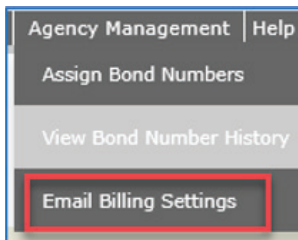


# Billing preference guide

The Zurich Surety Express billing preference enhancement allows you to manage billing email settings for account and transactional bonds.

Under "Agency Self-Service," click "Email Billing Settings."



Your agency information will appear.

Agency code*	0000011
Agency name	SURETY TEST PRODUCER
Agency address	600 RED BROOK BLVD OWINGS MILLS, MD 21117-5192

Change or add billing preferences for each account:

1. Search by full or partial account name.
2. Click "Lookup" after entering the search criteria, then "Select" to choose the account.

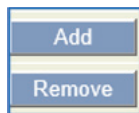
Account name or number	test	Lookup
Select	Account Number ST00127273	Account Test Acc for Test Add123Owings Mills MD 21117
		Account Status Active

3. Click "Search" to bring up the available settings or "Clear" to start again.



4. Click "Add" to enter a new email or "Remove" to delete one currently in place.

Would you like add an additional email recipient?



5. Enter the first and last name of the billing recipient and their email twice (second entry is for verification).

First name	Last name	Email
Please enter email twice for verification		Email

6. Repeat steps 4 and 5 for additional recipients. You may add up to five recipients.
7. Click "Save."
8. Repeat steps 4 and 5 for additional recipients. You may add up to five recipients.
9. Click "Save."

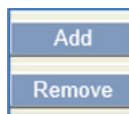
Change or add billing preference for transactional bonds:

1. Click "Search" on the email billing setting screen without entering account information in the search bar.
2. Account information will appear, but scroll to the bottom of the results to "Transactional."

Transactional

3. Click "Add" to enter a new email or "Remove" to delete one currently in place.

Would you like add an additional email recipient?



4. Enter the first and last name of the billing recipient and their email twice (second entry is for verification). This will update the billing recipient on all transactional bonds.

First name	Last name	Email
Please enter email twice for verification		Email

## Zurich

1299 Zurich Way, Schaumburg, IL 60196-1056  
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