Make a payment: [Account Information: One Time Payment: City of Houston Benefit Payments (paymentus.com)](paymentus.com)

1. In the **Account Information** page, from the **Payment Type** list, select a payment type.

2. Enter your **Account Number (Employee ID)**, your **ZIP Code**, and your **Email (Personal email is preferred)**.

3. Select **Continue**.

Note: If you are a current employee, select **Active Employee Benefits Payment**. If you are a **<u>Retiree</u>**, select **Retiree Benefits Payment**.

Here's an example:

4. On the **Enter Payment Information** page, ensure that the **First Name, Last Name**, and **Email** are populated.

IMPORTANT: Click **Now** to ensure payment is made on time.

Here's an example:

Enter Payment Information

All fields are required unless labeled as optional.

First Name

Employee First Name

Middle Name

Optional

Last Name

Employee Last Name

ZIP Code

77002

Email ❓

123456@gmail.com

Re-Enter email

123456@gmail.com

Pay this Amount $ 37.50

Memo: April 2024 Benefit Payment

Benefit Payment: Basic Life Insurance ⌄

| Basic Life Insurance |
| Dental: DHMO Plan |
| Dental: PPO Plan |
| Medical: Consumer Driven Health Plan |
| Medical: Limited Plan |
| Vision Plan |
| Medical: Open Access |
| Voluntary Life Insurance |

Payment Date

⦿ Now

Payment Method

◯ DISCOVER DEBIT ****

5. Once the payment method is set, select **Continue.**

6. On the **Confirm Payment** page, ensure that all the information on the page is accurate. To change any information, select **Back** and edit the information, as required.

7. (Optional) Save the payment method for future use by selecting the checkbox next to **Use this payment method for future payments**.

8. Agree to the **Payment Authorization Terms** by selecting the checkbox next to it.

9. Select **Pay**. The **Payment Receipt** page displays confirming that the payment was successful.

From the **Payment Receipt page**, you can:

- Continue to make another payment by selecting **Make another Payment**.
- Print the page by selecting **Print**.
- Return to the Home page by selecting **Back to home**.

ACTION NEEDED: Please send the payment confirmation email to lwop@houstontx.gov

Payment Receipt

Your payment has been accepted

Confirmation #	3790080
Payment Type	Active Employee Benefits Payment
Account #	114901
Memo:	April 2024 Benefit Payment
Benefit Payment:	Medical: Limited Plan
Status	ACCEPTED
Payment Date	Apr 2, 2024 – 1:32:05 PM
Payment Method	Discover (Debit) ************0012
Payment Amount	$37.50

Print   Make Another Payment   Back to home