



# Memo

**Date:** June 1, 2026

**To:** All priests, parish and school business managers

**From:** Holly Orsagh, director of financial services, RCAA Administrative Services, Inc.  
Jordan Harper, claims/risk manager, Catholic Mutual Group

**Re:** Fleet auto insurance renewed as of May 1

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The fleet automobile insurance policy renewed as of May 1, for all vehicles of record and drivers in good standing. New insurance cards were mailed and emailed by Catholic Mutual in early May. If you have not received your insurance card for the 2026-2027 policy year, please notify Jordan Harper at [jharper@catholicmutual.org](mailto:jharper@catholicmutual.org) or Nichol Pokorski at [npokorski@catholicmutual.org](mailto:npokorski@catholicmutual.org). The fleet policy is billed in July for the entire policy year.

Church Mutual/Catholic Mutual provides an electronic verification of insurance coverage to the State of Georgia in addition to providing the insurance card.

## **FLEET AUTOMOBILE POLICY**

The archdiocese provides auto coverage for parish or school-owned vehicles and to priests of the archdiocese. Priests are encouraged to purchase automobile insurance through the archdiocesan fleet policy. To join the fleet policy, change your address or change coverage through Church Mutual/Catholic Mutual, complete the [Fleet Auto Insurance Vehicle or Driver Change Form](#). If you plan to purchase a new vehicle, please ensure the new vehicle is added to the insurance coverage before driving it.

## **ANNUAL RATES FOR 2026-2027**

Vehicle Type	In State	Out of State
Truck	\$ 2,300	\$ 2,720
Passenger	\$ 1,960	\$ 2,310
Bus/Van	\$ 2,540	\$ 3,090

# RCAA

ADMINISTRATIVE SERVICES, INC.

Trailer	\$ 750	\$ 920
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If a priest declines the fleet policy and instead procures insurance coverage independently, then the outside coverage must include a \$500,000 Bodily Injury Limit, each accident, and \$500,000 Property Damage Limit, each accident, OR \$500,000 combined single limit (CSL) that includes both bodily injury and property damage with the Archdiocese of Atlanta named as an additional insured party. A copy of the outside policy declaration page and additional insured endorsement must be presented by the priest to the Office of Finance office via this link [Priest 3rd Party Auto Insurance Verification form](#).

## **PRIEST AUTO INSURANCE BILLING**

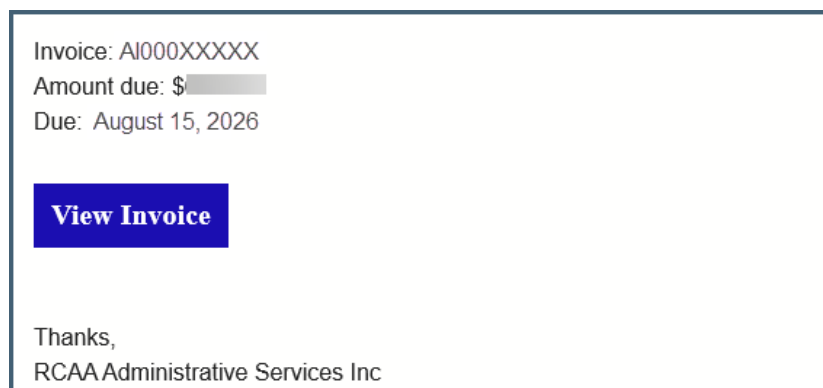
Invoices for priests' auto insurance premiums are billed annually to the priests and should be paid by the priests. They should not be paid by the parish. Invoices will be generated by the Chancery through Bill.com and will be sent to the archatl email address we have on file for each priest by the end of July. The email from Bill.com will contain a link to make the auto insurance payment.

## **BILL.COM INSTRUCTIONS**

Bill.com allows you to create a free account to make and receive payments via ePayments (ACH). You control your account and enter your bank information. If you have not previously paid an invoice or registered with Bill.com, you will need to do so. Instructions on setting up your free account are included below.

### **From the email you receive from RCAA Administrative Services:**

1. Click the **View Invoice** link:



2. Login to your BILL account

- a. If you don't remember the password, click **Forgot password?** And a password link will be sent to your email
- b. If you do not have an account set up, click **'Don't have an account'** and follow the steps to create a free payables account.

ARCHDIOCESE OF  
**ATLANTA**  
Pastoral Plan

Login

Email

Password  [Forgot password?](#)

[Don't have an account?](#)

Login

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After logging in, the Payment Portal displays. Invoices should be paid in full; however, you can make partial payments.

To make a partial payment, type the *partial* payment amount in the total payment amount box (overwriting the prepopulated total amount due). After the transaction is processed, the bill will be updated to show the amount paid and the remaining balance.

AN TOWN OF ATLANTA  
Multi-Use Park

Welcome to our Payments Portal

RCAA Administrative Servic...

HOME BILLS

PAY VIEW BILLS VIEW PAYMENTS

**Bill #** AI0000XXXXXX

**Supporting Documents**

1 [AI0000XXXXXX](#)

**Pay From:**  
 Bank Account

**Choose Account:**  \*\*\*\*\*0000  
[ADD BANK ACCOUNT](#)

**Pay On:** 08/15/2026

**Amount Due:** \$ X,XXX.00

**Credits To Apply:** \$0.00

**Total Payment:** \$X,XXX.00

[PAY](#)

Notes

[Download Invoice](#)

**i** This bill has not been paid.

3. Click **Pay**.



If you have any questions about vehicle coverage, please contact Jordan Harper at [jharper@catholicmutual.org](mailto:jharper@catholicmutual.org), Nichol Pokorski at [npokorski@catholicmutual.org](mailto:npokorski@catholicmutual.org) or Holly Orsagh at [horsagh@archatl.com](mailto:horsagh@archatl.com).

For assistance with Bill.com, please contact Sue Stanton at [sstanton@archatl.com](mailto:sstanton@archatl.com).

Thank you.