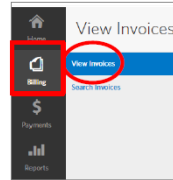


eBilling Functionality

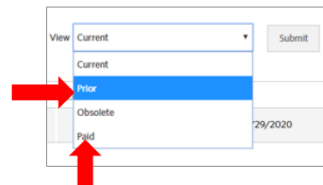


Search for Previous Invoice

- Go to the Billing tab then View Invoices



- Select either Prior or Paid from the View drop-down, then Submit



Prior invoices are those that do not have a payment applied to them and the next month's invoice has generated.

Paid invoices are those that have payments applied to them.

Obsolete invoices are those that were replaced with another invoice for the same period (referred to as a rebill). Group leaders cannot view obsolete invoices.

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eBilling Functionality



Search for Previous Invoice (cont.)

- On the next screen, locate the invoice you want to view by Billing Period, Billing Date (date invoice generated), Amount Due or Due Date.

	Group Level	Subgroup ID	Billing Period	Invoice Number	Billing Date	Due Date	Total Amount Due
Options	+43T21FF4		02/01/2018-02/28/2018		02/09/2018	02/01/2018	\$10,088.67
Options	+43T21FF4		03/01/2018-03/31/2018		02/21/2018	03/01/2018	\$20,177.34

- You can elect to view or print the selected invoice.

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eBilling Functionality



Print Invoice

- On the Home screen, click **Print Invoices**.
- You can print to PDF, Excel (CSV) or HTML.
- The following will result in a close approximation of the paper invoice (as shown on next slide).
 - Sort By Last Name, Then By Subscriber ID for both Current Premiums and Employee Adjustments
 - Subtotal by Subscriber ID

Print Options

What format would you like for this report: PDF

There are 2 invoices selected to print. [select invoices](#)
Choose the invoice sections to include in this report:

Summary

Please Pay

Current Premiums

Employee Adjustments

Sort By: Last Name

Then By: Subscriber ID

Sort By: Last Name

Then By: Subscriber ID

Order: Ascending subtotal by sorted column

Order: Ascending subtotal by sorted column

Order: Ascending subtotal by sorted column

Order: Ascending subtotal by sorted column

Print Cancel

eBilling Functionality



Louisiana

Name	TEST GROUP	Group ID:	12T34FF4	Invoice Period From:	03/01/2018
Address	ATTN: SUPER WOMAN P O BOX 1234 HAMMOND LA 70404	Subgroup ID:	0000	Invoice Period Through:	03/31/2018
		Due Date:	03/01/2018	Invoice Number:	123470018888
		Billing Date:	02/21/2018	Subscriber Count:	9

Current Premiums												
Class	Last Name	First Name	M	Subscriber ID	SSN	Product	Amount	Employer Share	Employee Share	Adjustment	Premium	Total Premium
A001	CAKE	KING	R	200022222		AD&D	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.60	\$0.60
A001	CAKE	KING	R	200022222		Group Care	\$0.00	\$0.00	\$0.00	\$0.00	\$1,119.03	\$1,119.03
A001	CAKE	KING	R	200022222		GTL	\$10,000.00	\$0.00	\$0.00	\$0.00	\$3.40	\$3.40
Subtotal for Subscriber ID 200022222							\$20,000.00	\$0.00	\$0.00	\$0.00	\$1,123.03	\$1,123.03
A001	TIME	YACTION	J	200033333		AD&D	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.60	\$0.60
A001	TIME	YACTION	J	200033333		Group Care	\$0.00	\$0.00	\$0.00	\$0.00	\$2,517.72	\$2,517.72
A001	TIME	YACTION	J	200033333		GTL	\$10,000.00	\$0.00	\$0.00	\$0.00	\$3.40	\$3.40
Subtotal for Subscriber ID 200033333							\$20,000.00	\$0.00	\$0.00	\$0.00	\$2,521.72	\$2,521.72
A001	WHITE	SNOW		200011111		AD&D	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.60	\$0.60
A001	WHITE	SNOW		200011111		Group Care	\$0.00	\$0.00	\$0.00	(\$1,398.69)	\$1,119.03	(\$279.66)
A001	WHITE	SNOW		200011111		GTL	\$10,000.00	\$0.00	\$0.00	\$0.00	\$3.40	\$3.40
Subtotal for Subscriber ID 200011111							\$20,000.00	\$0.00	\$0.00	\$0.00	\$1,123.03	(\$276.26)