

**FOR IMMEDIATE RELEASE**

March 4, 2024

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**Division of Personnel Advises Active Employees and Retirees of  
Online Payment Option for Health Insurance Deductions**

US Virgin Islands – Cindy L. Richardson, Director of the Division of Personnel (DOP), wishes to notify active employees and retirees of the Government of the Virgin Islands (GVI) that an online payment option is now available for payroll health deductions through authorize.net. This option applies to individuals needing to make their health insurance premium payments for missing deductions, employees on leave without pay, or retirees currently waiting to receive their annuity checks from the Government Employees’ Retirement System (GERS).

Before proceeding with payment, individuals will receive an email from [invoice@authorize.net](mailto:invoice@authorize.net) detailing the health insurance premium amount due based on the benefits that they selected and the period in which payment was not deducted. To process this payment, the individual will then need to click on “View/Pay Invoice,” to verify the payment details before completing their transaction. Following the completion of the payment transaction, individuals will promptly receive a confirmation email.

Although cash is not allowable as a suitable form of payment, money orders are acceptable for those unable to pay by credit card. Money orders must be made payable to the Health Insurance Fund and should be mailed or delivered to:

Government of the Virgin Islands  
Division of Personnel  
Group Health Insurance Program  
GERS Complex, 3rd Floor  
3438 Kronprindsens Gade St. Thomas, VI 00802

Please Note: If you are an active GVI employee or retiree with a Group Health Insurance (GHI) policy and are experiencing difficulties in making payments, you can request a payment plan, which is subject to mutual agreement on payment terms.

For any inquiries, please contact billing at GHI, Elysa Henderson, at (340) 774-8588, ext. 5148, or [Elyssa.henderson@dop.vi.gov](mailto:Elyssa.henderson@dop.vi.gov).

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