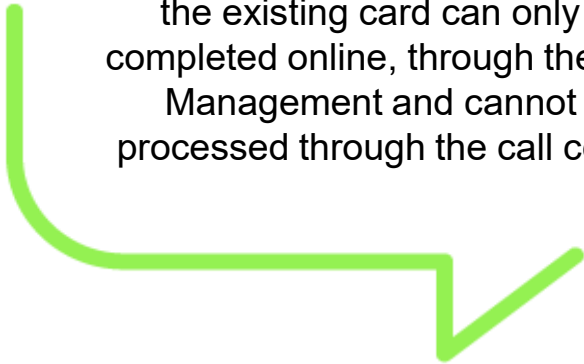




Standing Order Card Management Guide

For security reasons, the registration of a new card or the replacement of the existing card can only be completed online, through the Card Management and cannot be processed through the call center.





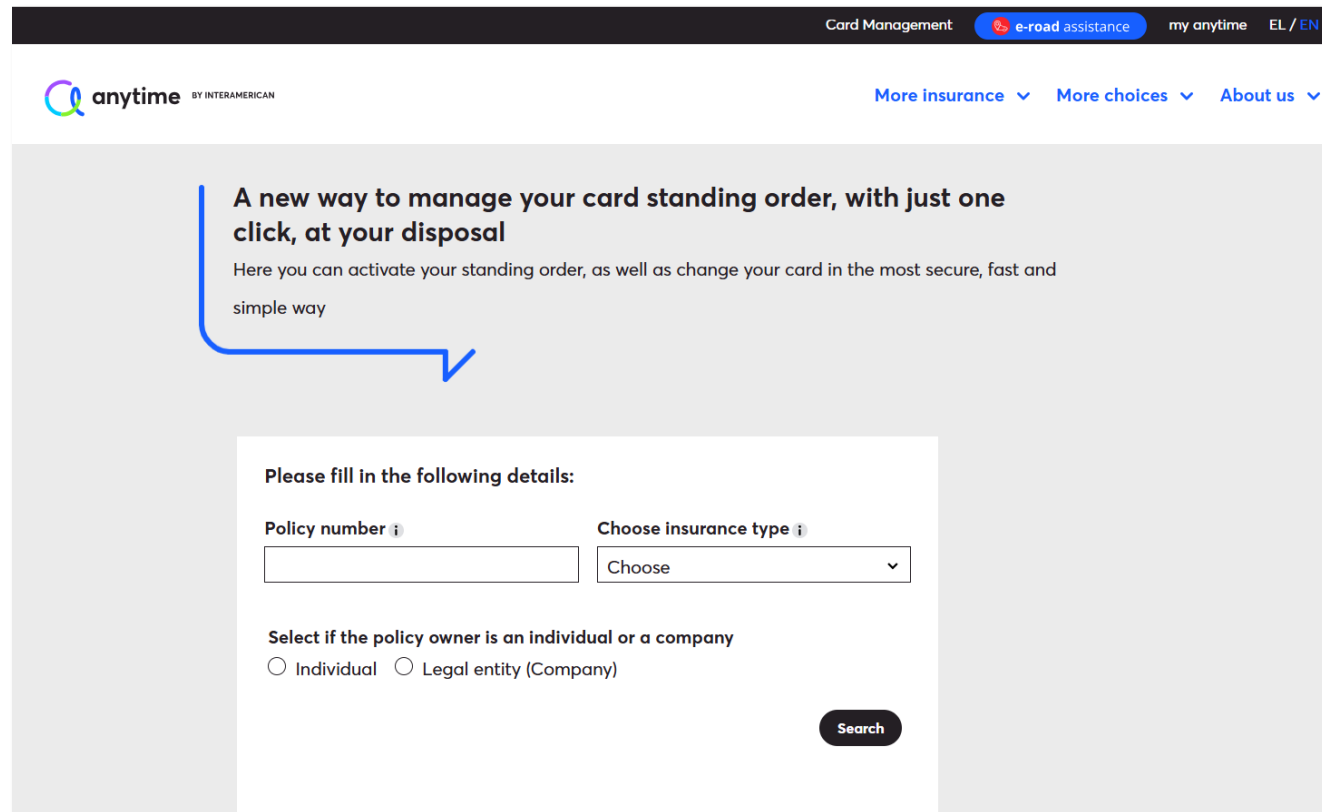
Step 1

Go to [Card Management](#)

<https://www.anytimeonline.com.cy/en/standing-order/main>

Before you begin, please make sure that:

- You have your policy number available.
- The card you wish to use is valid and active.



The screenshot shows the 'Card Management' page on the anytime website. The page has a dark header with 'Card Management', 'e-road assistance', 'my anytime', and 'EL/EN'. Below the header is a navigation bar with the anytime logo and links for 'More insurance', 'More choices', and 'About us'. The main content area has a grey background with a blue arrow pointing to a text block that says: 'A new way to manage your card standing order, with just one click, at your disposal. Here you can activate your standing order, as well as change your card in the most secure, fast and simple way'. Below this is a white form box titled 'Please fill in the following details:'. The form contains two input fields: 'Policy number' and 'Choose insurance type'. Below these is a section for 'Select if the policy owner is an individual or a company' with radio buttons for 'Individual' and 'Legal entity (Company)'. A 'Search' button is at the bottom right of the form.

Card Management e-road assistance my anytime EL/EN

anytime BY INTERAMERICAN

More insurance ▾ More choices ▾ About us ▾

A new way to manage your card standing order, with just one click, at your disposal

Here you can activate your standing order, as well as change your card in the most secure, fast and simple way

Please fill in the following details:

Policy number ⁱ Choose insurance type ⁱ

Choose ▾

Select if the policy owner is an individual or a company

☐ Individual ☐ Legal entity (Company)

Search



Step 2

Enter your Policy Number.

Please fill in the following details:

Policy number ⓘ

Choose insurance type ⓘ

Choose



Select if the policy owner is an individual or a company

☐ Individual ☐ Legal entity (Company)

Search



Step 3

Select the Insurance Type:

- **Motor** or
- **Home / Business**

Please fill in the following details:

Policy number ⓘ

Select if the policy owner is an individual

☐ Individual ☐ Legal entity (Company)

Choose insurance type ⓘ

Choose ▼

Choose

Motor

Home - Business

Search



Step 4

Choose whether the policy holder is:

- **Individual**
- **Legal Entity (Company)**

Please fill in the following details:

Policy number ⓘ

Choose insurance type ⓘ

Choose

▼

Select if the policy owner is an individual or a company

☒ Individual ☐ Legal entity (Company)

Cyprus ID number ⓘ

Insurance with passport number or
Non-Cypriot ID

Search



Individual

Enter:

- Cyprus ID number or
- Click [Insurance with passport number or Non-Cypriot ID](#) to enter **Passport Number** or **Other ID**

and then click **Search**

Please fill in the following details:

Policy number ⓘ

Choose insurance type ⓘ

Choose ▼

Select if the policy owner is an individual or a company

☒ Individual ☐ Legal entity (Company)

Cyprus ID number ⓘ

[Insurance with passport number or Non-Cypriot ID](#)

Search



Legal Entity

Enter:

- the Company's registration number

and then click
Search

Please fill in the following details:

Policy number ⓘ

Choose insurance type ⓘ

Choose ▼

Select if the policy owner is an individual or a company

☐ Individual ☒ Legal entity (Company)

Legal Entity (Company's) ⓘ

Registration Number

Search



Step 5

Read the authorization statement and tick the acceptance check box.

Then, **click «Next».**

☒ I hereby authorize the company "INTERAMERICAN HELLENIC INSURANCE COMPANY S.A." to collect each premium for policy no. _____ via the card that I will declare in the secure JCC environment, as well as any card issued to replace it, until such authorization is revoked by me. I have also been informed that in case that I wish to revoke my standing order, the revocation of this standing order must be made at least **fifteen (15) calendar days** prior to the due date of the above policy

Next

You will be redirected to the **JCC payment page**.
Enter the new card details and **complete** the verification process.

 ***Do not close the page until you receive confirmation that the card has been successfully registered.***