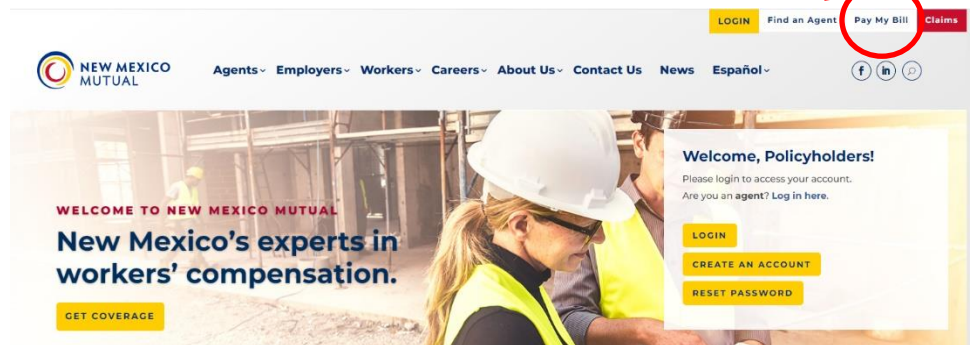# Set Up Your Online Pay My Bill Account

These instructions will help you register for our online payment system. If you need assistance setting up your account, call us at (505) 343.7744.

Click "Pay My Bill" on the NewMexicoMutual.com homepage.

Payment Site
- You will then be redirected to our payment site.
- Click **"Register Now"** located underneath the **"Sign In"** button.
- Fill out the information.

Tips
- Do not use your Username as, or in your Password.
- Personal information used for security questions should correspond to the person who routinely uses the portal.
- Use a different answer for each security question.
- Answers must be a minimum of six characters each.

Add Account
- Add your account information under the "Accounts" tab.
- You'll have to add the account or policy number for which you are paying, but **the account number is preferred.** You can save more than one account.
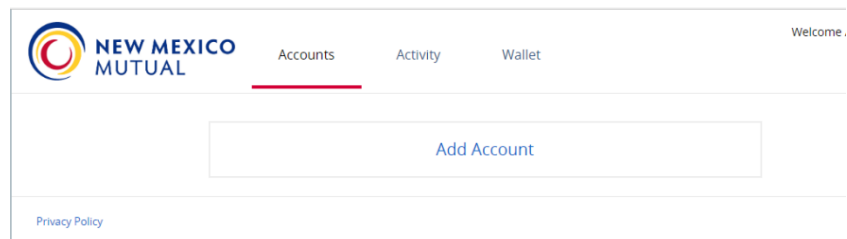
Adding the Policy

- Once the account has been created, you may add in your policy.
- A "nickname" is required here – suggestions are: Workers' Comp, Account, or Business Name.

NEW MEXICO MUTUAL

Accounts   Activity   Wallet

← Add Account

Binder/Account/Policy Number *

Nickname *

Set Up Your Account Notifications

All required notifications will be sent to amrese1@icloud.com.
You may also opt-in to receive additional notifications by navigating to **Account Settings → Notification Preferences.**

☑ Email Notifications ·

☐ Text Notifications – please add a mobile # to your **Profile**

Back   Save

Wallet Setup

- Once you have successfully
- registered, click the **"Wallet"** from the **My Profile** page.
- Add your payment method and click the red save button in the lower right-hand corner.

NEW MEXICO MUTUAL

Accounts   Activity   Wallet

← Add Wallet

Choose Payment Method

Using Card
Enter Card Account   ↓

Card #   Expiration Date   Security Code

mm ⌄ yyyy ⌄

VISA MasterCard AMERICAN EXPRESS DISCOVER

Full Name

Country   ZIP Code

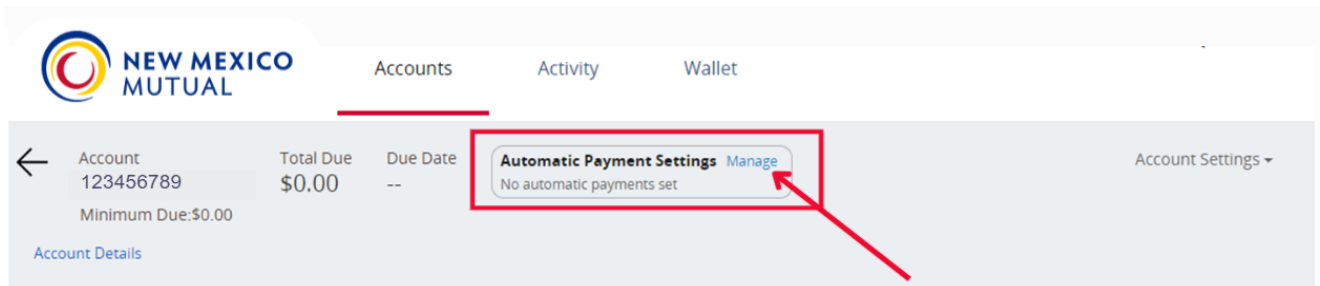United States of America ⌄

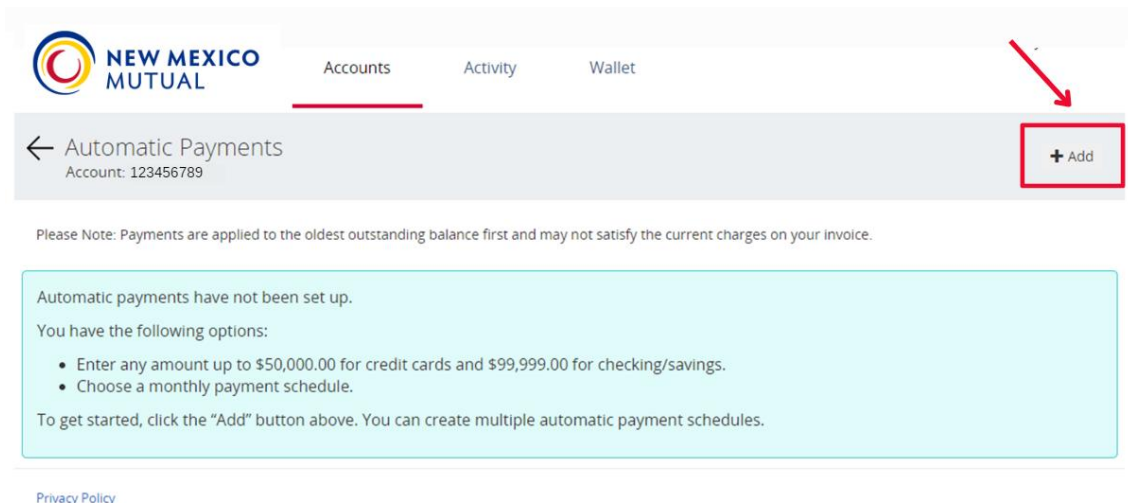Nickname

Add a Nickname   ☑ Set Default

Back   Save

Automatic Payment Setup

- Once you have added a payment method, you are able to manage your "Automatic Payment Settings". Click "Manage" to begin.
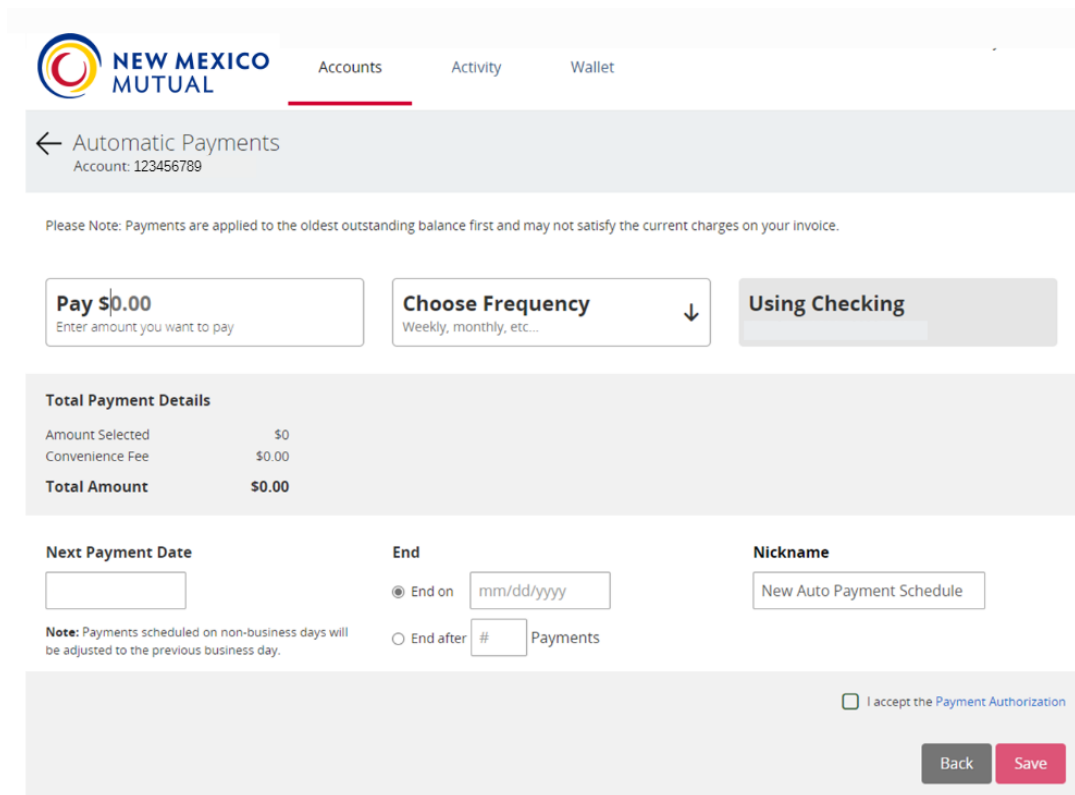

- After clicking "Manage", click "Add" on the right corner of the page.

- Begin entering the information to set up your automatic payment. Automatic payments can only be set for the term of the policy. It must be reset once the policy is renewed.

For questions, or if you need assistance, please contact our
Customer Engagement Department at (505) 343.7744 or billing@newmexicomutual.com.

Thank you!