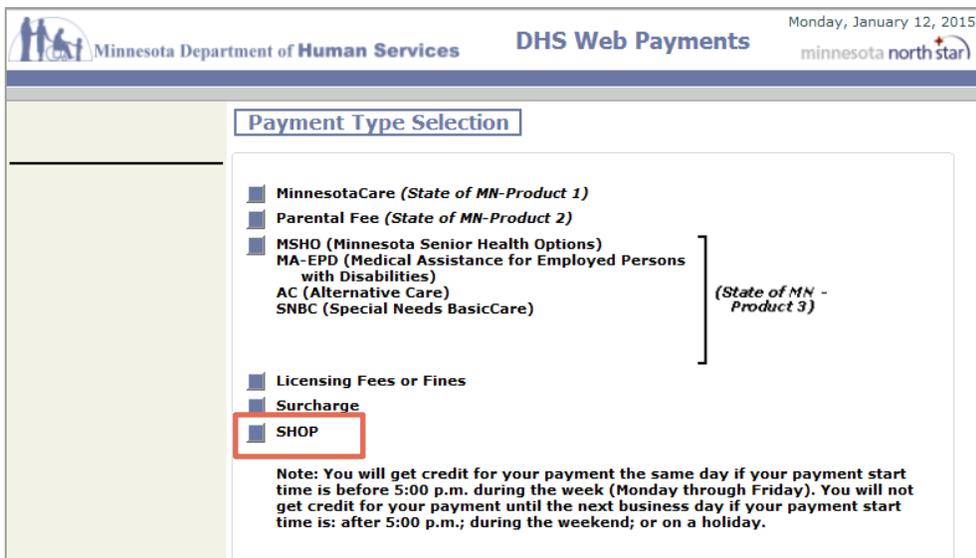


MNsure SHOP: Making an Electronic Payment

Follow these steps to make an electronic payment for the MNsure Small Business Options Program (SHOP).

1. Go to the Web Payments page on the Department of Human Services website at <http://payments.dhs.state.mn.us>.
2. Under “Payment Type Selection” choose “SHOP.”



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Payment Type Selection

- MinnesotaCare (State of MN-Product 1)
- Parental Fee (State of MN-Product 2)
- MSHO (Minnesota Senior Health Options)
- MA-EPD (Medical Assistance for Employed Persons with Disabilities)
- AC (Alternative Care)
- SNBC (Special Needs BasicCare)

(State of MN - Product 3)

- Licensing Fees or Fines
- Surcharge
- SHOP

Note: You will get credit for your payment the same day if your payment start time is before 5:00 p.m. during the week (Monday through Friday). You will not get credit for your payment until the next business day if your payment start time is: after 5:00 p.m.; during the weekend; or on a holiday.

3. On the SHOP screen, enter your **Customer Number** (this can be found on your invoice or invoice details).
4. Enter the **first 4 characters of your business name**.
5. Click the **Find Invoices** button.
6. All unpaid invoices will automatically be checked for payment. If you only want to pay the current invoice due, uncheck the invoice you are not paying.
 Note: you must pay all lines of your invoice for your monthly premiums to be processed to the carrier/carriers and be considered current.

Minnesota Department of Human Services Web Payments minnesota north star

SHOP

Enter your information and click the Confirm button. Click the Cancel button to return to the main payments page.
 * Indicates required field

Program * SHOP

Customer Number: *

First 4 characters of the name on invoice: *

Payments made here are 1-time only. We will not automatically take future payments from your account. Payments may be made by credit card (VISA and MasterCard only) or by check.

7. After you have selected the lines/invoices to be paid, click the **Confirm button**. The next screen will give you the total amount scheduled for payment.

Click the Confirm button. Click the Cancel button to return to the main payments page.

Program * SHOP

Customer Number: * 0000000033

First 4 characters of the name on invoice: * COON

<input type="checkbox"/>	Billing Code	Receivable Date	Invoice	Receivable Balance
<input checked="" type="checkbox"/>	H6001	10-03-2014	00000234893	10.00
<input checked="" type="checkbox"/>	H6002	11-04-2014	00000240596	889.24

8. Click the **Make Payment** button.

Program: SHOP
Customer number: 000000000000033
First 4 characters of the name on invoice: COON
Amount to pay: \$899.24

Billing Code	Receivable Date	Invoice	Receivable Balance
H6001	10-03-2014	00000234893	10.00
H6002	11-04-2014	00000240596	889.24

9. After you click the Make Payment button, a US Bank web form will display on the page. You can choose to “Register” (this will store your banking information and your payment history) or you can choose to “Pay Without Registering.”

SHOP Operations... Suggested sites New Tab Web Site Gallery

Minnesota Department of Human Services DHS Web Payments

Welcome to the Electronic Payment System

Please enter your User ID and Password and click Log In.

User ID [Forgot Your User ID?](#)

Password [Forgot Your Password?](#)

[Register](#)
[Pay Without Registering](#)

10. Complete the personal information and your payment information. You may pay by credit card or by entering your checking account routing number.

sted Sites New Tab Web Slice Gallery

Minnesota Department of Human Services DHS Web Payments

Make a Payment

My Payment

SHOP

Amount Due \$899.24
Customer Number 000000000000033

Payment Information

Frequency One Time
Payment Amount \$899.24
Payment Date Pay now

Contact Information

First Name
Last Name
Company (Optional)
Address 1
Address 2 (Optional)
City
State Select
Zip Code (Optional)
Phone Number
Email Address

[Become a Registered User](#)

Payment Method

Payment Method Select

Continue [Cancel](#)