



eBilling User Guide

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View Invoice Details

View Invoice Details

- To view details of the invoice, click 'View Details' or 'View Consolidated Details' if you have more than one subgroup.

OTHER TEST GROUP

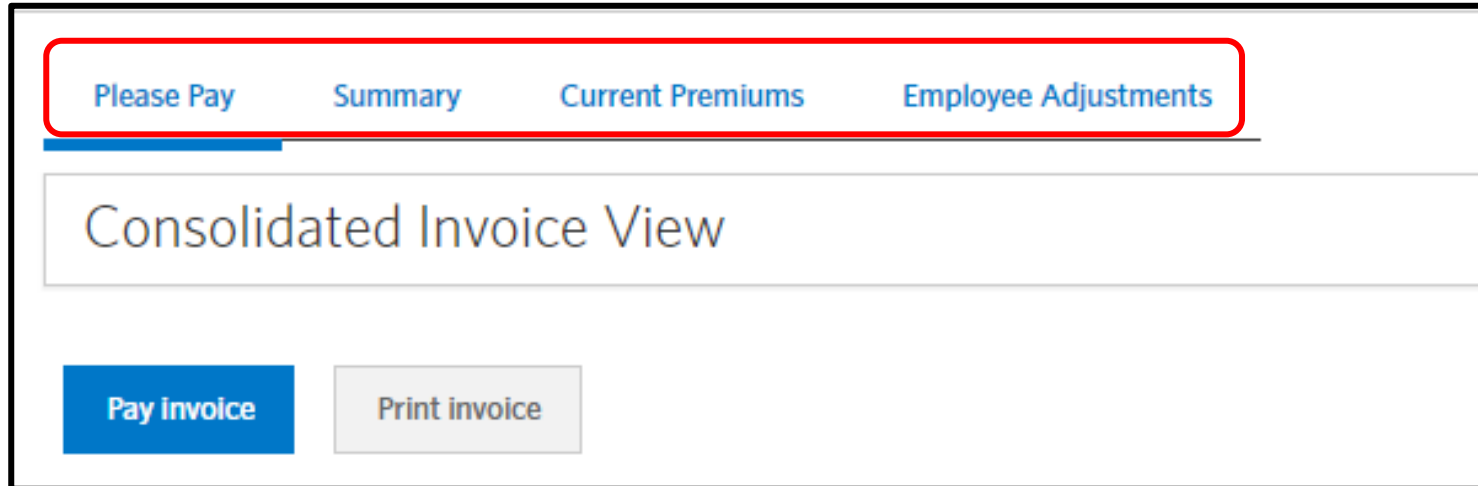
43T21FF4

Due Date:	03/01/2018
Billing Date:	02/21/2018
Invoice Period From:	03/01/2018
Invoice Period Through:	03/31/2018

[Make a Payment](#) [Print Invoices](#) [View Consolidated Details](#)

View Invoice Details

- Click on 'Please Pay,' 'Summary,' 'Current Premiums' and 'Employee Adjustments' to see the various sections of the invoice.





Create Payment Account

Create Payment Account

- Group leaders can create payment accounts by going to the 'Payments' tab and clicking [Create Payment Account](#)

Payment Accounts

Home

Billing

Payments

Reports

Payment Accounts

Payment History

Pending Payments

Create Payment Account

If you would like to enter your bank account information, please click the "Create Payment Account" button.

1 Items | 1-1 | [Advanced Search](#)

	Account Type	Account Name
<input type="button" value="Options"/>	Bank Account	Account Name

1 Items | 1-1

Create Payment Account (cont.)

- Group Leaders enter bank account information and may elect to make the account the default payment account.

Bank Account Information

Please enter your account information below.

Routing Number *

Account Number *

Confirm Account Number *

Name on account *

Account Type *

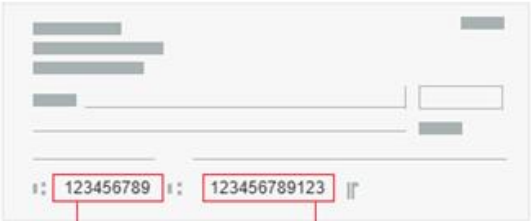
Checking ▼

Display Name *

Customized name for identifying the account

Bank Name *

City State / Province Country Code



Routing Number Account Number

Create Payment Account (cont.)

- If the group has multiple subgroups, bank accounts can be made available to all subgroups for payment or restricted to certain subgroups* by clicking on Invoice Restrictions (only visible if group has multiple subgroups).
- Group leaders must click **Save** once selections are made.

Basic Information **Invoice Restrictions**

Bank Account #1

Select the invoice levels that can access the account

Grant access to this account to all invoice levels

Restrict access to this account by system and invoice level

Use drop down to select invoice levels per enabled system

Line of Business: ASO

2 Items | 1-2

<input checked="" type="checkbox"/>	Group ID	Subgroup ID	Auto-draft enabled?
<input checked="" type="checkbox"/>	12T34FF4	0000	
<input type="checkbox"/>		0001	

2 Items | 1-2

*If a subgroup is added after setting up the bank account, you must go to Invoice Restrictions and select the additional subgroup to be paid with that account.

If this is not done, future payments will not be applied to the new subgroup.



Auto-Draft

Auto-Draft (cont.)

- Group Leaders may elect to enable **Auto-Draft**, a recurring payment that happens each month on the due date (1st or 15th).
- Click on 'Payments' tab on the primary navigation bar. Then View/Edit the account to be auto-drafted.

Payment Accounts

You are currently viewing: OTHER TEST GROUP

Home

Billing

Payments

Reports

Users

Create Payment Account

If you would like to enter your bank account information, please click the "Create Payment Account" button.

Billing Type History

1 Items | 1 - 1 | Advanced Search

	Account Type	Account Name	Status	Default	Auto-Draft Enabled	Create Date
Options	Bank Account	Blue	Enabled		Yes	02/21/2022

View/Edit Account

View History

Delete Account

Auto-Draft (cont.)

- Check off the box in the **Auto-Draft** section.
- Once enabled, **Auto-Draft** will begin on the next due date (see Important information below).
 - If **Auto-Draft** is enabled on the due date, prior to 4:00 pm CST, the first draft will occur that day.
 - If **Auto-Draft** is enabled on the due date, after 4:00 pm CST, the first draft will occur the next day.
- Click **Save** to complete creation of your payment account.

Auto-Draft

As a convenience to me, I authorize Blue Cross and Blue Shield of Louisiana and its affiliate, HMO Louisiana, Inc. to charge my checking or savings account a one-time payment or monthly recurring payments at the Bank (or other financial institution) I have named. I also authorize the Bank to debit the amount of those charges to my account.

I understand and agree that:

1. The Bank's rights with respect to each charge will be the same as if personally executed by me.
2. This authorization will remain in effect until I change my election. I will allow Blue Cross and Blue Shield of Louisiana and its affiliate, HMO Louisiana, Inc. thirty (30) days to act on this notice.
3. Blue Cross and Blue Shield of Louisiana and its affiliate, HMO Louisiana, Inc. and my bank may discontinue this service.
4. I understand that if any such check is dishonored by my Bank and any monthly amount due Blue Cross and Blue Shield of Louisiana and its affiliate, HMO Louisiana, Inc. is not paid within the time stipulated in the policy, the policy could be terminated as provided in the policy.
5. I understand that if my due date falls on a holiday or weekend (non-business day), my draft will occur the business day prior to my due date.
6. **To un-enroll in auto-draft, please un-check the box to stop auto-draft.**

Auto-Draft Authorization Date: 08/07/2018 04:25:12 PM EST

Save Cancel

*Important

If a payment has been made against the current invoice (you make a one-time payment for prior month only), Auto-Draft will not begin until the next month's due date.

Auto-Draft (cont.)

- Group leaders may disable **Auto-Draft** at any time by going to the 'Payments' tab, clicking on Payment Accounts and selecting the account with **Auto-Draft** enabled.
- Click on Options and select View/Edit Account from the drop-down menu.

1 Items | 1-1 | [Advanced Search](#)

	Account Type	Account Name	Status	Default	Auto-Draft Enabled
<div style="border: 1px solid gray; padding: 2px;">Options</div>	Bank Account	Account Name	Enabled	*	Yes
<div style="border: 1px solid gray; padding: 5px; margin-top: 5px;">View/Edit Account Delete Account</div>					

- Disable **Auto-Draft** by un-checking the box in the **Auto-Draft** section.
- If **Auto-Draft** is disabled on the due date, prior to 4:00 pm CST, the draft will not occur.
- Click **Save** to complete changes made to your payment account.

Auto-Draft

As a convenience to me, I authorize Blue Cross and Blue Shield of Louisiana and its affiliate, HMO Louisiana, Inc. to charge my checking or savings account a one-time payment or monthly recurring payments at the Bank (or other financial institution) I have named. I also authorize the Bank to debit the amount of those charges to my account.

I understand and agree that:

1. The Bank's rights with respect to each charge will be the same as if personally executed by me.
2. This authorization will remain in effect until I change my election. I will allow Blue Cross and Blue Shield of Louisiana and its affiliate, HMO Louisiana, Inc. thirty (30) days to act on this notice.
3. Blue Cross and Blue Shield of Louisiana and its affiliate, HMO Louisiana, Inc. and my bank may discontinue this service.
4. I understand that if any such check is dishonored by my Bank and any monthly amount due Blue Cross and Blue Shield of Louisiana and its affiliate, HMO Louisiana, Inc. is not paid within the time stipulated in the policy, the policy could be terminated as provided in the policy.
5. I understand that if my due date falls on a holiday or weekend (non-business day), my draft will occur the business day prior to my due date.
6. **To un-enroll in auto-draft, please un-check the box to stop auto-draft.**

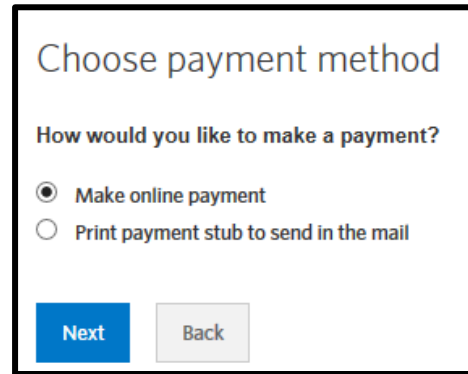
Auto-Draft Cancellation Date: 08/08/2018 03:54:52 PM EST

LOUISIANA **BLUE**  

Make a Payment

Make a Payment

- Click **Make a Payment** and choose method of payment* then click **Next** .



Choose payment method

How would you like to make a payment?

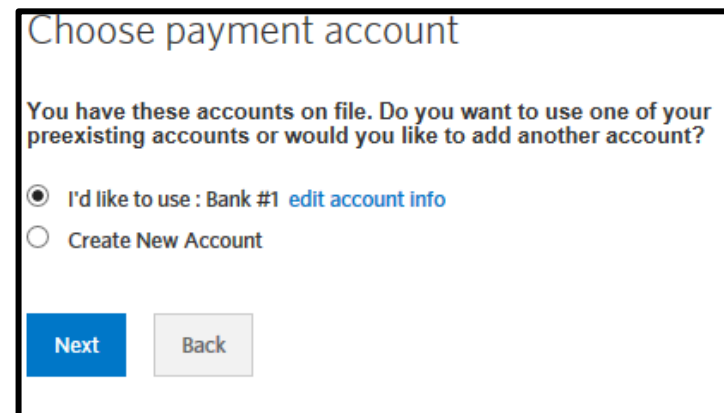
Make online payment

Print payment stub to send in the mail

Next Back

**If paying by check select Print payment stub to send in the mail*

- If you have a bank account saved already, the next screen will ask if you want to use the saved bank account or create a new one.



Choose payment account

You have these accounts on file. Do you want to use one of your preexisting accounts or would you like to add another account?

I'd like to use : Bank #1 [edit account info](#)

Create New Account

Next Back

Make a Payment (cont.)

- If you choose to create a new account, or don't have a saved bank account, you will need to enter your bank information then click **Next**.

Bank Account Information

Please enter your account information below.

Routing Number *

Account Number *

Confirm Account Number *

Name on account *

Account Type*

Checking

Display Name *

Customized name for identifying the account

Bank Name *

City State / Province Country Code

Account Options

I wish to keep my payment account information on file for future use

- You may also elect to save bank account information by checking the box under Account Options.

Please Note: You cannot pay an amount due from multiple accounts. An amount due can be paid using only one (1) account.

Make a Payment (cont.)

- You will have the option to pay the Outstanding Balance (prior month) or the Total Amount Due, if applicable.


Choose payment options

Paying with: Bank #1 [change account](#)

Please choose from the following payment options:

Pay Outstanding Balance \$0.00

Pay Amount Due \$3,369.09

Date of Payment 

All payments made **after 4:00 PM CST** will be sent to the bank on the following business day.

[Next](#) [Back](#)

- Payments made by 4:00 pm CST will be sent to the bank the same day.

Make a Payment (cont.)

- Check the box to authorize payment. You can also print the screen if needed. Click  .

Note: Click the Submit button only once to submit this transaction and refrain from refreshing your browser while the transaction is processing. Doing so might result in this transaction processing more than once.

Review and submit

Payment Account: Checking [change account](#)

Amount of Payment: \$10,088.67 [edit payment amount](#)

Payment Date: 01/29/2025 [change payment date](#)

[Review invoice payment information details](#)

Payment Authorization

As a convenience to me, I authorize Blue Cross and Blue Shield of Louisiana and its affiliate, HMO Louisiana, Inc. to charge my account a one-time payment or monthly recurring payments at the Bank (or other financial institution) I have named. I also authorize the Bank to debit the amount of those charges to my account.

I understand and agree that:

1. The Bank's rights with respect to each charge will be the same as if personally executed by me.
2. This authorization will remain in effect until I change my election. I will allow Blue Cross and Blue Shield of Louisiana and its affiliate, HMO Louisiana, Inc. thirty (30) days to act on this notice.
3. Blue Cross and Blue Shield of Louisiana and its affiliate, HMO Louisiana, Inc. and my bank (or other financial institution) may discontinue this service.
4. I understand that if any such check is dishonored by my Bank (or other financial institution) and any monthly amount due Blue Cross and Blue Shield of Louisiana and its affiliate, HMO Louisiana, Inc. is not paid within the time stipulated in the policy, the policy could be terminated as provided in the policy.

Authorization Date:

Please [print](#) this screen for your records and then click the Submit Payment button below

All payments made **after 4:00 PM CST** will be sent to the bank on the following business day.





Make a Payment (cont.)

- You will receive a confirmation screen and can print this screen too.

Payment details



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 **46920667**

Account Name: Checking
Payment Date*: 01/27/2025
Total Amount Paid: \$10,088.67

Please [print](#) this screen for your records

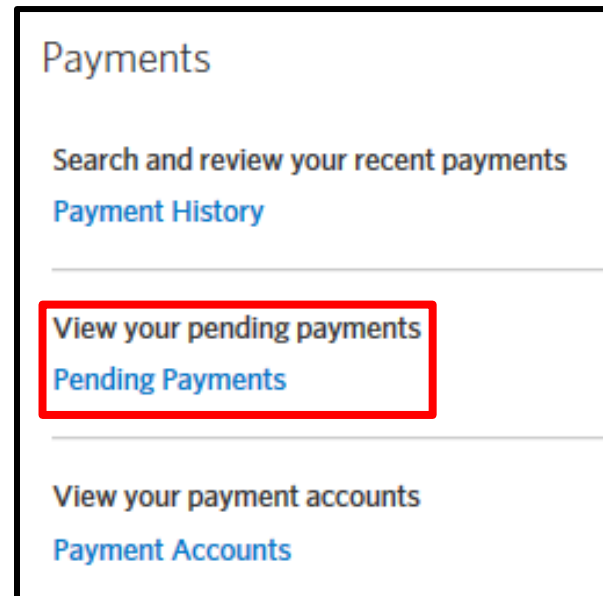
[Review invoice payment information details](#)

[Return to Home](#)

*The Submit Payment Date is the date the carrier is scheduled to receive your payment. To ensure your payment is confirmed by the due date, allow for 2-3 business days for processing.

Pending Payments

- Group leaders can view scheduled payments by going to Pending Payments* on the right side of the Home screen



- Payments will show as pending until 4:00 pm CST on the payment date.

**If you have Auto-Draft enabled, your monthly draft will not show as a Pending Payment until 12:00 am on the draft day.*

Cancel a Pending Payment

- Group leaders can cancel a scheduled payment by
 - Click Pending Payments on the right side of the Home screen
 - Select Cancel Payment from the Options drop down

Group ID	Subgroup ID	Billing Period	Invoice Number	Due Date	Billing Date	Total Amount Due	Payment Status
43T21FF4	0000	03/01/2018-03/31/2018	123450017777	03/01/2018	02/21/2018	\$10,088.67	Payment Pending

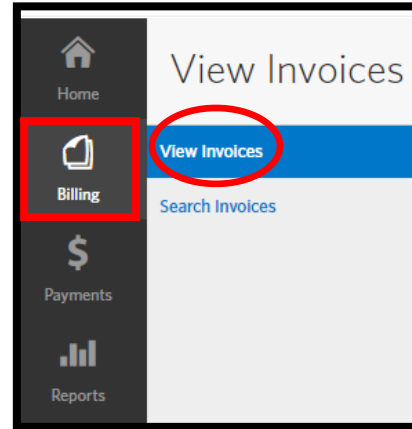
The image shows a screenshot of a table with a red box highlighting the 'Options' dropdown menu for the first row. The dropdown menu is open, showing a 'Cancel Payment' option.

LOUISIANA **BLUE**  

Search for Previous Invoice

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.

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.



Print Invoice

Print Invoice

- On the Home screen, click **Print Invoices**.
- You can print to PDF, Excel (CSV) or HTML.
- The following will result in a subtotal by subscriber.
 - 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:

- Please Pay
- Summary
- Current Premiums
- Employee Adjustments

Sort By	Last Name	Order	Ascending	<input type="checkbox"/>	Subtotal by sorted column
Then By	Subscriber	Order	Ascending	<input checked="" type="checkbox"/>	Subtotal by sorted column
Sort By	Last Name	Order	Ascending	<input type="checkbox"/>	Subtotal by sorted column
Then By	Member ID	Order	Ascending	<input checked="" type="checkbox"/>	Subtotal by sorted column



LOUISIANA BLUE

Name	OTHER TEST GROUP	Group ID:	43T21FF4	Invoice Period From:	03/01/2018
Address	ATTN: LOONEY TUNES P O BOX 4321 BATON ROUGE LA 70809	Subgroup ID:	0000	Invoice Period Through:	03/31/2018
		Due Date:	03/01/2018	Invoice Number:	123450017777
		Billing Date:	02/21/2018	Subscriber Count:	41

Current Premiums										
Class	Subscriber ID	Last Name	First Name	MI	SSN	Product	Adjustment	Premium	Total Premium	Amount*
A001	200000000	DUCK	TAMMY	M		Group Care	\$0.00	\$1,010.28	\$1,010.28	\$0.00
A001	200000000	DUCK	TAMMY	M		AD&D	\$0.00	\$1.80	\$1.80	\$30,000.00
A001	200000000	DUCK	TAMMY	M		GTL	\$0.00	\$8.70	\$8.70	\$30,000.00
Subtotal for Subscriber ID 200000000							\$0.00	\$1,020.78	\$1,020.78	\$60,000.00
A001	200000010	PIG	PORKY	R		AD&D	\$0.00	\$1.80	\$1.80	\$30,000.00
A001	200000010	PIG	PORKY	R		GTL	\$0.00	\$8.70	\$8.70	\$30,000.00
A001	200000010	PIG	PORKY	R		Group Care	\$0.00	\$505.06	\$505.06	\$0.00
Subtotal for Subscriber ID 200000010							\$0.00	\$515.56	\$515.56	\$60,000.00
A001	200000011	DEVIL	TASMANIAN			AD&D	\$0.00	\$1.80	\$1.80	\$30,000.00
A001	200000011	DEVIL	TASMANIAN			Group Care	\$0.00	\$505.06	\$505.06	\$0.00
A001	200000011	DEVIL	TASMANIAN			GTL	\$0.00	\$8.70	\$8.70	\$30,000.00
Subtotal for Subscriber ID 200000011							\$0.00	\$515.56	\$515.56	\$60,000.00
A001	200000013	PIG	NANCY	H		GTL	\$0.00	\$8.70	\$8.70	\$30,000.00
A001	200000013	PIG	NANCY	H		Group Care	\$0.00	\$505.06	\$505.06	\$0.00
A001	200000013	PIG	NANCY	H		AD&D	\$0.00	\$1.80	\$1.80	\$30,000.00
Subtotal for Subscriber ID 200000013							\$0.00	\$515.56	\$515.56	\$60,000.00
A001	200000014	THE CAT	SYLVESTER	B		Group Care	\$0.00	\$934.56	\$934.56	\$0.00
A001	200000014	THE CAT	SYLVESTER	B		GTL	\$0.00	\$8.70	\$8.70	\$30,000.00
A001	200000014	THE CAT	SYLVESTER	B		AD&D	\$0.00	\$1.80	\$1.80	\$30,000.00
Subtotal for Subscriber ID 200000014							\$0.00	\$945.06	\$945.06	\$60,000.00
A001	200000015	FUDD	ELMER	D		AD&D	\$0.00	\$1.80	\$1.80	\$30,000.00
A001	200000015	FUDD	ELMER	D		GTL	\$0.00	\$8.70	\$8.70	\$30,000.00
A001	200000015	FUDD	ELMER	D		Group Care	\$0.00	\$505.06	\$505.06	\$0.00
Subtotal for Subscriber ID 200000015							\$0.00	\$515.56	\$515.56	\$60,000.00
A001	200000016	SAM	YOSEMITE	P		Group Care	\$0.00	\$1,010.28	\$1,010.28	\$0.00
A001	200000016	SAM	YOSEMITE	P		AD&D	\$0.00	\$1.80	\$1.80	\$30,000.00
A001	200000016	SAM	YOSEMITE	P		GTL	\$0.00	\$8.70	\$8.70	\$30,000.00



Contact Information



	eEnrollment	eBilling
Access	<p>Blue Cross Service Desk: (225) 298-7567, Option 3 (800) 258-3005, Option 3 MarketingEnrollment@lablue.com</p>	<p>Blue Cross Service Desk: (225) 298-7567, Option 3 (800) 258-3005, Option 3 MarketingEnrollment@lablue.com</p>
Navigation	<p>Announcements Section on Home Screen: Link to training registration page, this User Guide, Quick Tips and other resource materials</p> <p>eEnrollment Resources Tab: Benefits Administrator Role Training Videos Benefits Administrator Role user Guide 2019 Benefitfocus Benefits Administrator Quick Tips 2019</p> <p>eEnrollment Help Line: 843-375-4967 (authentication required)</p>	<p>Carrier Resources Section on Home Screen: Link to User Guide, Quick tips and other helpful resources</p> <p>Online Billing Help Line: 855-236-2885 (authentication required)</p>
Training	<p>Click here to register for a live, online training.</p> <p>You can also register by clicking the link found in the Announcements section of your group's Home screen.</p>	<p>Click here to register for a live, online training.</p> <p>You can also register by clicking the link found in the Carrier Resources section of your group's Home screen.</p>