The Standard Portal Instructions
Log In and Setting Up Premium Payments Directly with The Standard

Create an account

1. Visit Login | The Standard
2. Click "**Create an account"**
3. Complete the prompts to set up account
    a) **"Your Information"**
    b) **"Account Setup"**
    c) **"Security Questions"**
4. Once your account has been created, you may log in (see Log into Your Account below)

Log Into Your Account

1. Visit Login | The Standard
2. Enter "**User ID"** and "**Password"**
3. Click "**Forgot User ID or Password**?" if you forgot your User ID and/or password.

Provide Banking Information to set up your premium payments between you and The Standard

Choose one of these two ways to pay your premium

1. Enter Banking Information Directly in MyBenefits Portal
    a) Log into your account
    b) Click "**Profile**" tab
    c) Click "**Get and Pay Bills**" tab
    d) **"Select Coverage**" you want to update banking information for
    e) Select **"Billing Method"**
    f) Select **"Draft Day Month"**
    g) Enter **"Routing Number"**
    h) Enter **"Account Number"**
    i) Enter **"Verify Account Number"**
    j) Select **"Checking" or "Savings"**
2. Upload ACH From in MyBenefits Portal
    a) Log into your account
    b) Complete ACH form
    c) Upload ACH form in MyBenefits Portal
        i. Click "**Document Center**" tab
        ii. Click "**Upload Documents**" tab
        iii. Select "**Coverage**"
        iv. Select "**Automatic Bank Draft Request/Changes**"
        v. Drag file or Select File to upload