



# eBilling Quick Tips

## 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

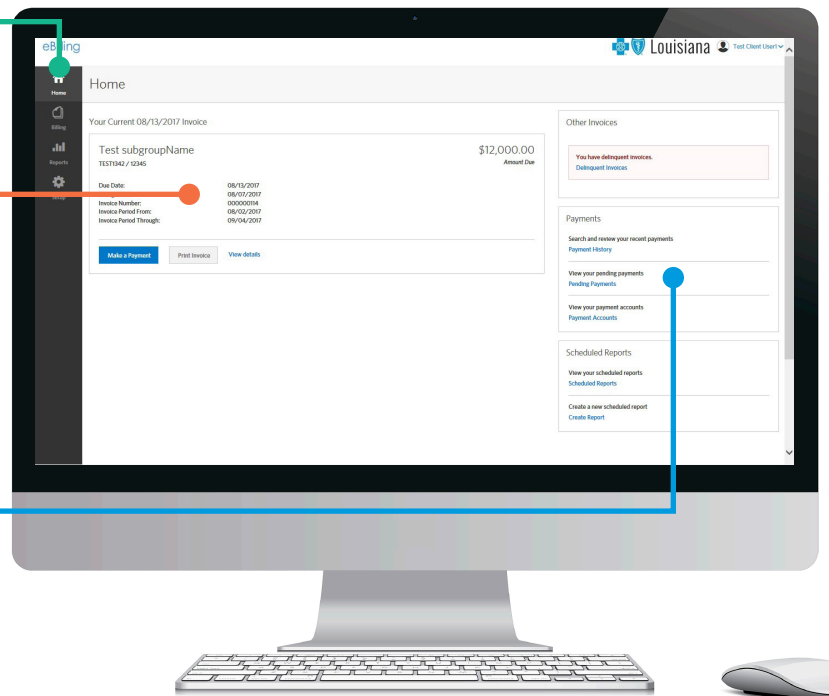
Buttons on left for easy access to invoice and payment history (Billing), reporting options (Reports) and payment account information (Setup).

### 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
- › Select an existing bank account or create new account
- › Choose make online payment under payment method
- › Select the amount due and date of payment
- › Click the Payment Authorization checkbox and the Submit Payment button
- › Please note, you cannot pay an amount due from multiple accounts.

## 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](#)

# Review Payment History

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

- › Select Payment History from the Payments 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:

Payment Accounts  
Payment History  
Pending Payments

General Search

Subgroup ID/Subscriber ID

Check Number

Invoice Number

Payment Status

Payment Date

Payment Post Date/Posted Date

Credit Card Confirmation Number/Billing Confirmation Number

ACH Tracking Number

Payment Type

Payment Received Date

# 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 invoice sections to include, indicate how to sort and subtotal if applicable.
- › Once selections are made, click Print button.
- › Your invoice is now generating and will be ready for you to download under the Options button.

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:

Please Pay

Summary

Current Premiums

Employee Adjustments

Sort By Subgroup ID

Then By

Sort By Subgroup ID

Then By

Order Ascending

Order Ascending

Order Ascending

Order Ascending

Subtotal by sorted column

Subtotal by sorted column

Subtotal by sorted column

Subtotal by sorted column

Print Cancel

# 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 generated within the last seven days.
- › The **Scheduled Reports tab** displays any reports 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.

Refresh Reports

2 Items | 1 - 2

	Report Name	Status	Date	Format	Size
Options	Export / Print Invoice Report	COMPLETE	07/13/2017 08:48:06 PM ET	PDF	8 Kb
Options	Open Invoices	COMPLETE	07/13/2017 08:57:57 PM ET	CSV	1 Kb

2 Items | 1 - 2

Please note: Reports older than 7 days will be automatically deleted.

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