

Register to Set Up Recurring Payments

Register to:

- Set up a recurring payment.
- Review scheduled payments.
- Review your payment history and payment status.
- Print your payment confirmation.

Take These Steps

1. Go to [the SEGIP website \(https://mn.gov/mmb/segip\)](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 the **Online Payments for Insurance** link.
 - a. You will go to the SEGIP Insurance Benefits payment page.
4. Enter your **Employee ID**. The image on the page will help you find your ID on your invoice.
5. Enter your **last name**.
6. Enter the **last four digits of your Social Security Number**.
7. Enter the **amount you are paying now**.
8. Select **Confirm** to continue.
9. Select **Make a Payment**.

Welcome to the Electronic Payment System page appears.

1. Select **Register**.
2. **Enter your contact information**.
 - a. Include a personal email and phone number

User Registration Section

Follow the pop-up instructions on the site.

3. Create your user ID. Use six to 16 letters or numbers.
4. Create a password you will remember.
5. Choose three security questions from the drop-down menu.
 - a. Enter the answer for each.
6. Select **Submit**.
 - a. You are registered.

Add Your Payment

In the upper right corner:

1. Select **My Account** to enter your bank or credit card information.
 - a. You may enter more than one account
2. Select **Make A Payment**.
3. Select **Payment Methods** on the upper left side of the screen.
4. Select **Add a Payment**.
 - a. Enter payment information
5. Choose **payment type** from the drop-down menu.
 - a. You may enter more than one payment type.
 - b. The system will save the payment you select for recurring payments. You can change it at any time.
 - c. For checking or savings enter:
 - i. Routing number
 - ii. Bank account number (The system makes you enter it twice.)
 - iii. Choose Bank Account Type
 1. Checking or Savings
 - d. For credit or debit card enter:
 - i. Card number
 - ii. Expiration date
 - iii. Security code
 - e. Optional: Add an account nickname.
6. Select **Save**.
7. Select **Make a Payment** again to set up your recurring payment.
 - a. Enter the payment amount.
 - b. Enter the next payment date.
 - c. Choose one duration option:
 - i. Number of payments
 - ii. End date
 - iii. Continue until cancelled

Examples:

- Continue for 10 payments. The payment will be taken once a month for 10 months.
 - Continue until 12/31/2026. Payments will not be taken after Dec. 31, 2026.
 - Continue until cancelled. The payments will be taken once a month until you stop the payment.
8. Select **Saved Payment Method**.
 - a. Choose which account you want payments to come from.
 - i. If you entered one account, you will have one choice.
 - b. Your account information will appear.

9. Select **Continue**.
 - a. Review payment.
 - b. Scroll down to reenter your password just above the Terms and Conditions information.
 - c. Select the **I accept the Terms and Conditions** box.
10. Select **Confirm**.
 - a. A confirmation statement will appear.
 - b. Your monthly recurring payment is now set up.

If you enter an email address, you will receive payment confirmation each month.

Next Steps

Every January

Premiums usually change in January. To avoid paying the wrong amount:

1. Log in
2. Update your payment amount

Update or Cancel Your Recurring Payment

Update your recurring payment if you:

- Choose to make a specific number of payments.
- Entered an end date.
- Selected continue until cancelled.

Steps

1. Log in
2. Select **My Account**
3. Select **Schedule Payments**

After You Register

Log in to:

- Make a payment
- Update your address, change your password or security questions
- Update your recurring payment
- Review your scheduled payments
- Review your electronic payment history
- Print your payment confirmation

1. Go to the [SEGIP website \(https://mn.gov/mmb/segip/\)](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 **Access the online payment system**. You will go to the SEGIP Insurance Benefits payment page.
4. Enter your Employee ID.
5. Enter your last name.
6. Enter the last four digits of your Social Security Number.
7. Enter the amount you are paying now.
8. Select **Confirm** to continue.
9. Select **Make a Payment**.
 - a. Once you select Make a Payment, the Electronic Payment System page appears
10. Select **Log In**
 - a. Select **My Account** on the upper right side of the page.
 - b. Select **My Profile** to update your address, change your password or security questions.
 - c. Select **Payment Methods** to change or update payment method.
 - d. Select **Scheduled Payments** to update your recurring payment.
 - e. Select **Electronic Payment History** to review electronic payments
 - f. Use your browser's print feature (Ctrl+P or Command+P) to print the payment confirmation.

Get Help

Contact SEGIP Member Services at segip.mmb@state.mn.us or 651-355-0100.