

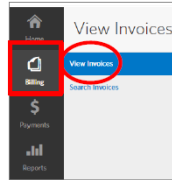


eBilling Functionality

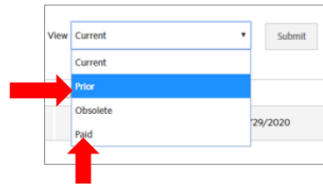


Search for Previous Invoice

- 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.

21

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.

2 Items | 1-2

| 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 |

2 Items | 1-2

View Invoice
Print Invoice

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

22

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



| | | | | | |
|----------------|-------------------|----------------------|------------|--------------------------------|--------------|
| Name | TEST GROUP | Group ID: | 12T34FF4 | Invoice Period From: | 03/01/2018 |
| Address | ATTN: SUPER WOMAN | Subgroup ID: | 0000 | Invoice Period Through: | 03/31/2018 |
| | P O BOX 1234 | Due Date: | 03/01/2018 | Invoice Number: | 123470018888 |
| | HAMMOND LA 70404 | 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) |