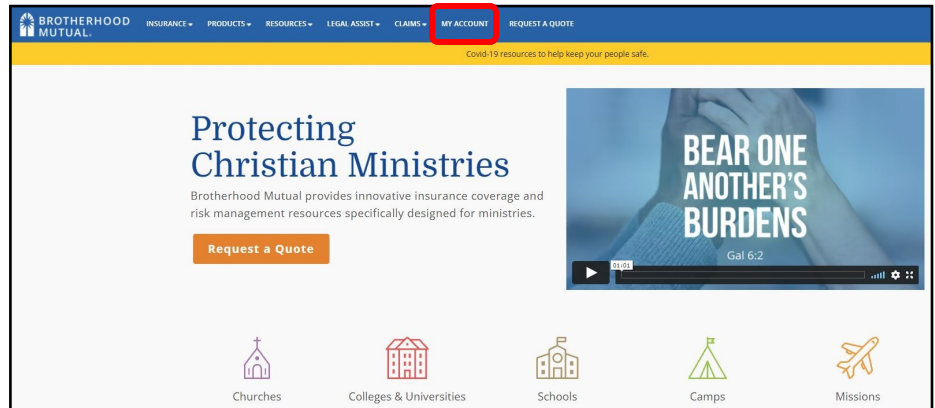


My Account Instructions

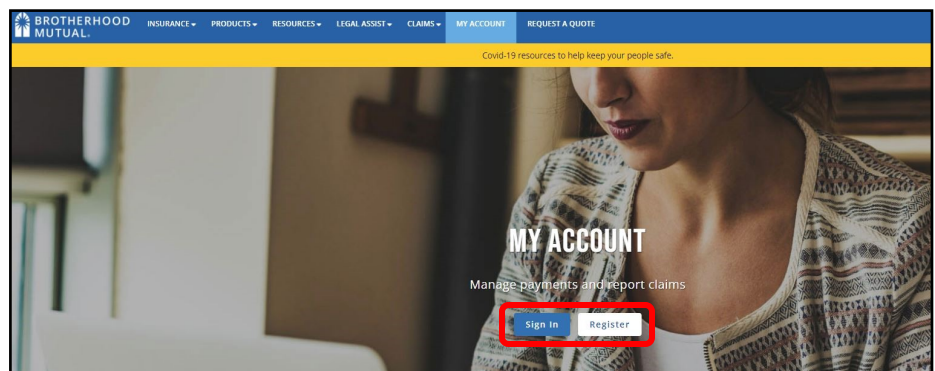
Step 1:

Go to brotherhoodmutual.com. Click **My Account**.



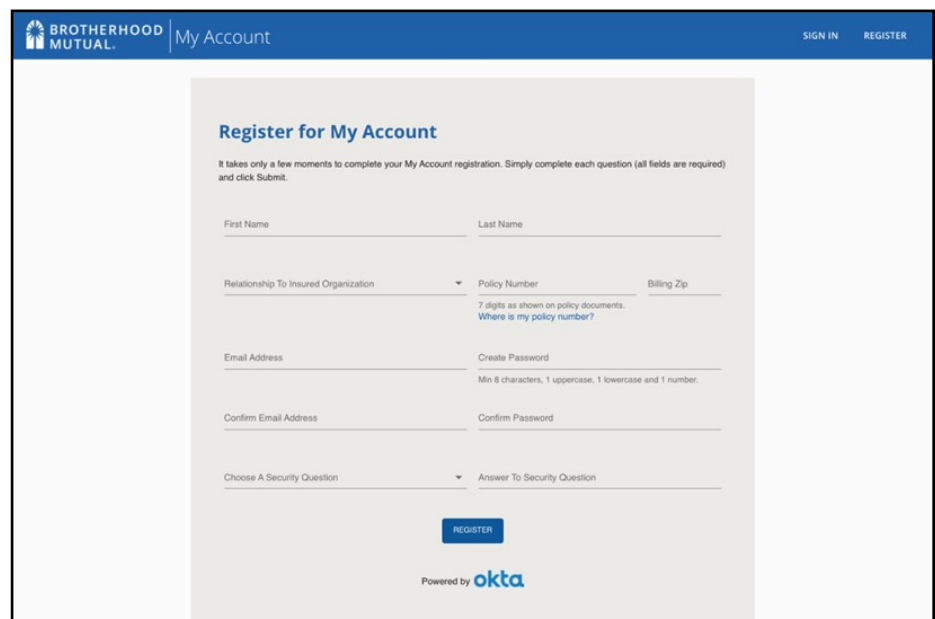
Step 2:

Click **Sign In** if you already have a login and skip to Step 7. If not, click **Register**.



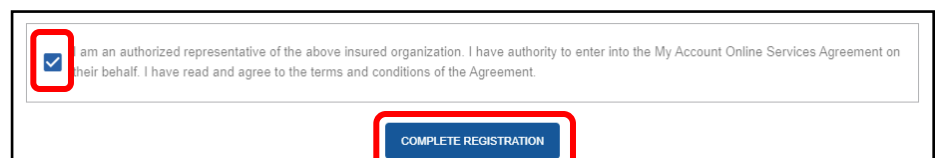
Step 3:

Fill out the appropriate information. Your 7-digit Policy Number will be required.



Step 4:

At the bottom of the Terms & Conditions, select the check box stating you are an authorized representative. Click **Complete Registration**



Step 5:

Click **Yes** to verify your policy account information.

Register for My Account

It takes only a few minutes to register and click Submit. (Required fields are required)

First Name
Tiffany

Relationship To Insured
Support

Email Address
tball@ministryworks.com

Confirm Email Address
tball@ministryworks.com

Choose A Security Question
What instrument do you own?

Billing Zip
46804

and 1 number.

Verify Policy

We found an account for the policy number you entered. Please confirm this is the correct one, then click "YES".

Account:

Liberty Mills Church Of The Nazarene
10621 Liberty Mills Rd
Fort Wayne IN, 46804

Agency:

American Church Group Indiana
13800 Jackson Rd
Mishawaka IN, 46544

Powered by **okta**

Step 6:

Confirmation that your registration was successful is immediate. Click **Thanks, Log Me In Now**.

Registration Successful

Your registration was successful. You will receive an email confirmation of your enrollment. If you do not receive an email, contact Customer Service at 800.380.5474.

Notification Preferences

eNotifications (eBill)

Step 7:

On Your Policies page, find the Work Comp Policy section. Click **eNotifications Enrollment**.

Work Comp Policy

Policy Number: 42409
Policy Period: Nov 12, 2021 - Nov 12, 2022

Payment Plan: Semi
Auto Payments: Not Enrolled
eBill: Not Enrolled

Invoices

Invoice	Status	Invoice Date	Due Date	Amount Due
2375895	Fully Paid	Apr 21, 2021	May 12, 2021	\$ 0.00
2375894	Fully Paid	Oct 22, 2020	Nov 12, 2020	\$ 0.00
1670207	Fully Paid	Apr 21, 2020	May 12, 2020	\$ 0.00
1670206	Fully Paid	Oct 22, 2019	Nov 12, 2019	\$ 0.00

View Full History

Step 8:

On the Notification Preferences page, find your Work Comp Policy.

Select the button under Electronic next to Work Comp. Then Click Save Ebill Settings.

Note: eNotifications is required for PayGo.

Step 9:

At the bottom of the Terms & Conditions, select the check box agreeing to email notifications. Click **Submit Enrollment**

Confirmation that your registration was successful is immediate. Click **Okay**.

Automatic Payments

Step 10:

Go back to Your Policies page, find the Work Comp Policy section again. Click **Automatic Payments**.

Step 11:

Click **Add Bank Account**.

Notification Preferences BACK TO POLICIES

All emails will be sent to: tball@ministryworks.com. If incorrect, please update your profile here.

Billing Notification Learn more about paperless billing/email notification.

With eBill Notifications as your preferred delivery method, we'll send you an email when eligible invoices are ready to view online. These invoices will no longer be sent by mail. Instead you can view, print, or save them from any device.

The invoice delivery choices below apply to your current products. Not all billing related documents are eligible for eNotification, and you might still receive some documents by mail.

Please make a selection for each policy delivery method and click Save.

Electronic Paper

Property and/or Liability

Policy: 299252
Policy Status: Not Enrolled
Your Status: Not Enrolled

Commercial Auto

Policy: 309380
Policy Status: Not Enrolled
Your Status: Not Enrolled

Work Comp

Policy: 42409
Policy Status: Not Enrolled
Your Status: Not Enrolled

[View/Print Terms and Conditions](#) **SAVE EBILL SETTINGS**

POLICIES TO BE ENROLLED

Policy Number: 42409
Email to be enrolled: tball@ministryworks.com

By enrolling in Brotherhood Mutual's eBill, you consent to receive an email notification which will let you know when your organization's Statements are available to be viewed online within your Account. Instead of your organization receiving paper Statements through U.S. Mail. Your consent acknowledges that all Account Users will no longer receive further paper Statements unless all Account Users unenroll from eBill.

Yes, I would like an email notification when billing statements are available to be viewed on My Account Online Services account.

[CANCEL](#) **SUBMIT ENROLLMENT**

Work Comp Policy

Policy Number: 42409
Policy Period: Nov 12, 2021 - Nov 12, 2022

Payment Plan: Semi
Auto Payments: Not Enrolled
eBill: Not Enrolled

Invoices

Invoice	Status	Invoice Date	Due Date	Amount Due
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1670206	Fully Paid	Oct 22, 2019	Nov 12, 2019	\$ 0.00

[View Full History](#)

AUTOMATIC PAYMENTS VIEW PAYMENT HISTORY ENOTIFICATIONS ENROLLMENT VIEW YOUR DOCUMENTS REPORT A CLAIM

Payment Methods BACK TO POLICIES

Saved Bank Accounts How is this information used.

We could not find any payment methods. Click "Add Bank Account" to create one.

ADD BANK ACCOUNT

Automatic Payment Status Learn more about automatic payments directly from your bank account. To cancel Automatic Payments, contact Customer Service at 1-800-380-5474.

	Policy Number	Policy Type	Payment Plan	Bank	Status
<input checked="" type="checkbox"/>					
<input type="checkbox"/>	299252	Property and/or Liability	Quarterly	N/A	Not Enrolled
<input type="checkbox"/>	309380	Commercial Auto	Annually	N/A	Not Enrolled
<input type="checkbox"/>	42409	Work Comp	Semi	N/A	Not Enrolled

Step 12:

Enter banking information and click **Add Bank Account**.

Step 13:

After adding your bank account, you will be taken back to the Payment Methods page.

Under Automatic Payment Status, check the box next to your Work Comp Policy.

Click **Enroll Selected Policies**. Follow prompts to complete enrollment.

	Policy Number	Policy Type	Payment Plan	Bank	Status
<input type="checkbox"/>	299252	Property and/or Liability	Quarterly	N/A	Not Enrolled
<input type="checkbox"/>	309380	Commercial Auto	Annually	N/A	Not Enrolled
<input checked="" type="checkbox"/>	42409	Work Comp	Semi	N/A	Not Enrolled

Step 14:

Notify your MinistryWorks Payroll Processor that you have completed the instructions for Automatic Payments and eNotifications (eBill).