Online Payment Instructions

Online Payment System Changes

We're upgrading our Online Payment System to provide a more convenient and easier way for you to pay your invoice. These changes will take place in January, and will affect how you pay your invoices online beginning January 22, 2019. Please contact our office at 888-927-7526 if you have questions.

Register for the new Online Payment System.

1. Employers can access the system through the CPS employer portal. Individuals can visit our website, **ConcordiaPlans.org**, and click on the *Pay a Bill* link to access the online payment system. Once on the new site, choose *Enroll Now* to create an account.

   Note: If you wish to make a one-time payment as a Guest, choose ***Click here to make a guest payment***.

2. Take a few moments to review the terms and conditions of the Online Program, and click *I Agree* to continue.

3. To register as a new user, enter your Account Number, ZIP code and PIN. These identifiers are located on your CPS monthly invoice. Be sure to click *I'm not a robot* to continue.

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4. Create a log in, and create and confirm a password. You will also need to select a security question. When you are finished click *Continue*.

Password Hint: Both the security question answer and password are case sensitive. The password cannot be the same number of letters as the Login ID, and must be between 8 and 32 characters. Passwords mush contain: an uppercase letter, a number and a special character from !@#$%^,./?+=-_|;:'()

5. Enter and verify your email address.

Once your registration is complete, you will receive a confirmation email.

Add Funding Source Account

Before you can make a payment, you must add your financial institution's information. You will find the routing and account numbers you need at the bottom of your checks.

Once you have entered everything, you will be asked to verify the information. When all the steps are completed, you will receive a confirmation email.

Making a Payment

To set up a payment, select *Schedule a Payment*. You have the option to make a payment on a specific date or create a recurring payment. Recurring payments can be made on a monthly or weekly basis.

For your convenience you may choose to pay your current balance or enter another dollar amount.

Once you have clicked *Continue*, you will be asked to verify your payment details. You will need to *Confirm* that you want to continue with your payment. When you have completed the payment process, you will receive a confirmation email.