



Online Payment Instructions

You can now make a payment online through the Summit software. Making a premium payment in Summit is easy.

How to make a payment through the web portal:

Step 1: Log in to your Summit account at ldb.summitfor.me

Step 2: Click **Coverages** at the top of the page. On the Coverages page, you can view your total monthly amount, balance due, current due date, and next payment information.

Step 3: Click the green **Make a Payment** button. In the Make a Payment pop-up window, your Transaction Type should read "Premium Payment."

Step 4: Select your **Payment Method** and **Bank Account**.

Step 5: Enter your **Payment Amount**.

Step 6: Select a **Payment Date**.

Step 7: Read the information and **check the box to authorize payment**.

Step 8: Click the green **Submit** button.

Congratulations! Your payment is complete.

*** If you would like to schedule future months to pay automatically, repeat Steps 1 through 8 using a future date in Step 6. You will only want to schedule payments through the end of your prior employer's plan year or prior to the date you wish to stop coverage. Rates could change at the plan renewal.**

Please contact your LD&B administrator if you have any questions.

LD&B Benefits Administrators

205-C South Liberty St.
Harrisonburg, VA 22801

www.LDBbenefitsadmin.com | Toll-free phone: 877-532-5478

LD & B
Benefits Administrators