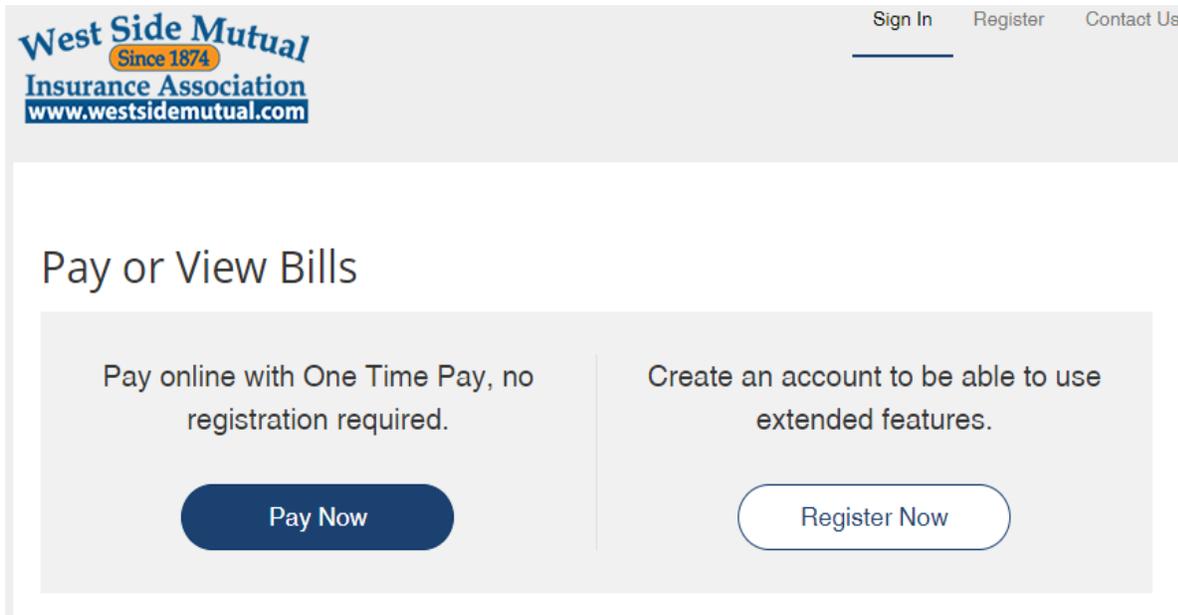


1) To set up your account click on Register. If you are already registered, click on Sign in.



2) Choose sign in & enter your info, or register your account

### Sign In

Email Address \*

▲ Please enter an email address

Invoice Cloud Password \*

▲ Please enter a password

[Forgot your password?](#)

### Register

If you are a first time user, you will need to create an account to be able to use extended features such as:

- Review Invoice History
- Review Payment History
- Schedule Automatic Payments
- Pay With Previously Saved Remittance Information

You may reach us at (319) 851-2147.  
You may email your questions at [info@westsidemutual.com](mailto:info@westsidemutual.com).

Once logged in, you can choose to make a payment or select manage my policies to update account &/or payment info

## Your Policy At A Glance

I Want To...

[Pay My Statements](#)

[Manage My Policies](#)

 AutoPay	 Enrolled	<a href="#">➤</a>
 Paperless	 Not Enrolled	<a href="#">➤</a>
 Pay By Text	 Not Enrolled	<a href="#">➤</a>

Select the edit payments to add a new credit card or account info, select edit autopay enrollment to enroll in autopay, select paperless billing to enroll in paperless billing, or select pay by text to get bills via text

## Policy Settings

### Invoice Type(s)

Insurance Premium

---

### Default Payment Method

None

[Edit payment methods](#)

## Account Services

### AutoPay

*Enrolled*

[Edit AutoPay enrollment](#)

---

### Paperless Billing

*Not Enrolled*

[Edit Paperless enrollment](#)

---

### Pay By Text

*Not Enrolled*

[Edit Pay By Text enrollment](#)

## Edit payment

## Saved Payment Methods

---

### Manage your Payment Methods

---

[+ Add New Credit/Debit Card](#)

[+ Add New Bank](#)

---

Choose preferred method, when you are done, make sure to click the “Default” box, especially if entering a new card or account. It is recommended that you delete old cards/accounts if they are no longer active.

## Manage policies

The screenshot shows the top section of the 'Manage Policies' page. On the left is the West Side Mutual Insurance Association logo. On the right is a navigation bar with a home icon, 'My Policies', 'My Profile', and 'Support'. Below the navigation bar is a dropdown menu with the following options: 'View or Pay Open Policies', 'View Paid or Closed Policies', 'View Scheduled Payments', and 'Payment History'. The main heading 'Manage Policies' is centered, with a '+ Add Policy' button and a grid icon to its right. Below the heading is an information icon and the text: 'The policies that have been added to your profile are displayed below. You may open each one to configure settings.' At the bottom of this section, the start of a table is visible with columns for 'Customer Name', 'Policy #', and 'Email Address'.

^^^if you have multiple policies, you can click “add policy” to easily manage all your policies from one account

This screenshot is similar to the one above but with the 'My Policies' dropdown menu open. The menu options are: 'View or Pay Open Policies', 'View Paid or Closed Policies', 'View Scheduled Payments', and 'Payment History'. The rest of the page content, including the logo, navigation bar, heading, and introductory text, remains the same.

This screenshot shows the 'Manage Policies' page with the 'My Policies' dropdown menu open, displaying a different set of options: 'AutoPay', 'Change Password', 'Manage Policies', 'Paperless', 'Payment Methods', 'Pay by Text', 'Recurring Scheduled Payments', 'Update Policy Holder Info', and 'Update My User Info'. The rest of the page content is consistent with the previous screenshots.



Customer Service

Help - User Videos >

Account Registration and Account Linking

How to Register for Pay by Text

Making a Payment Using Pay by Text

## Manage Policies

+ Add Policy



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