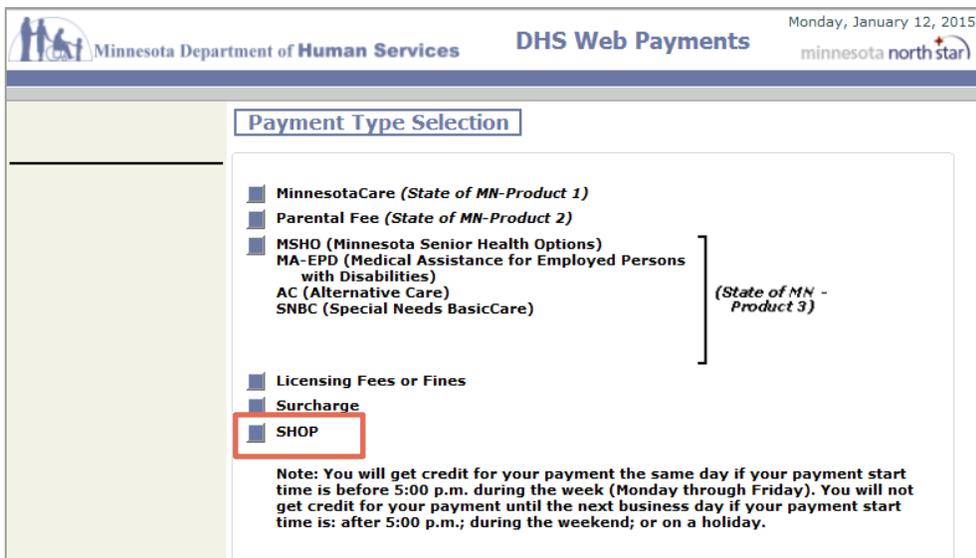# MNsure SHOP: Making an Electronic Payment

Follow these steps to make an electronic payment for the MNsure Small Business Options Program (SHOP).

1. Go to the Web Payments page on the Department of Human Services website at http://payments.dhs.state.mn.us.
2. Under "Payment Type Selection" choose "SHOP."

3. On the SHOP screen, enter your **Customer Number** (this can be found on your invoice or invoice details).
4. Enter the **first 4 characters of your business name**.
5. Click the **Find Invoices** button.
6. All unpaid invoices will automatically be checked for payment. If you only want to pay the current invoice due, uncheck the invoice you are not paying.
   Note: you must pay all lines of your invoice for your monthly premiums to be processed to the carrier/carriers and be considered current.



7. After you have selected the lines/invoices to be paid, click the **Confirm button**. The next screen will give you the total amount scheduled for payment.

8. Click the **Make Payment button**.

| | Program: | SHOP | |
| | Customer number: | 000000000000033 | |
| | First 4 characters of the name on invoice: | COON | |
| | Amount to pay: | $899.24 | |

| Billing Code | Receivable Date | Invoice | Receivable Balance |
| --- | --- | --- | --- |
| H6001 | 10-03-2014 | 00000234893 | 10.00 |
| H6002 | 11-04-2014 | 00000240596 | 889.24 |

Make Payment    Cancel

9. After you click the Make Payment button, a US Bank web form will display on the page. You can choose to "Register" (this will store your banking information and your payment history) or you can choose to "Pay Without Registering."

10. Complete the personal information and your payment information. You may pay by credit card or by entering your checking account routing number.