

Making a Payment

Follow this guide to successfully make a payment in the LUBA Connect Portal.

1

 Sign In

- Go to **lubawc.com**, click **Sign In**, choose **Policyholder Profile**, and enter your credentials.

2

 Open Quick Launch

- On the dashboard, click the « arrows icon to open the **Quick Launch** menu.

3

 Confirm Policy Info

- Select **Make a Payment**. (You can also use the **Explore** tab and a Policy Number link.)
- Review the policy number and policyholder name before proceeding.

4

 Select Payment Method

- Choose your payment method from the drop-down menu provided.

5

 Choose Amount

- **Pay Account Balance** — pays off all amounts due on the account.
- **Pay Statement** — pay individual charges and view their details and documents.

6

 Review Payment

- Review the details in the **Payment Summary** view.

7

 Submit Payment

- Click **Pay** to submit your payment for processing.



Tip: Use Pay Statement to settle individual charges, or Pay Account Balance to clear everything at once.