



Texas Security General

INSURANCE AGENCY, INC.

Automated Clearing House (ACH) now available for Down Payments, Direct Bill or Paid in Full Policies for TSGA*

Safe – Convenient – Confidential

Texas Security General Insurance Agency, Inc. is excited to announce that Agent ACH Sweeps is now available! Many of you have requested this service and we have listened. Now you can have your insured's payment drafted automatically from your designated account.

The Agent ACH Sweeps program will help you in many ways:

- Payments are posted immediately to your insured's policy
- Cancellations, restarts and reinstatements are minimized
- Check writing is eliminated
- Overnight charges and postage costs are decreased dramatically
- It is easy to sign up for and easy to cancel if necessary

Here is how to sign up for the Agent ACH Sweeps program:

- Fill out the ACH Authorization form and return it to TSGA as indicated at the bottom of the form
- Attach a voided check for verification of all financial institution information
- You will be notified by email once you are authorized to begin the ACH process
- It's that simple!

Here is how to post a payment:

- Once authorized you will be able to accept cash or checks from your insured and post them directly to the insured's policy
- Login to ISi
- Pull up the insured's policy for which you wish to post a payment
- Click on the "Cash/Check Payment" link
- Enter the payment information and Post Payment
- Once you have posted the payment to the policy, TSGA will draft that amount from your account 3 days later

Here is how to view a report of your ACH activity:

- On the black menu bar on the right side of your screen click on "Report Menu"
- Click on "ACH Reports"
- Enter the date range or choose a predetermined date range from the drop down menu
- Select a company from the drop down menu (it is preferred that you use "All Companies Combined")
- Select your report of choice

Here is how to get training on ACH Agent Sweeps:

- Join our 1 hour WEBINAR every Thursday at 2pm CST. You will receive LIVE on-line instructions on how to process your payments and see for yourself how easy this process can be!
- Call your Underwriter if you have questions

*Agent ACH Sweeps is not available for CKPF monthly payments.