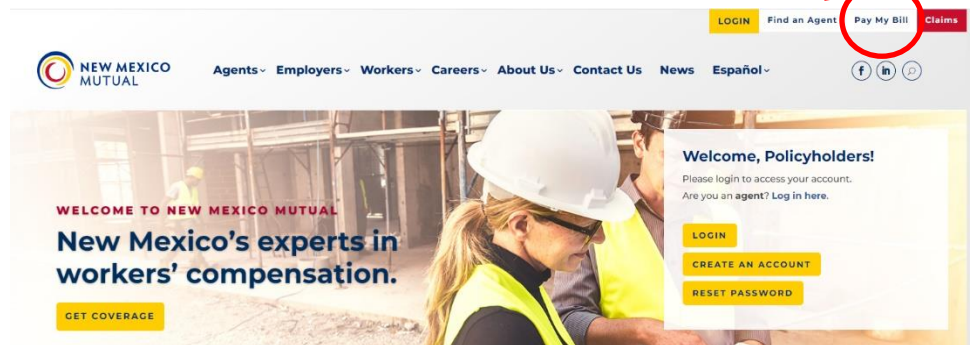


Set Up Your Online Pay My Bill Account

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.



English | Español |

Welcome to New Mexico Mutual Bill Pay

Your login credentials for the New Mexico Mutual website will not grant you access to this site. You will need to create a separate login or pay as a guest in order to access New Mexico Mutual Bill Pay. We apologize for the inconvenience.

The payment system is not available on Sundays, 5:30 -7:30 pm MST due to scheduled maintenance.

Sign In

Username

Password

Sign In

Forgot your Username or Password?

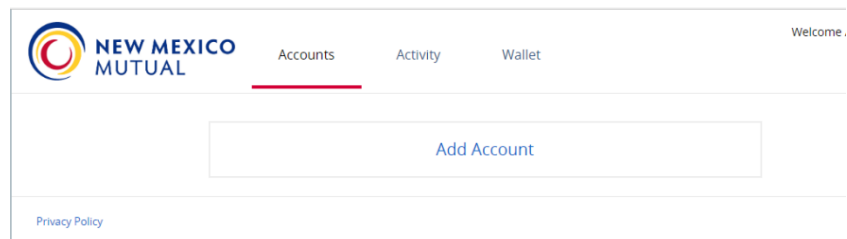
Not registered yet? [Register Now](#)

Pay as a Guest

No registration needed (you can pay as a guest even if you're registered)


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.



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.



Accounts Activity **Wallet**

← Add Wallet

Choose Payment Method

Using Card
Enter Card Account

Card #

Expiration Date

Security Code

Full Name

Country

ZIP Code

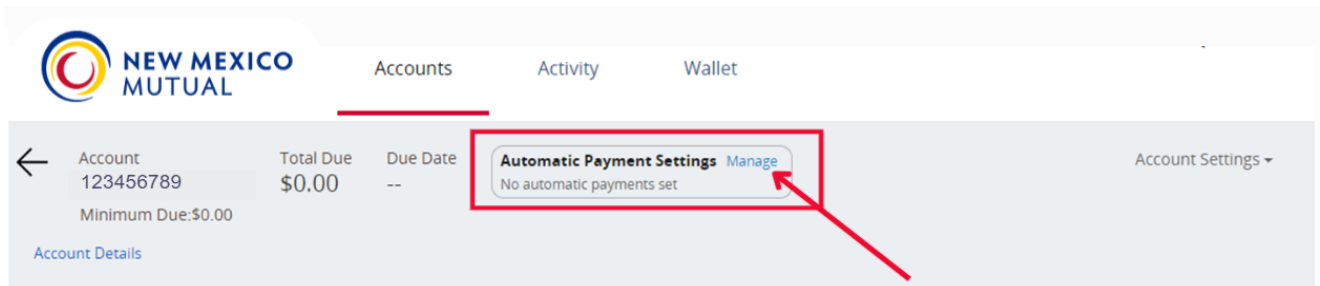
Nickname

Set Default

Back Save

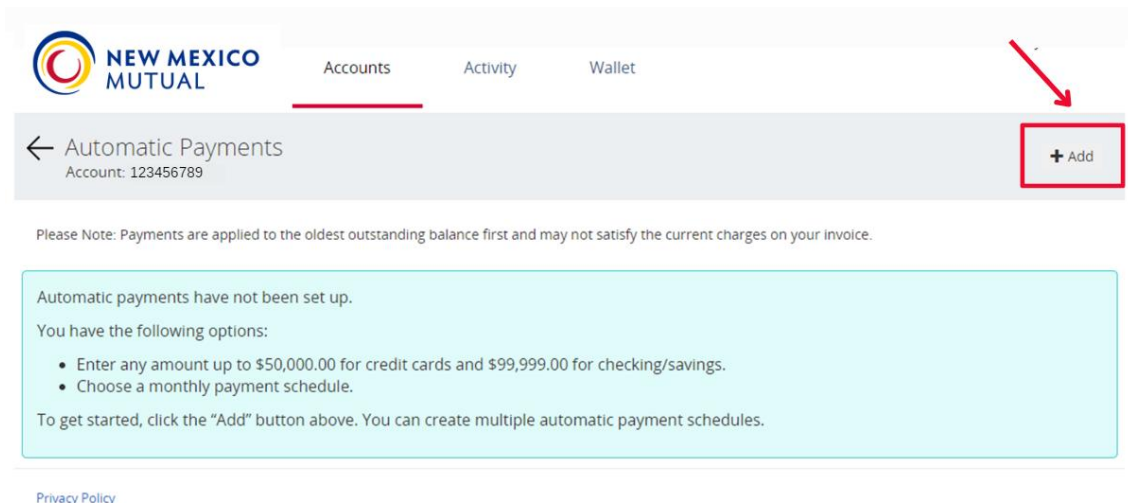
Automatic Payment Setup

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



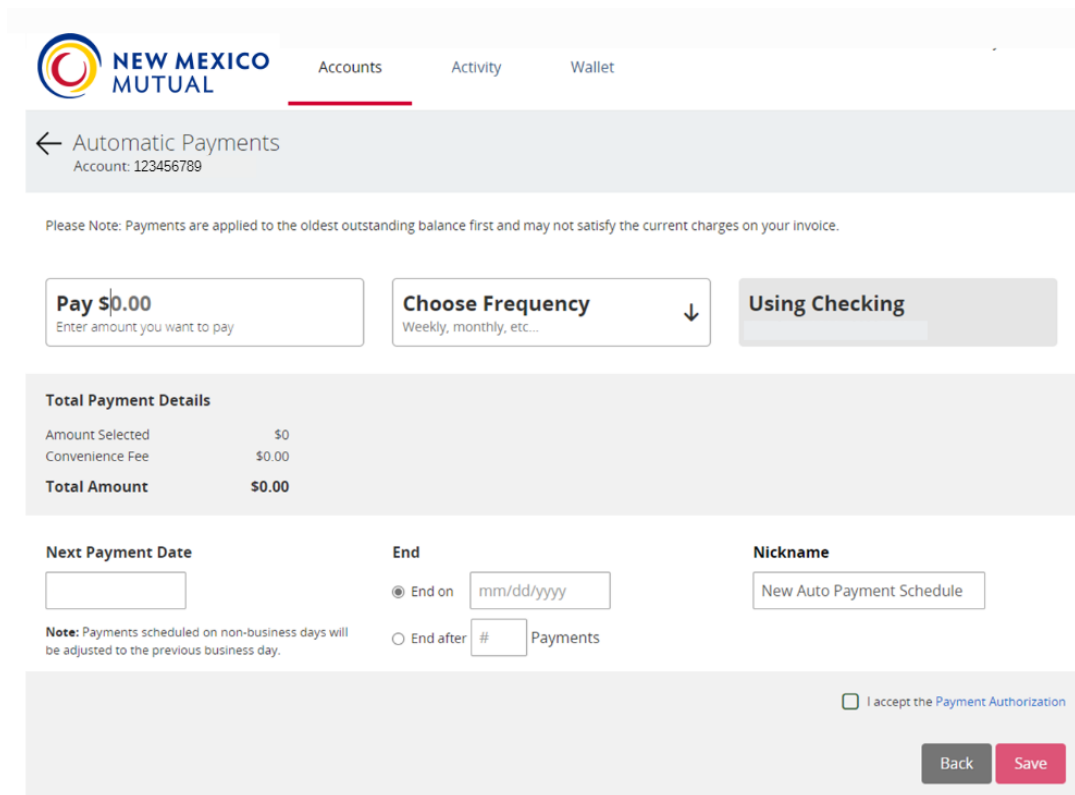
The screenshot shows the New Mexico Mutual website interface. At the top, there are tabs for 'Accounts', 'Activity', and 'Wallet'. Below the tabs, the 'Accounts' section is active, displaying account details for account 123456789. The 'Automatic Payment Settings' section is highlighted with a red box, and the 'Manage' link is pointed to by a red arrow. The text 'No automatic payments set' is visible below the 'Manage' link. The 'Account Settings' dropdown menu is also visible on the right.

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



The screenshot shows the 'Automatic Payments' page for account 123456789. The 'Add' button is highlighted with a red box and an arrow. Below the button, there is a message: 'Automatic payments have not been set up. You have the following options: Enter any amount up to \$50,000.00 for credit cards and \$99,999.00 for checking/savings. Choose a monthly payment schedule. To get started, click the “Add” button above. You can create multiple automatic payment schedules.' A 'Privacy Policy' link is visible at the bottom left.

- 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.



The screenshot shows the 'Automatic Payments' setup page for account 123456789. The page includes a 'Pay \$0.00' section with a text input for the amount, a 'Choose Frequency' section with a dropdown menu, and a 'Using Checking' section. Below these sections is a 'Total Payment Details' table showing the amount selected, convenience fee, and total amount. The 'Next Payment Date' section includes a date input field and a note about non-business days. The 'End' section has radio buttons for 'End on' and 'End after', with corresponding input fields. The 'Nickname' section has a text input field. At the bottom, there is a checkbox for 'I accept the Payment Authorization' and 'Back' and 'Save' buttons.

Total Payment Details	
Amount Selected	\$0
Convenience Fee	\$0.00
Total Amount	\$0.00

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

Thank you!