MANAGEMENT AND BUDGET
STATE EMPLOYEE GROUP INSURANCE PROGRAM

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.
   - Selet 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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