Instructions for using the online insurance payments portal

*Employee Insurance*

**Procedure Steps**

1. **Step 1**
   - From the [SEGIP website](#) select the Online Payments button.

2. **Step 2**
   - Enter your Employee ID. There is a image to help you find your ID on your invoice.
   - Enter the employees last name.
   - Enter the last four digits of the employees social security number.
   - Enter the amount you are paying in this transaction.
   - Select the Confirm button to continue.

   **NOTE:** An error that indicates *Record was not found* will occur if the balance on the account is zero.

3. **Step 3**
   - A review screen will appear.
   - If you've entered the information correctly select Make Payment. Use the Go Back button to make changes.
   - You will be taken to the secure USBank webpayment portal.

4. **Step 4**
   - Enter your payment information, contact information and payment method.
   - Select Continue to move forward or Cancel to stop.

5. **Step 5**
   - Review Payment window contains payment details, payment method, and contact information.
   - Check box to accept Terms and Conditions.
   - Select Confirm to make your payment or Back to make a correction.

6. **Step 6**
   - Close the payment window when you have completed your transaction.

7. **Step 7**
   - You will receive a payment confirmation email at the address you provided.

**Contact**

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