

1. Open a browser (Internet Explorer, Firefox, Google Chrome)
2. <http://pay.moylansinsurance.com.ph/app/online.pl/policy>
3. Enter your LOGIN NAME and PASSWORD (**Fig 1-1**)

(FIG 1-1)

MOYLAN'S

**MOYLAN'S INSURANCE
UNDERWRITERS, INC.**
HOME OF THE GOOD GUYS & GALS

▼ Home ▼ Login ▼ Your Details ▼ Quotes ▼ Policies

Please enter your login name and password below.

Login

Password

Login

[Forgot your username or password?](#)

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4. Forced Password Change (initial login) **(FIG 2-1)**

- a. Type your old/current password
- b. Type a new password
- c. Retype your new password

(FIG 2-1)

MOYLAN'S INSURANCE UNDERWRITERS, INC.
HOME OF THE GOOD GUYS & GALS

▼ Home Options Your Details Logout

Forced password change

You are required to change your password. Please enter your current password followed by a new password. Re-type your new password to confirm it. Passwords must be at least six characters long.

Current password:

New password:

Retype to confirm:

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5. Policies with Outstanding Amount will appear in your screen after you login. **(FIG 3-1)**

(FIG 3-1)

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Home Options Your Details Logout

Policies

Current policies only are shown below.

Policy number	Period of insurance	Policy type	Outstanding Amount	Amount Due	Payment
498594	22 Oct 2012 → 26 May 2013	DI Personal Auto	\$154.08	\$154.08	0.00
516068	06 Feb 2013 → 26 May 2013	DI Homeowners	\$0.00	\$0.00	0.00
521244	26 May 2013 → 26 May 2014	DI Homeowners	\$0.00	\$0.00	0.00
				Total to pay	0.00

[Make Payment](#)

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6. Select the Policy number and enter the payment amount you want to post. (FIG 4-1)

(FIG 4-1)

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Policies

Current policies only are shown below.

Policy number	Period of insurance	Policy type	Outstanding Amount	Amount Due	Payment
498594	22 Oct 2012 → 26 May 2013	DI Personal Auto	\$154.08	\$154.08	154.08
516068	06 Feb 2013 → 26 May 2013	DI Homeowners	\$0.00	\$0.00	0.00
521244	26 May 2013 → 26 May 2014	DI Homeowners	\$0.00	\$0.00	0.00
				Total to pay	154.08

Make Payment

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7. CHOOSE A WAY TO PAY

- a. If you want to pay using your PAYPAL account, click **PAY WITH MY PAYPAL ACCOUNT**
 - i. login with your paypal email address and password. (FIG 5-1)

(FIG 5-1)

The screenshot displays the Moylan's Insurance payment interface. On the left, a box titled "Your order summary" contains a table with the following details:

Descriptions	Amount
Insurance Premium Item price: \$154.08 Quantity: 1	\$154.08
Item total	\$154.08
Total \$154.08 USD	

On the right, the "Choose a way to pay" section offers two options:

- Pay with my PayPal account**: Includes a login form with fields for Email (pre-filled with `paypal@moylans.net`) and PayPal password, a "Log In" button, and a link for "Forgot your email address or password?".
- Don't have a PayPal account?**: Includes a link to "Join PayPal for faster future checkout".

At the bottom, there is a link to "Cancel and return to Moylan's Insurance Underwriters Inc.." and a footer section with "Site Feedback" and a note about PayPal's safety, along with links to "User Agreement" and "Privacy Policy".

8. If you have Paypal account and you logged in, you will automatically be prompted to **PAY NOW (FIG 6-1)**

(FIG 6-1)

The screenshot displays the 'Review your information' page for a PayPal transaction. On the left, a 'Your order summary' box contains a table with the following data:

Descriptions	Amount
Insurance Premium	\$154.08
Item price: \$154.08	
Quantity: 1	
Item total	\$154.08
Total \$154.08 USD	

On the right, the 'Review your information' section includes a 'Pay Now' button, the PayPal logo, and payment details. The payment method is 'Instant Transfer : ANZ Guam Savings (Confirmed) x-4070' for '\$154.08 USD'. It notes that PayPal will use a Visa card (XXXX-XXXX-XXXX-0000) if the bank account has insufficient funds. There are links for 'Change', 'Redeem', and 'PayPal policies'. The contact information is 'rdelima@hotmail.com'. A second 'Pay Now' button is located below the contact information. At the bottom, there is a link to 'Cancel and return to Moylan's Insurance Underwriters Inc.' and a footer with 'Site Feedback [-]' and a note about PayPal's safety.

Review your information

Pay Now

Payment methods [Change](#)

Instant Transfer : ANZ Guam Savings (Confirmed) x-4070 \$154.08 USD

PayPal will use Visa XXXX-XXXX-XXXX-0000 to fund this transaction if your bank does not have enough funds.

■ PayPal gift card, certificate, reward, or other discount [Redeem](#)

View [PayPal policies](#) and your payment method rights.

Contact information
rdelima@hotmail.com

Pay Now

[Cancel and return to Moylan's Insurance Underwriters Inc.](#)

[Site Feedback \[-\]](#)
PayPal. The safer, easier way to pay. For more information, read our [User Agreement](#) and [Privacy Policy](#)

9. If you want to pay with a CREDIT CARD, click **DON'T HAVE A PAYPAL ACCOUNT**. (FIG 7-1)
10. Once you enter your credit card information below, click **REVIEW AND CONTINUE**.
11. **CLICK PAY NOW**.

(FIG 7-1)

The screenshot displays the 'Choose a way to pay' section of the Moylan's Insurance payment interface. On the left, a 'Your order summary' box shows the purchase of an 'Insurance Premium' for \$154.08. The main area offers two payment methods: 'Pay with my PayPal account' and 'Pay with a debit or credit card, or Bill Me Later'. The credit card option is selected, showing fields for card number, expiration date, CSC, and billing address. Payment logos for Visa, MasterCard, Discover, and American Express are visible.

Your order summary

Descriptions	Amount
Insurance Premium	\$154.08
Item price: \$154.08	
Quantity: 1	
Item total	\$154.08
Total \$154.08 USD	

Choose a way to pay

► **Pay with my PayPal account**
Log in to your account to complete the purchase

▼ **Pay with a debit or credit card, or Bill Me Later**
Pay with your debit or credit card, or with Bill Me Later®

Country: United States

☐ Bill Me Later®, a PayPal service
No Payments + No Interest if paid in full in 6 months on purchases of \$99+ [See terms](#)

☒ Credit Card

Card number:

Payment Types:

Expiration date: mm / yy /

CSC:

[What is this?](#)

First name:

Last name:

Address line 1:

Address line 2 (optional):

City/State:

ZIP code:

Phone type: Mobile


[Why is this needed?](#)

Phone number: 555-555-1234

12. Once payment has been made, you will receive a Paypal Receipt with Moylan's Insurance Logo. (You can print this or save as a file. Please keep this with you for reference)

Payment Receipt - PayPal

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HOME OF THE GOOD GUYS & GALS

Payment Receipt
PayPal transaction number
89V669263R134152W
Total
\$61.89 USD
We'll send a confirmation email to rdelima@hotmail.com.
Paid to
Moylan's Insurance Underwriters Inc.
client@moylans.net

Shipped to

Your shopping cart

Description	Price	Quantity	Amount
Insurance Premium	\$61.89	1	\$61.89
Item total			\$61.89
Tax			\$0.00
Total			\$61.89 USD

SAMPLE

13. You may now logout of our payment online.

After the payment thru paypal has been made successfully, paypal will send a notification to Moylan's Insurance System and it will create the payment transaction in our system.