RLI Personal Umbrella eSign & Online Payment
Begin the eSign and Online Payment Process Here
OPTION 1: Send a **secure email** to the Insured to eSign and Pay Online

This is a copy of the e-mail your **Insured** will receive. The **Insured** has 5 days to complete the eSign and Electronic Payment. The Insured opens the email, and then clicks on the secure link to enter RLI’s eSign and online payment process.

![Image of secure email]
OPTION 1: Send a secure email to the Insured to eSign and Pay Online

This is a copy of the PUP Access system screen you will see after the email has been sent to your customer.
OPTION 2: Verbally provide login information to the Insured to eSign and Pay Online

This is the screen that will be displayed to the Agent if the “Verbal” option is chosen, so that the Agent can provide the Login ID, Password, and Website address to the Insured.

The Insured then logs onto www.myrli.com to continue the eSign and online payment process.
eSign Instructions

For insured’s who chose the “Send a secure email to the Insured to eSign and Pay Online” option, clicking on the link in the email will take them to this landing page.

The insured will click “Proceed to Sign” to proceed to the first page of the electronic signature and online payment process.
eSign Instructions

This is the first page of the electronic signature and online payment process. From here, all insured’s will follow the same steps.

For insured’s clicking the link in the email, this screen follows their landing page.

For insured’s logging in through the www.myrli.com website, they will proceed directly to this page.

Click on the “Sign Now!” button to load the application.
eSign Instructions

The insured will need to read the Electronic Record and Signature Disclosure and then check the box to agree to use electronic records and signatures and click continue.
eSign Instructions

The insured will then scroll down, reviewing the application answers. Once at the signature location the insured will click on the orange “Sign” box to create their electronic signature.
eSign Instructions

The insured will type their full name and initials in the appropriate boxes and a signature will generate in the preview box. Then to continue, select “ADOPT AND SIGN”.

ADOPT YOUR SIGNATURE

If you are applying by Power of Attorney on behalf of the applicant, you must sign your own name followed by “POA”. Confirm your name, initials, and signature.

* Required

Full Name*: 
JASMINE KINSLOW

Initials*: 
JK

SELECT STYLE: DRAW

PREVIEW

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen and paper signature or initial.

ADOPT AND SIGN  CANCEL
eSign Instructions

Once the insured has reviewed and electronically signed the application, the insured must select “FINISH” to complete the eSign process and begin the Online Payment process.
Online Payment Options

Here is where the Insured will determine how to pay for the policy. This can be set up as: 1) a Credit/Debit card payment, or 2) the funds can be withdrawn from a checking or savings account (Electronic Check). Select the payment method and fill in the required payment information. Then select “Submit” to complete the transaction.
Transaction Status – On Screen Notice

When the payment has been submitted, the **Insured** will receive notice that the application process is complete on screen and also via email (see next slide).

**Please note:**

This payment may take *at least* one business day to appear in the Insured’s credit card or bank account.

Payment status of the quote will change in PUP Access within 15 minutes.
Transaction Status – Emailed to Insured

After the payment has been submitted, the **Insured** will receive an email with the receipt of authorization.
Administrator Alert E-mail

Once the Insured has completed the eSign and payment process, this e-mail will be sent to the **Administrator** as an alert to retrieve the quote and bind it to RLI. **This e-mail will be sent to the email address on record as the Main Contact for RLI.**

**Note to Administrator:** There is no indication sent to the sub-producer once the process has been completed. The administrator will receive this email approximately 15 minutes after the insured completes the eSign and payment process.