

What is Bill It Now?

Bill It Now is Paragon’s business partner who serves in handling premium billing and collection. Bill It Now offers 24/7 Web access so that users can login to view billing transactions, payment due dates, make payments on-line and schedule future payments. Bill It Now Customer Service Support is available at (888) 297-9622 Monday through Friday from 8:30 am -5:00 pm (EST).

Bill It Now specializes in Agency and Insured Direct billing solutions. At time of binding your new or renewal policy, you may choose either the Agency Statement Billing or Direct Billed – Insured option.

Billing options:

Agency Statement Billing

Benefits:

- The agent retains the commission up front and is billed the net amount.
- 24/7 Web access; Log in to view activity on all policies with the ability to make payments on the insured’s behalf.
- Billing statements are downloadable for easy follow up.
- Allows agent to retain control of policyholder billing special requests (ie: breakdowns by department)

How it Works:

- Once the policy is entered into the billing system, a welcome email will be sent to the agency email provided and will include the Admin Login ID and temporary password for your agency to log in to www.billitnow.com
- The Admin agent/user can create new users for any employees of the agency who would like to gain access to the agency’s accounts.
- Invoices will be generated with each transaction and emailed for your reference and record-keeping.
- Monthly Statements are e-mailed to the agency on the 5th of each month with a due date of the 20th of the same month.

Direct Billed - Insured

Benefits:

- Eliminates the expense and efforts of billing and collection for the Agent.
- Commission is paid monthly, on or around the 10th for payments received in the previous month.
- 24/7 Web access; Log in to view activity with the ability to make payments online.
- Billing statements are downloadable for easy follow up.

How it Works:

- Premium statements are mailed out with instructions for the insured to create their login for Bill it Now.
- Payment is due 30 days from the invoice date or effective date, whichever is later.

Available payment plans:

- Annual (full payment) is the standard payment option
- Semi-annual and quarterly installment options are available for policy premiums of \$5,000 or more

Billing Option Selection:

- Agency Statement Billing
- Direct Bill – Insured

Payment Plan Selection:

- Annual (full payment)
- Semi-Annual*
- Quarterly* (40% down and 3 installments of 20%)

*Policy premiums <\$5,000 are ineligible for installment options (will be billed Annual)

*No finance charges apply

Payment methods:

- Check (see below for check mailing instructions)
- ACH (no additional fee) – **Preferred!**
- Credit card (subject to 2.8% fee)

Check Mailing Instructions:

- ***Important!*** ***In order to ensure timely application of payments, remittance instructions must accompany your check***
- Make checks Payable To: Paragon Insurance Holdings, LLC
- Send via Regular Mail to:
 - **Direct Bill:**
P.O. Box 969
Westbrook, CT 06498
 - **Agency Bill:**
P.O. Box 1220
Westbrook, CT 06498
 - We recommend allowing 10 days for mailing time. Late payments may result in a cancellation notice.
- Send via Overnight Courier to:
34 Westbrook Place
Westbrook, CT 06498