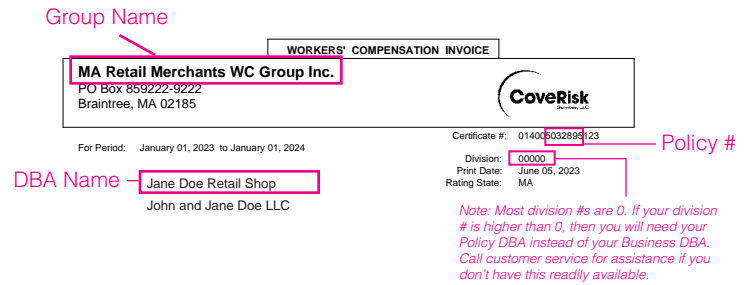


# How to Sign into Invoice Cloud

1. Retrieve your latest invoice. It should look like the sample to the right. You'll need your **group name**, your policy **DBA name** which is listed first and your **policy number** which can be found in the middle of the certificate # on your invoice.

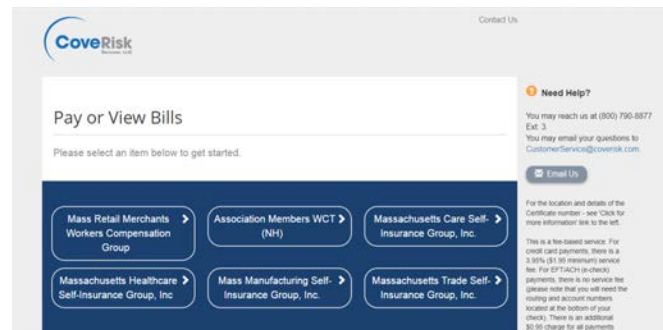


2. Go to the Cove Risk Services website and click on the PAY ONLINE button (it's on the home page and on the next screen)

Here's a short cut to get there:  
<https://www.coverisk.com/customers/payment-options/pay-online/>



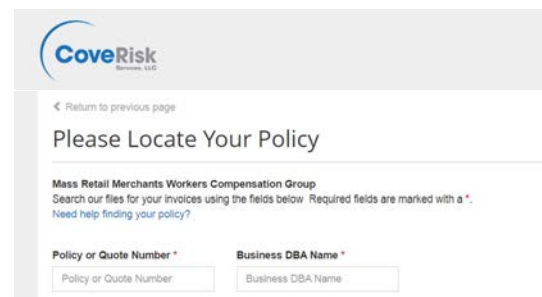
3. Select the group you are in and click on it to login in.  
Cove Risk administers 6 workers' comp groups. You'll find the name of your group on the top of your invoice.



4. Enter your policy number (or quote number) Min. 4 digits required

Example: Certificate #: 014005032895122  
Division: 00000  
Print Date: December 01, 2021  
Rating State: MA

Enter your dba / business name  
Min. 3 characters required



5. A Search Results page will appear with any open invoices displayed. Scroll to the bottom or the 2nd page to get to the invoice that is due next. **Select the invoice** to be paid and continue on to enter payment.

If there are multiple divisions, the division number will be listed within the Bill # (see example).

