

## How to Make a One-Time Online Payment

The electronic payment system allows you to make a one-time payment without registering.

You must register to set up a recurring payment, review scheduled payments, review your payment history and payment status, and review and download your payment receipts.

### Take These Steps

1. Go to the <https://mn.gov/mmb/segip>.
2. Select the **Online Payments** tab. You will find it on the right side of the page, toward the top.
3. Select **Online Payments for Insurance** link.
4. You will go to the SEGIP Insurance Benefits payment page.
5. **Enter your Employee ID.**
  - The image on the page will help you find your ID on your invoice.
6. **Enter your last name.**
7. **Enter the last four digits of your Social Security Number.**
8. **Enter the amount you are paying now.**
9. Select **Confirm** to continue.
10. Select **Make a Payment**.

Welcome to the Electronic Payment System page appears.

1. Select **Pay Without Registering.**
  - **Enter your contact information.**
    - Include a personal email address and phone number.
2. **Choose your payment type** from the drop-down menu.
  - For checking or savings enter:
    - Routing number
    - Bank account number (The system makes you enter it twice.)
  - For credit or debit card enter:
    - Card number
    - Expiration date
    - Security code
3. Select **Continue.**
4. Select the box to **accept Terms and Conditions.**
5. Select either **Back** to make a correction or **Confirm** to make your payment.
  - After you select **Confirm**, a confirmation statement appears.
    - Save it for records.

# Get Help

Contact SEGIP Member Services at [segip.mmb@state.mn.us](mailto:segip.mmb@state.mn.us) or 651-355-010.