

Direct Debit Instructions For Retirees

University System of Georgia Benefits



INTRODUCTION

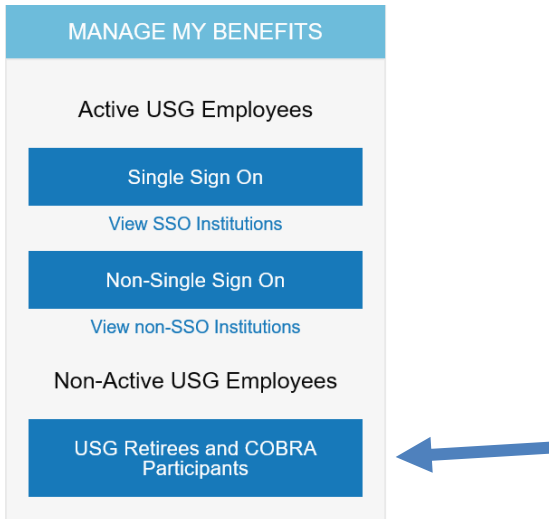
- USG policy requires that all retirees pay premiums by direct debit for USG Benefits (**retiree dental, vision, life insurance, or pre-65 healthcare coverage**).



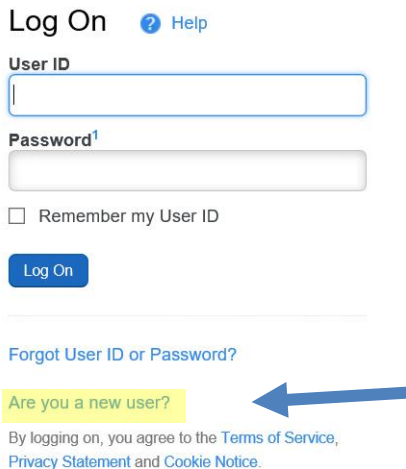
STEPS

Step 1: Go to <http://connect-benefits.usg.edu>

Step 2: Under **Manage My Benefits**, select **USG Retirees and COBRA participants**.



Step 3: Click **Are you a new user?** link.



Step 4: 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 ▾ 26 ▾ 2017 ▾

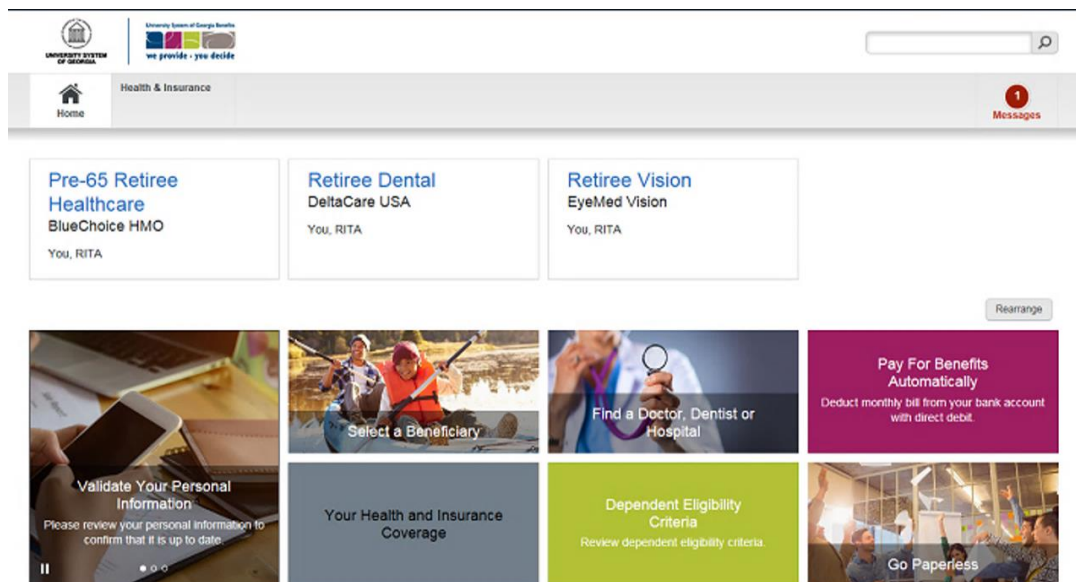
[Continue](#) [Cancel](#)

Step 5: Enter your **Zip Code**, Click **Continue**

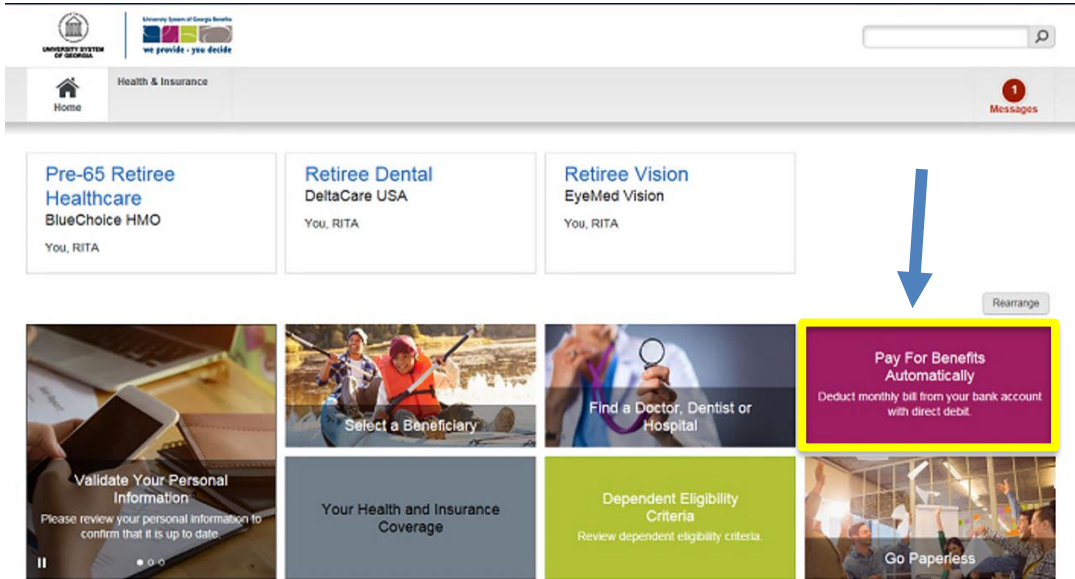
Step 6: Next you will be prompted to create your **user ID, password (needs 3 of 4 –uppercase, lowercase, number, symbol), phone pin (six digits only) and five security questions.**

Step 7: Once you complete your security information, click **continue**.

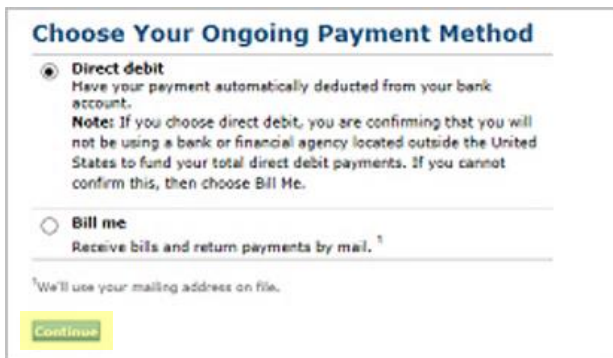
Step 8: This brings you to the main page. It will ask you if you want a tour or skip the tour. To go to the next step, select skip tour.



Step 9: From the OneUSG Connect – Benefits home page, click the **Pay for Benefits Automatically** tile.



Step 10: Direct debit is automatically selected. From this screen, select **Continue**.



Step 11: 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

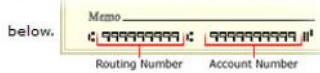
Cancel

Step 12: Make sure to have your banking information available and fill in account number and routing information.

Financial Institutions

Add Financial Institution

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



Direct Debit (Bank Address)

Institution Name

Account Type

Account Number

Re-enter Account Number

Routing Number

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



Step 13: 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: xxxxxxxx6747
Routing Number: 061000052

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](#).

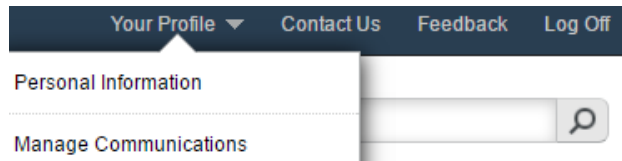
You may review your [Billing Information](#) or continue browsing this site.

This completes the steps for setting up your Direct Debit. Remember to **Log Off** (upper right corner) when you are done.



Helpful Tip:

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**.



When logging back into the system, you may be required to verify your identity, using one of the three methods listed below.

