How to Pay your Invoice

There are 2 convenient ways for members to pay their insurance premiums: Online or via Electronic Funds Transfer (EFT)

<table>
<thead>
<tr>
<th>Paying your Annual Premium...</th>
<th>Advantages</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>Pay conveniently and securely online using a VISA or MasterCard. No need to worry about balances throughout the year.</td>
<td>Log in to ‘My Account’ through the Doctors of BC Website: <a href="https://www.doctorsofbc.ca/account">https://www.doctorsofbc.ca/account</a> Select ‘Pay invoice here’ in your notification Centre or select ‘My Insurance’ &gt; ‘Outstanding Invoices’ on the left-hand navigation.</td>
</tr>
<tr>
<td>Electronic Funds Transfer (EFT)</td>
<td>Automatic monthly withdrawals from an account you authorize allows you to spread the cost of your annual premium over the 12 months of the year</td>
<td>Complete the Direct Debit form found <a href="https://www.doctorsofbc.ca/account">here</a>, and email it to the Insurance Administrators. Payments will come out from your designated account on the first working day of the following month.</td>
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</table>

**Personal vs Corporate Account Options**

You may elect to pay all your premiums from a personal account or, if your practice is incorporated, you may elect to pay some premium from your corporate account. **Please note: Disability and Critical Illness Insurance premiums must always be paid from a personal account according to CRA guidelines.**

**Steps for paying online.**

1. Log in to the Doctors of BC Website. You can do this by selecting ‘Account Login’ at the top of any page of the website [https://www.doctorsofbc.ca/](https://www.doctorsofbc.ca/)

   ![Account Login](https://www.doctorsofbc.ca/login-help)

   NB: If you are having trouble accessing the website, try to reset your password or contact the Web Login Assistance team on (604)-638-2927, or visit [https://www.doctorsofbc.ca/login-help](https://www.doctorsofbc.ca/login-help).

*Steps continue on the next page...*
2. Once logged in, you will be directed to ‘My Account’. From here, there are 2 ways to access your Invoice. You can select the ‘Pay Invoice Now’ button shown in your Notification Centre or Navigate on the left-hand side through ‘My Insurance’ > Outstanding Invoices.

**NB: You are required to have an active Doctors of BC Membership to keep your Insurance policies in force (except for Physician’s Disability Insurance). You can also pay your outstanding dues on the ‘My Account’ Screen, by selecting the ‘Pay Dues’ button in the yellow section shown.**

3. When viewing your Outstanding Invoices, the easiest way to pay is by Selecting ‘Pay all’ at the bottom of the table showing the individual plans (you may need to scroll down).

If you have any questions, please contact Doctors of BC Member Insurance Administrators directly at 604-638-2904 or 1-800-665-2262, extension 2904 or via email at insurance@doctorsofbc.ca.