

## About Direct Debit – OneUSG Connect -Benefits

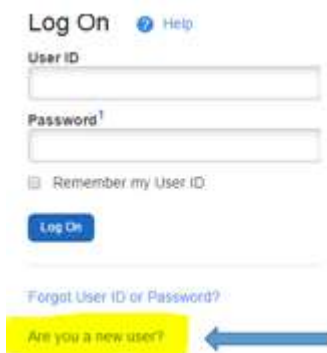
- USG policy now requires that all retirees pay premiums by direct debit for USG Benefits (**retiree dental, vision, life insurance, or pre-65 healthcare coverage**), regardless of whether you now pay for your coverage by either direct debit or paper billing.
- If you do have direct debit now, you will need to provide your banking information again. Banking regulations prohibit us from transferring direct debit information from the current benefits administration system to the new system.
- All retirees must provide direct debit information between June 26 and November 30, 2017 or risk loss of coverage.

### Steps:

- Go to <http://oneusgconnect.usg.edu/>.
- Under **Manage My Benefits**, select **USG Retirees and COBRA participants**.



- Click **Are you a new user?** link.



- D. **Enter Your Personal Identification** to establish secure access, click **Continue**.

Enter Your Personal Identification [Help](#)

Before you can access your account, you need to confirm your identity.

Last 4 Digits of SSN

Birth Date  
June 25 2017

Continue

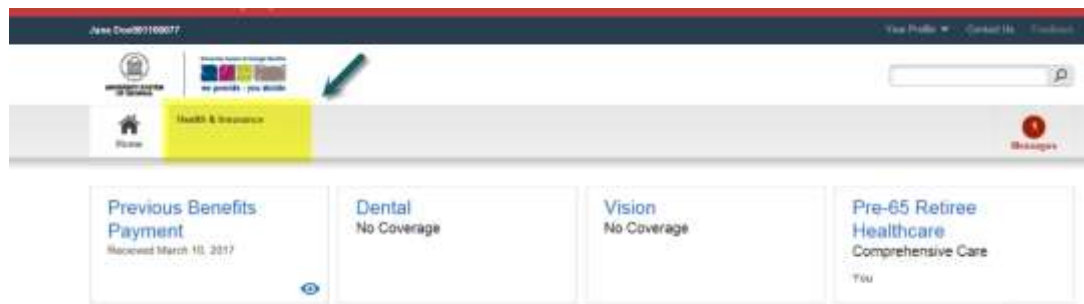
- E. Enter your **Zip Code**, Click **Continue**

- F. Next you will be prompted to create your **user ID, password (needs 3 of 4 –uppercase, lowercase, number, symbol), phone pin (six digits only) and five security questions**.

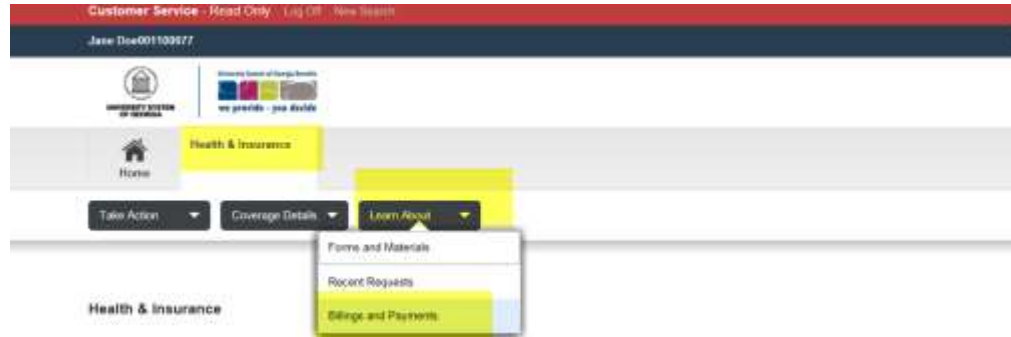
- G. Once you complete your security information, click **continue**.

- H. This brings you to the main page. It will ask you if you want a tour or skip the tour. To go to the next step, select skip tour.

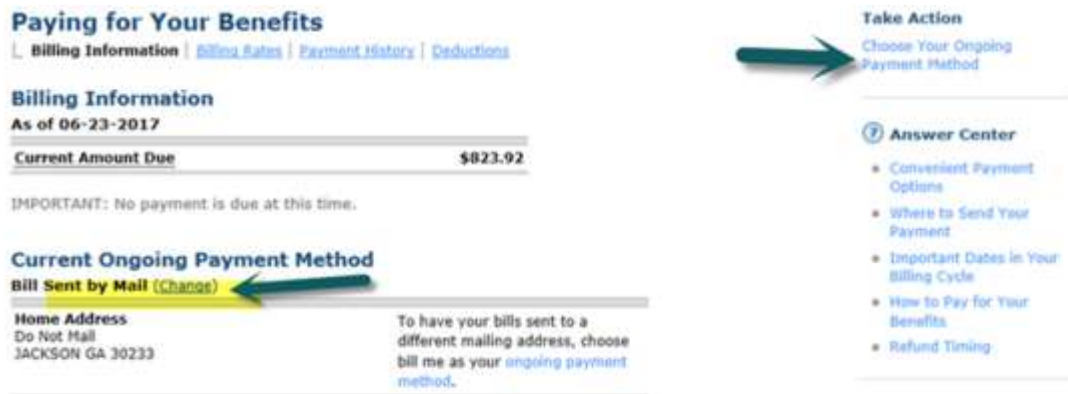
- I. From the OneUSG Connect – Benefits home page. Click the **Health & Insurance Tab**,



J. Click **Learn About, Billing and Payments**. (If you have no USG Benefits, then this option will not be available. Next step is to check beneficiary information)



K. The system defaults to Bill Sent by Mail. Click either the **(change)** or **Choose Your Ongoing Payment Method** under Take Action.



L. From this screen, select **Continue**.



M. Click **Add Financial Institution**.

Ongoing Payment Method

**Choose Your Direct Debit Account**

Choose the direct debit account from which you would like to make payments. You hereby authorize University System of Georgia, or its duly authorized representatives, and the financial institution to initiate debit entry withdrawals from your checking/savings account for your monthly benefit plan premiums and to credit your checking/savings account at such times as may be necessary to issue refunds of amounts withdrawn from your checking/savings account pursuant to this Direct Debit Authorization.

[? Answer Center](#)

[Convenient Payment Options](#)

**Direct Debit Accounts**

**Direct Debit (Bank Address)**

Add Financial Institution

--Not on File--

Save

Cancel

N. Make sure to have your banking information available and fill in account and routing information.

Financial Institutions

**Add Financial Institution**

Find the account number and routing number at the bottom of your check and enter them below.



**Direct Debit (Bank Address)**

Institution Name	<input type="text"/>
Account Type	--Choose One--
Account Number	<input type="text"/>
Re-enter Account Number	<input type="text"/>
Routing Number	<input type="text"/>

**Note:** By submitting this request, you authorize your employer and financial institution to either directly deposit your money into the account(s) you indicated or directly debit your account each billing cycle. You also authorize both parties to correct your account(s) in case of an error.

Save and Return

Cancel

- O. It will ask you to verify and **save again**. Once complete, you will see the following message.

**Ongoing Payment Method**

**Completed Successfully**

Your request to **Choose Your Ongoing Payment Method** is complete.

**Ongoing Payment Method**

**Direct Debit**

**Direct Debit (Bank Address)**

Bank of America  
Account Type: Checking  
Account Number:  
Routing Number: .....

You'll receive a confirmation notice before the first automatic withdrawal.

**Note:** If you've chosen an automatic payment method, your payment may not be processed this month. If it isn't, your total amount due will carry over to the following month. For more details, see [Paying For Your Benefits](#).

If your request has been received within 3 business days before the due date, your request may not take effect until the next billing period.

All notices related to Direct Billings and Payments will be sent to your preferred mailing address. You can verify or change your mailing preference in [Mailing Addresses](#) at any time.

To stop using direct debit as your payment method, you can [Choose Your Ongoing Payment Method](#) on this site.

By choosing direct debit, you agree to have your designated account credited for any overpayments after your benefit plan coverage ends. If you want to receive a paper check instead, go to [Review Your Refund Method](#).

You may review your [Billing Information](#) or continue browsing this site.

This completes the steps for setting up your Direct Debit. Remember to **Log Off** (upper right corner) when you are done. When logging back into the system, you will be required to verify your identity, using one of the three methods listed below.

**Choose an Option** [? Help](#)

**Verify Your Identity**

For additional security, we need to verify your identity on th

**Choose an Option**

**Text Message**

Receive the access code in a text message.

**Phone Call**

Enter the access code by phone.

**Security Questions**

Answer security questions to enter the site.

Prior to logging off, it is a good idea to check to see that your most current phone numbers are active in the system. In the upper right corner, click on **Your Profile**, click on **Personal Information**.

