

Commercial Client Center

How to Enroll in AutoPay



Want to sign-up your Chubb insurance policy for reoccurring payments? Enroll in AutoPay by completing the following steps:

1. Begin by visiting the Chubb Commercial Client Center at <https://commercialservice.chubb.com>.

Enter your username and password and click **Sign in**.

A screenshot of the Chubb Commercial Client Center login page. The page has a white background with a blue and teal abstract graphic on the right side. The Chubb logo is in the top left. The main heading is "Manage your policies, now" in a large, dark blue font. Below this is a "Login" section with a purple lock icon. It contains two input fields for "Username" and "Password", both outlined in red. A red arrow points to the "Sign in" button, which is a purple rectangle. Below the button are links for "New user? Click here to activate your account." and "Trouble logging in? Forgot Username Forgot Password". Below the login section is a "Make a one time payment" section with a purple circular icon. It contains text about making a payment via debit or credit card and a "Pay Now" link. At the bottom, there is a footer with the text "We're here to help" and contact information: "(888) 427-4854" and "scihelpdesk@chubb.com".

CHUBB®

Manage your policies, now

Login

Username

Password

Sign in

New user? [Click here](#) to activate your account.

Trouble logging in? [Forgot Username](#) [Forgot Password](#)

Make a one time payment

If you are not already registered but would like to make a payment via debit or credit card, click Pay Now below.

[Pay Now](#)

Billing Questions? (833) 550-9660 | scibilling@chubb.com

We're here to help (888) 427-4854 scihelpdesk@chubb.com

2. Once logged in, select **Billing** from the top navigation.

CHUBB®

Dashboard **Billing** Coverage Claims Alerts Profile Logout

Hi Alice
Welcome to the Chubb Commercial Client Center.
Alice's Bakery is Chubb Insured.

Payment details
Account Balance: \$700
Amount Due: \$700 by 02/24/2020
[Make a payment >](#)

Billing & Payments
\$700
Due date: 02/24/2020
Billing account: 0200000000000000
[View >](#)

Coverage
2 policies
Business Owner's Policy
Feb 22, 2019 - Feb 22, 2020
[View >](#)

Claims
10 mins
Average time taken to log a claim for a company of your size.
[Report a claim >](#)

Documents
View or download
Policy documents, COIs, endorsements and more.
[View >](#)

3. Upon arriving on the Billing & Payments page, select **Enroll now** next to “Not enrolled in AutoPay.”

CHUBB®

Dashboard Coverage **Billing** Claims Alerts Profile Logout

Billing & Payments

Information about your billing and payments, all in one place.

Business Owner's Policy
Cyber ERM Policy

Account #0200000000000000
Address: 10 South Main Street, Morristown, NJ 07963

MINIMUM DUE \$700.00	PAYMENT DUE DATE 02/24/2020	ACCOUNT BALANCE \$700.00	Make a payment
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[Not enrolled in AutoPay](#) **Enroll now** [View billing statements](#)

[Not enrolled in Paperless Billing](#) [Enroll now](#)

Show account activity and additional billing details

4. Next, select **Click Here** next to “Add or update Payment Information.”

Recurring Payment Enrollment

Billing Account Number: 0000 0000 0000 0000

Payment Method Payment method is required. [What is this?](#)
Please add your payment information using the 'Click Here' link below to begin the enrollment process.
To add or update Payment Information [Click Here](#)

Payment Option [What is this?](#)

☒ MINIMUM AMOUNT DUE
☐ ACCOUNT BALANCE IN FULL

*Email Notification Address:

☐ I accept the [Terms and Conditions](#)

[Cancel](#) [Authorize](#)

Then click **Continue**.

Manage Saved Payment Information

Welcome to managing your saved payment information.
Please select payment information you wish to update, or select Add to save new payment information.

Saved Payment Information [Add new payment information](#)

[Return](#) [Continue](#)

5. Enter the account information of your preferred payment method and click **Save**.

Manage Saved Payment Information

New Payment Information

Profile Type: ☐ Check ☒ ATM, Debit, Credit Card

*Saved Payment Name:

*Card Number:

*Zip Code:

*Exp. Date [MMYY]:

6. Verify the saved payment information and click **Return**.

Manage Saved Payment Information

Your Payment Information has been saved

Payment Method: Visa

Saved Payment Name: Alice Walsh

Card Number: *****6780

Exp. Date [MMYY]: 05/22

Select Update to update additional saved payment information or to add payment information

7. Under Payment Method, select the Saved Payment Information you just entered.

Recurring Payment Enrollment

Billing Account Number: 0000 0000 0000 0000

Payment Method Payment method is required. [What is this?](#)

Saved Payment Information

Select

Select

Alice Walsh

To add or update Payment Information, click here.

Payment Option [What is this?](#)

☒ MINIMUM AMOUNT DUE

☐ ACCOUNT BALANCE IN FULL

*Email Notification Address:

☐ I accept the [Terms and Conditions](#)

Cancel

Authorize

8. Finally, under Payment Option, select whether you would like your automatic payment to be the minimum amount due or the account balance in full.

Next, confirm your email address for all payment notifications, read and accept the Terms and Conditions, and click **Authorize**.

Recurring Payment Enrollment

Billing Account Number: 0000 0000 0000 0000

Payment Method Payment method is required. [What is this?](#)

Saved Payment Information Alice Walsh ▼

Card Number: Visa - *****6780

Expiration Date: 05/22

To add or update Payment Information [Click Here](#)

Payment Option [What is this?](#)

☒ MINIMUM AMOUNT DUE

☐ ACCOUNT BALANCE IN FULL

*Email Notification Address: Alice.Walsh@whitehouseflorist.c

☒ I accept the [Terms and Conditions](#)

[Cancel](#) [Authorize](#)

You are now enrolled in AutoPay! For questions, please contact Chubb Small Commercial Billing Services at 1.833.550.9660 or email scibilling@chubb.com.

Chubb. Insured.SM

Chubb is the marketing name used to refer to subsidiaries of Chubb Limited providing insurance and related services. For a list of these subsidiaries, please visit our website at www.chubb.com. Insurance provided by ACE American Insurance Company and its U.S. based Chubb underwriting company affiliates. All products may not be available in all states. This communication contains product summaries only. Coverage is subject to the language of the policies as actually issued. Surplus lines insurance sold only through licensed surplus lines producers.