

# Pay by Credit Card Option

## SO CAL UFCW DRUG FUND



### Make Your Self-Payments Online

Dear Participant:

You are able to make your self-payments online securely with ease and convenience. Once you receive your letter notifying you of your self-payment being due, please follow the below instructions.

First, it is very important that you have your letter with you while going through this process as you will need to know the amount due and your DF#.

- **Fast**
- **Easy**
- **Secure**

- From your home computer, or from any device with Internet access, go to our web site: <http://www.ufcwdrugtrust.org/>.
- Click the "Self-Payment Option" found at the top of the web page.
- Locate the "Active Self-Pay Due" amount and/or the "Employee Contribution Due" amount in your "Notice of Loss of Benefits" letter.
- Click on the total amount(s) that you need to pay. For example, if your active self-payment is \$380.50 locate that amount on the first page and click on "Add To Cart". If your Employee Contribution Due amount is \$69.33, click on "Add To Cart".
- If you are unable to find your amount, click the option "Employee Contribution Other Amount". Enter your total amount due in this box. Do not use any decimal points. For example, if you owe \$25.00, please enter 2500. Click on "Check out".

○ Example:



- Confirm the total payment amount listed next to "Grand total:" with the amount due on your letter. If correct, click on "Check out".
- Fill out the page with your Participant and payment information. Enter your DF# which can be found at the top right hand side of your letter.
- Once you confirm your information, click on "Place Order". Print the receipt for your records.

**Should you have any questions, please contact your Local Union Insurance office or the Drug Fund office at (323) 666-8910 ext. 501 or toll free at (877) 999-8329 ext. 501.**

### Southern California Drug Benefit Fund

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