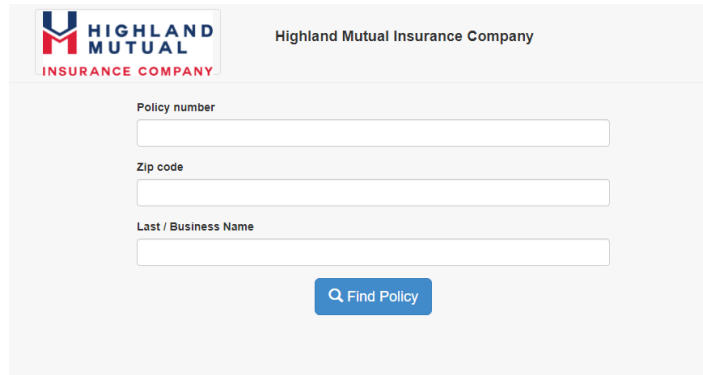


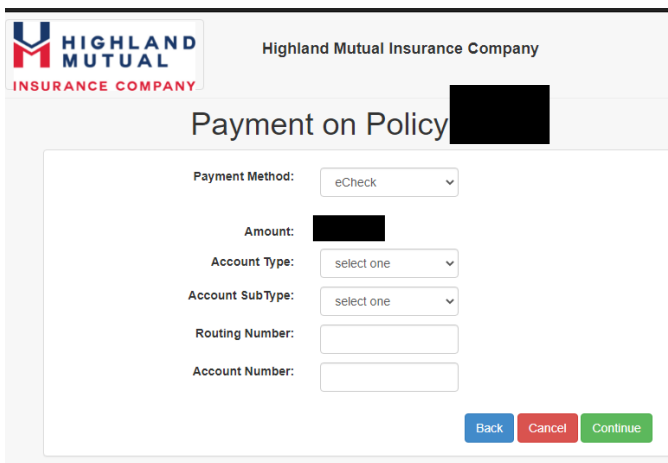
Instructions for Paying Online

1. Go to <http://www.highlandmutual.com/>
2. Click 'Payments' from the options across the top of the screen, or from the menu button in the top left corner.
3. Scroll down mid page and click the box to "Pay Online"
4. Enter your policy number, mailing address zip code, and your last name. Then click the blue 'Find Policy' button.

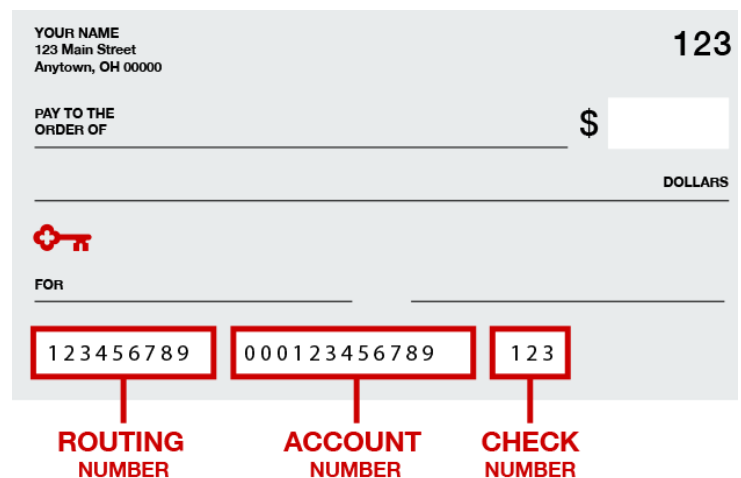


The screenshot shows the Highland Mutual Insurance Company logo and name at the top. Below it, there are three input fields: 'Policy number', 'Zip code', and 'Last / Business Name'. A blue button with a magnifying glass icon and the text 'Find Policy' is positioned below the input fields.

5. Verify the policy information, click the green 'Pay Amount Due' button.
 6. The next page might prefill with information, but enter your email for a receipt. If necessary you may also want to change the information to match the payor's first / last name and address, if the person paying does not match the policyholder.
 7. Here you will select 'Echeck' as the payment method. Then select either checking or savings for the account type, and complete the routing and account number. These numbers can be found on your check (image below) or by calling your bank if you need assistance. Click the green 'Continue' button to complete your payment!
- Please call the office if you have any questions: 573-796-3614.



The screenshot shows the Highland Mutual Insurance Company logo and name at the top. Below it, the title 'Payment on Policy' is followed by a redacted area. The form contains several fields: 'Payment Method' (set to 'eCheck'), 'Amount' (redacted), 'Account Type' (set to 'select one'), 'Account SubType' (set to 'select one'), 'Routing Number', and 'Account Number'. At the bottom, there are three buttons: 'Back', 'Cancel', and 'Continue'.



The image shows a check with the following information: 'YOUR NAME' (123 Main Street, Anytown, OH 00000), '123', 'PAY TO THE ORDER OF' (with a dollar sign and a redacted area), 'DOLLARS', a red key icon, and 'FOR'. At the bottom, three red boxes highlight the numbers: '123456789' (ROUTING NUMBER), '000123456789' (ACCOUNT NUMBER), and '123' (CHECK NUMBER).