# eBilling Quick Tips
## for Group Leaders

**Louisiana** (Blue Cross Blue Shield)

## Your Home Screen

From the Home screen, print invoices as PDFs or in Excel format. Select HTML format to view invoices in your web browser or print.

**From the center of your home screen:**

› Select Print Invoice.

› Choose your formatting preference, the areas of the invoice you would like to print and select Print.

› The printed invoice will initially show as PENDING as the settings selected above are gathered for you.

› Select the Refresh Reports button and download your invoice from Options.

### Left of the Screen

Buttons on left for easy access to invoice and payment history (Billing), reporting options (Reports) and payment account information (Setup).

### Center of the Screen

Your current invoice is always shown in the center with buttons to Make a Payment or Print Invoice. Once you've paid your invoice, print the confirmation page for your records.

### Right of the Screen

Find important messages from Blue Cross, quick links to payment history, pending payments, accounts and scheduled reports.
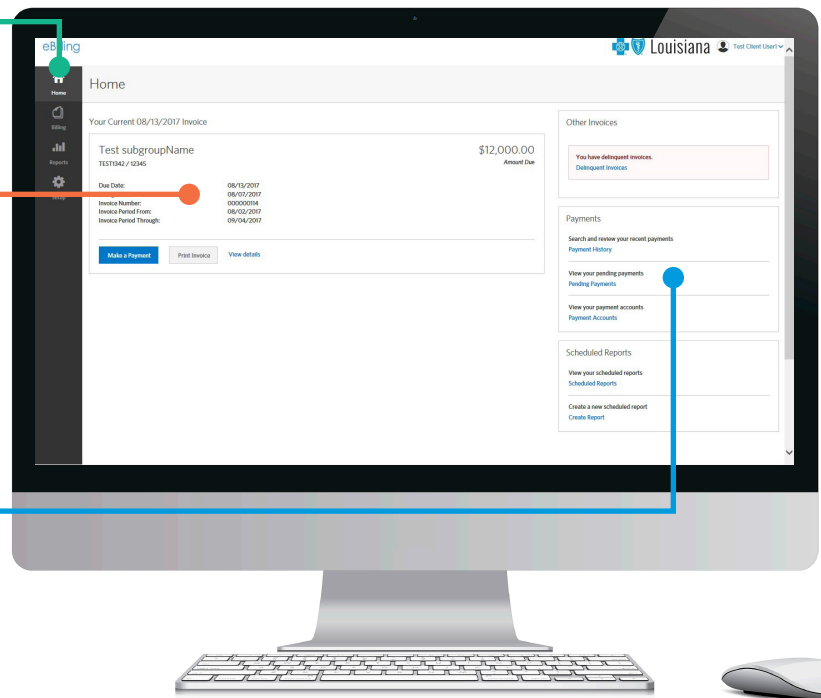
# Make a Payment

**You can make a one-time payment or set up auto-draft for monthly recurring payments in eBilling**

## To make a one-time payment:

› Select the Make a Payment button from the Home page

› Choose make online payment under payment method

› Select an existing bank account or create new account

› Select the amount due and date of payment

› Click the Payment Authorization checkbox and the Submit Payment button

## To set up auto-draft for monthly recurring payments:

› Select the Create Payment Account button from the Payments tab on the left

› Enter your bank account information, click the Auto-Draft checkbox and save

› Your payment will automatically draft on the next invoice due date

**Payment Results**

✓ **Thank You!**
Payment Complete.

Your payment has been successfully submitted. Please allow 2-3 business days for your payment to be processed. The information presented is subject to final verification and validation and receipt of any payments previously submitted. If you have any problems viewing your information, you can call customer support at 855-236-2885 from 8:30 am to 5:30 pm CT Monday - Friday.

Your tracking number is **120610**

Account Name: test
Payment Date*: 07/13/2017
Total Amount Paid: $15,000.00
Please print this screen for your records

Review invoice payment information details

**Return to Home**

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# Review Payment History

**You can search in one place for all of the payments you have made.**

› Select Payment History from the Billing icon to show the Payment History general search screen.

› Search for a specific payment by putting in search criteria or simply select Submit to return all payments.

› Sort columns to tailor your results on the Search Results page.

**Payment History**
You are currently viewing: Test eBilling(FI)

| | |
|---|---|
| Home | |
| Billing | View Invoices |
| Reports | Search Invoices |
| Setup | Payment History |

**General Search**

Subgroup ID

Check Number

Invoice Number

Payment Status — All

Payment Date — All

Payment Post Date — All

eBilling Confirmation Number

ACH Tracking Number

Payment Type — All

Payment Received Date — All
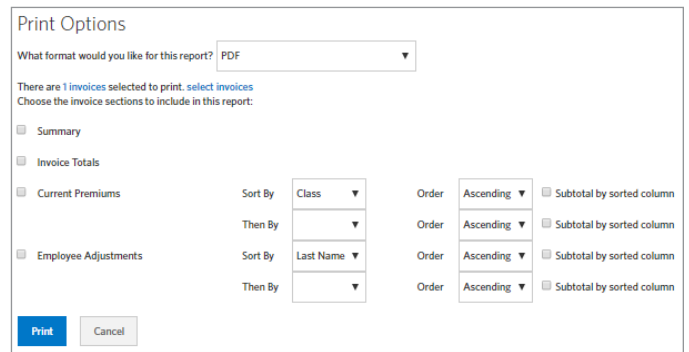
**Submit**  Reset

# Print Invoices

**You can print invoices as PDFs, CSV (Excel) files or as an HTML format to view in your internet browser.**

**Like making payments, printing invoices is often done directly from the Home tab or when viewing the invoice details.**

› Select the Print Invoice button from the Home page.

› Select the Print icon on the Invoice Details screen.

## Follow the steps in the print invoice wizard:

› Select the invoices to print.

› Select the formatting and sorting choices and select Print.

› Your invoice is now generating and will be ready for you to download under the Options button.
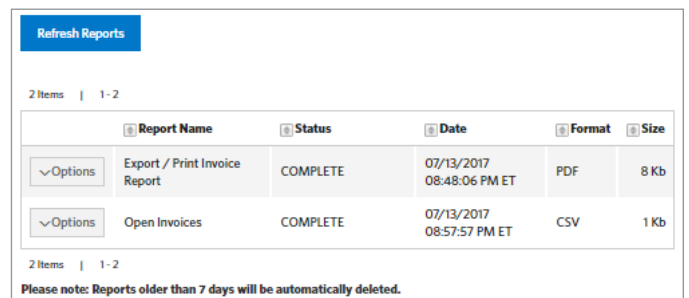
# Create Reports

**You can create specific invoice or payment reports.**

## The Reports tab has three secondary tabs:

› The Create Reports tab displays all ready reports. Each report has search criteria and report format (PDF or CSV, for example). You can create a one-time report or schedule reports to run at specific times.

› The Completed Reports tab lists all the reports that have been generated within the last seven days.

› The Scheduled Reports tab displays any reports that have been set up to run for a specific start and end date. You can edit the reports or delete them from the scheduled run.

## Creating reports that meet your need:

› Select Create from the Options button.

› Enter any filters or preferences for the report and select Next to show the Format tab.

› Enter the formatting options and press Submit.

› Your report is now generating and will be ready for you to download under the Options button.

Need additional technical or navigation support? Call **1 (855) 236-2885**.