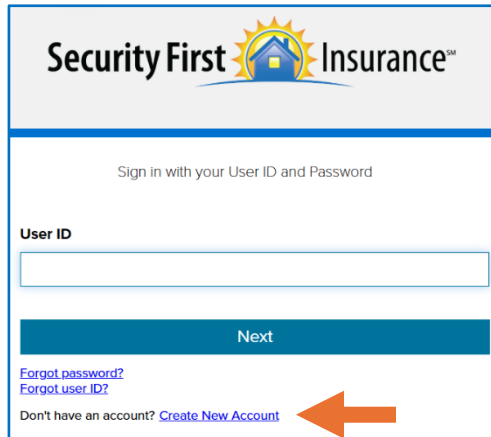


How to create your Customer Portal account and set up Auto Pay

Step 1: Click **Create New Account** below the blue Next button.



Security First Insurance™

Sign in with your User ID and Password

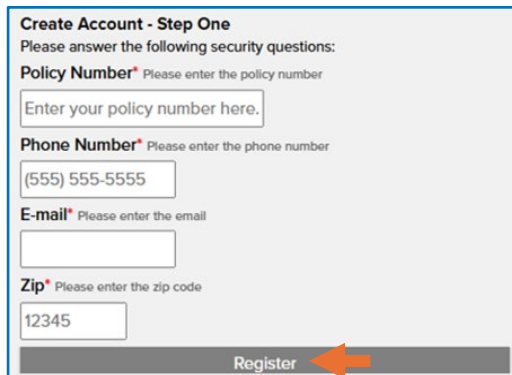
User ID

Next

[Forgot password?](#)
[Forgot user ID?](#)

Don't have an account? [Create New Account](#)

Step 2: Enter the required information. The information entered must match what is listed on the policy. If there are multiple phone numbers on the policy, any one of the numbers can be used for this step. Once the button turns blue, click on **Register**.



Create Account - Step One
Please answer the following security questions:

Policy Number* Please enter the policy number

Enter your policy number here.

Phone Number* Please enter the phone number

(555) 555-5555

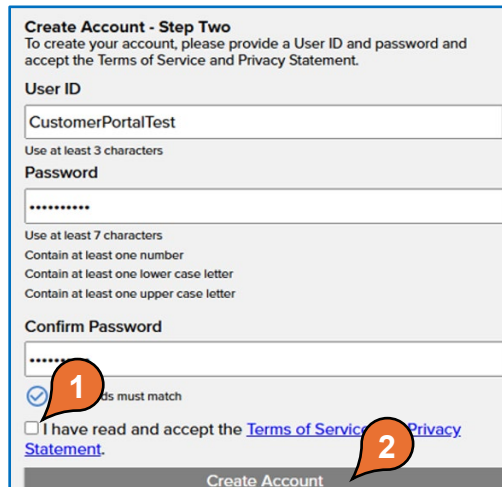
E-mail* Please enter the email

Zip* Please enter the zip code

12345

Register

Step 3: Create User ID and Password. Check the box in front of “I have read and accept the Terms of Service and Privacy Statement” after you have clicked the blue link to read the Terms of Service and Policy Statement. When the Create Account button turns blue, click on **Create Account**.



Create Account - Step Two
To create your account, please provide a User ID and password and accept the Terms of Service and Privacy Statement.

User ID

CustomerPortalTest

Use at least 3 characters

Password

Use at least 7 characters
Contain at least one number
Contain at least one lower case letter
Contain at least one upper case letter

Confirm Password

1

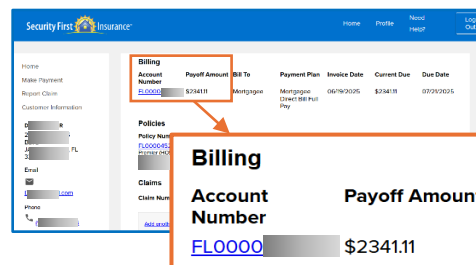
☒ Passwords must match

☐ I have read and accept the [Terms of Service](#) and [Privacy Statement](#).

2

Create Account

Step 4: On the Home page, under Billing, click on the blue **Account Number** link.



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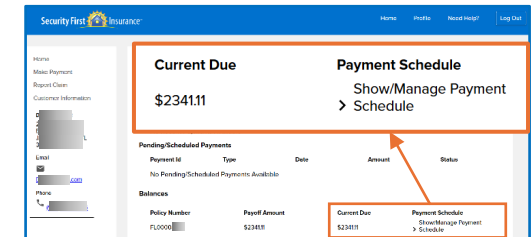
Home Profile Need Help? Log Out

Home
Make Payment
Report Claim
Customer Information

Billing

Account Number	Payoff Amount
FL0000	\$2341.11

Step 5: On the Account page, go to the **Balances** section. Then, under Payment Schedule, click **Show/Manage Payment Schedule**.



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Home Profile Need Help? Log Out

Home
Make Payment
Report Claim
Customer Information

Current Due
\$2341.11

Payment Schedule
[Show/Manage Payment Schedule](#)

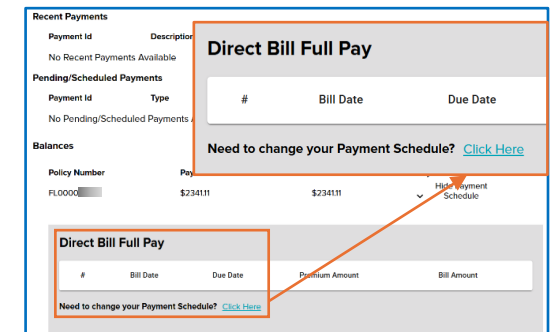
Pending/Scheduled Payments

Payment Id	Type	Date	Amount	Status
No Pending/Scheduled Payments Available				

Balances

Policy Number	Payoff Amount
FL0000	\$2341.11

Step 6: Click Show/Manage Payment Schedule to view more options. Under the **Direct Bill Full Pay** section, select the blue **Click Here** link to change your Payment Schedule.



Recent Payments

Payment Id	Description
No Recent Payments Available	

Pending/Scheduled Payments

Payment Id	Type
No Pending/Scheduled Payments	

Balances

Policy Number	Payoff Amount
FL0000	\$2341.11

Direct Bill Full Pay

#	Bill Date	Due Date
Need to change your Payment Schedule? Click Here		

Step 7: The **Payment Schedule** appears. Click on the drop-down menu to select your new Payment Schedule.

Step 8: The total amount due will appear in increments of 2, 4, or 12 payments based on the Automated Payment Schedule chosen. Select **Add New Payment Type**.

#	Bill Date	Due Date	Premium Amount	Bill Amount
> 1	06/19/2025	07/21/2025	\$1402.80	\$1408.91
> 2	01/16/2026	01/21/2026	\$935.20	\$938.20

Step 9: The Billing Address Verification box will appear. Verify the name and billing address for the payment method and edit it if necessary. Once the information is correct, click **Continue**.

Step 10: Select a **Payment Method**, either **Credit Card** or **Bank Account**, and complete the required information.

Step 11: Once the required information has been entered, the Submit button will turn blue. Click on **Submit**.

Step 12: Click **Save Payment Method** to continue.

Step 13: Click **Save** to finalize the payment plan change. If there are multiple policies, repeat these steps for each policy that requires a payment plan change.

If you need assistance with this process, please contact our Customer Support Team at (877) 333-9992.

Good job! That's all there is to it.