



Blue Cross and Blue Shield of Louisiana
HMO Louisiana

Download a Payment History Report

Follow these steps to download the Payment History Report after you log in to eBilling.

1. Click **Reports**
2. Select **Create** from **Options** dropdown next to **Payment Report**
3. Enter **Subgroup ID** if applicable
4. Select **Date Range** from **Due Date** dropdown
5. Enter date range (Examples: 01/01/2019 to 4/1/2020 or 01/15/2019 to 4/15/2020)
6. Click **Next**
7. Enter **Report Name** (optional)
8. Click **Submit**
9. Click **Download** from **Options** dropdown when status is complete

If you do not have access to eBilling, please create an account through [AccessBlue](#).

www.bcbsla.com

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