



# eBilling

Secure • Reliable • Efficient Online Billing

Blue Cross and Blue Shield now offers eBilling\*, where you'll have access to online invoice presentation, payment and reporting services. By streamlining billing and payment processes, eBilling makes managing your monthly payments more efficient and easier than ever.

## Bill Presentation

- Log into eBilling to view your invoices securely online - 24 hours, seven days a week
- Receive invoice notifications via email
- Consolidate bills for all products - Medical, Dental, Vision, Life and Disability
- Review invoice details at the group and sub-group level
  - Invoice totals
  - Invoice summary
  - Employee roster (with SSN by request)
- Export invoices to Excel to sort data and customize view
- Review previous invoices and payment history
- Print payment confirmation/receipt

## Bill Payment

- Create and manage payment accounts
- Pay invoices via one-time or monthly recurring electronic funds transfer (EFT)
- Cancel pending payments
- Pay at the group or sub-group level

## Create and View Reports on Demand

- Current Invoices – lists all open invoices
- Payment Report – lists all payments
- Scheduled Payment Report – lists all scheduled payments
- Print reports as PDF or Excel
- Schedule reports to generate on a recurring basis

## Advantages of eBilling

- View invoices and payment activity
- Receive email notification of invoice status (invoice ready, payment posted, payment returned, delinquent payment, etc.)
- Print invoices
- View payment tracker
- Create customized reports
- Eliminate paper invoices, checks, postage and historical filing needs

## Next Steps

Ready to get started with eBilling? Log on to [AccessBlue](#) today! To learn how to create an account, see the [AccessBlue flyer](#).



\*Benefitfocus is an independent company providing electronic billing services to Blue Cross and Blue Shield of Louisiana and HMO Louisiana, Inc.