

Download Statement: Download your entire statement as a PDF. Click on Download Statement button and you will be prompted with a File Open/Save As dialog box.

Export to Excel: Export your statement to Excel by selecting invoices using the checkbox and clicking on the Excel Export button. You will be prompted with a File Open/Save As dialog box.

## **Process Agent Payment**

DISCOVER echeck,

: Select invoices using the checkbox and then click on Process Agent Payment button. This will allow you to create an ACH voucher, print a payment voucher, pay online via eCheck or credit card or request return premium. Please note: Selected Invoices will be removed when payment is posted at Jimcor.



**Process Insured Payment** This will allow you to pay online via the insured's credit card or eCheck. Select invoices using the checkbox and then click on Process **Insured Payment** button. The gross premium will then display for the selected invoices. Please note: Selected Invoices will be removed when payment is posted at Jimcor.

## **Payment Address**

Please mail your check and payment voucher to: **Jimcor Agencies** 60 Craig Road Montvale, NJ 07645

## ACH Instructions

Please make note of our ACH Banking info below.

Direct to: ACH Routing Transit Number: ABA# 021200339 Account ACCT# 381032821293

Bank Name: Bank of America Bank Address: One Bryant Park Bank City/State: New York, NY 10036

## Have a Statement Question?

Please contact our Accounting Department

Phone: (201) 573-8200 Fax: (201) 573-8820 Email: oasisaccounting@jimcor.com

- \* Phyllis Murphy, Accounting Supervisor Ext. 1137
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- \* Fatima Matari, Accounting Assistant Ext. 1165
- \* Nicholas Moore, Accounting Assistant Ext. 1157
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