

# Getting Started

Home

My Claims

My Billing

My Documents

My Preferences

## Your Homepage

After successfully logging in, you will be greeted by your homepage. From here, you can view all active policies, contact HFM / Kings, or launch other activities. Throughout your time in Optim, your location will be indicated by a small orange bar under the tab you are viewing. In this example, the tab is highlighting your “Home” which displays the homepage.

Navigate to your billing information by clicking the “My Billing” tab.

View contact information for HFM or Kings



The screenshot shows a user interface with a navigation bar at the top containing five tabs: Home, My Claims, My Billing, My Documents, and My Preferences. The 'Home' tab is highlighted with an orange underline. Below the navigation bar is a large image of a smiling child being held up by an adult. Underneath the image is a section titled 'My Policies' which contains three policy cards. Each card has an icon, a title, and a table of details. The 'Residential' card has a house icon, the 'Farm' card has a tractor icon, and the 'Auto' card has a car icon. Each card includes the Policy Number, Effective Date, and Expiry Date, along with a 'View Details' button. To the right of the policy cards is a contact information box for THE KINGS Mutual Insurance, including the company logo, address, phone number, and email address.

Policy Type	Policy Number	Effective Date	Expiry Date
Residential	800328H01	May 24, 2022	May 24, 2023
Farm	800328F01	May 24, 2022	May 24, 2023
Auto	800328A01	May 24, 2022	May 24, 2023

**THE KINGS Mutual Insurance**  
Box 10, 220 Commercial St Berwick NS, B0P 1E0  
Phone: 1-902-538-3187  
902 538-7271  
kingsinfo@kingsmutual.ns.ca

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# My Billing

## Your Billing Information

In Optim, you are able to view – but not change your billing information. From the tab-bar, select My Billing to view all billing details for your open policies.

In the payment schedule field, toggle between active policies to view your associated payment schedule and upcoming invoices to pay.

In these section, view open invoices that need to be paid, paid invoices, and automatic payments by clicking the associated chevron.

Only payments made directly to Heartland Farm Mutual Inc. are displayed. For any payments made to your broker, please contact your broker.

### Upcoming Payments

Policy Type	Policy Number	Payment Date	Amount
☒	1448995F03	Jul 30, 2022	CA\$18,258.00
☒	1448995F04	Jul 30, 2022	CA\$1,097.00
☒	1448995F01	Jul 28, 2022	CA\$18,318.00
☒	1448995F02	Jul 28, 2022	CA\$10,515.00

### Payment Schedule

☒ 1448995F04 ☒ 1448995F03 ☒ 1448995F02 ☒ 1448995F01

Invoices to Pay

Payment Date	Paid	Outstanding
Jul 30, 2022	CA\$0.00	CA\$1,097.00

Paid Invoices >

Automatic Payments >

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Here, you can see the breakdown of policies associated with this account, their payment date, and amount.