Table of Contents

GROUP PREMIUM STATEMENTS **2**

How to Download a Bill – Aetna 2

How to Download a Bill – BCBSIL 5

How to Download a Bill – UHC 8

The information provided in this document is based on the information available as of the revision date of this document, and is not intended to be legal or tax advice.

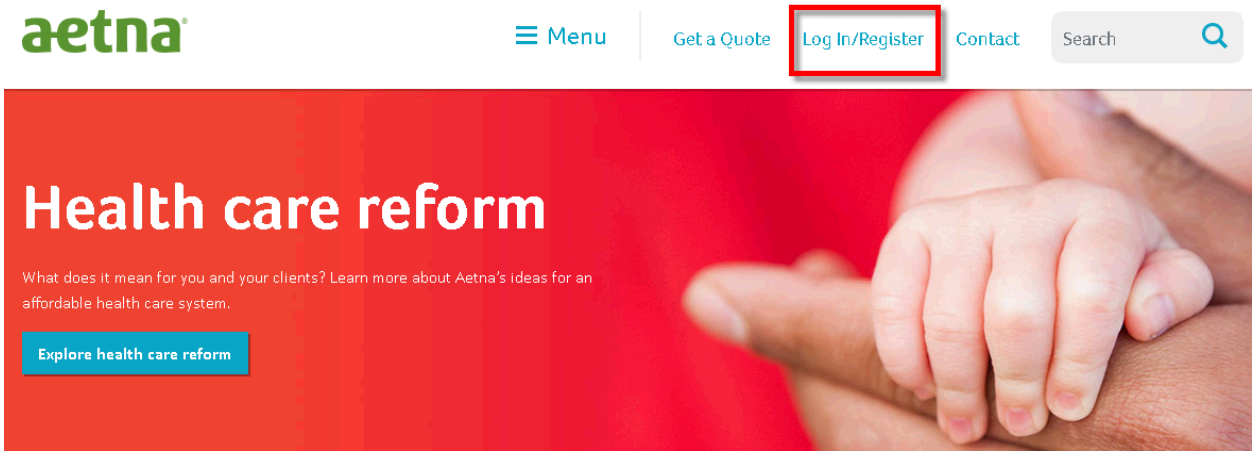
GROUP PREMIUM STATEMENTS

You have access to and can download your employer group client's billing statements from the group carrier websites. You can also request the bill from the carrier by calling their billing department and it will be faxed to you. **EMPLOYERS SHOULD NOT SUBMIT MEMBERSHIP CHANGES (CANCELLATION FORMS, NEW EMPLOYEE APPLICATIONS, ETC) WITH THEIR BILL PAYMENT. CHANGES SHOULD NOT BE HAND WRITTEN ON THE BILL.** Membership changes should be submitted to the appropriate membership email or fax number.

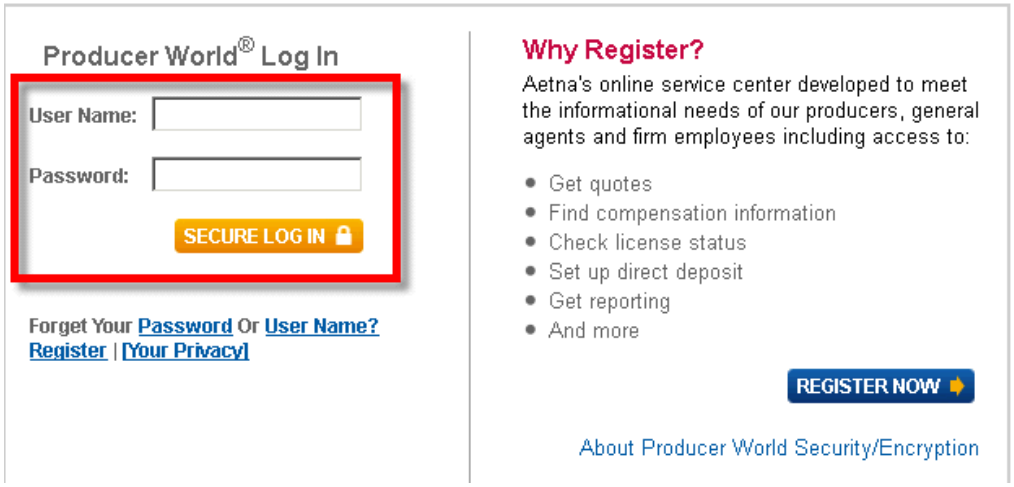
Premium statements for individuals are not available for viewing or download and the carriers will not fax/email copies of individual client bills.

How to Download a Bill – Aetna

1. **Go to www.aetna.com/producers**
2. **Click on "Log In/Register"**

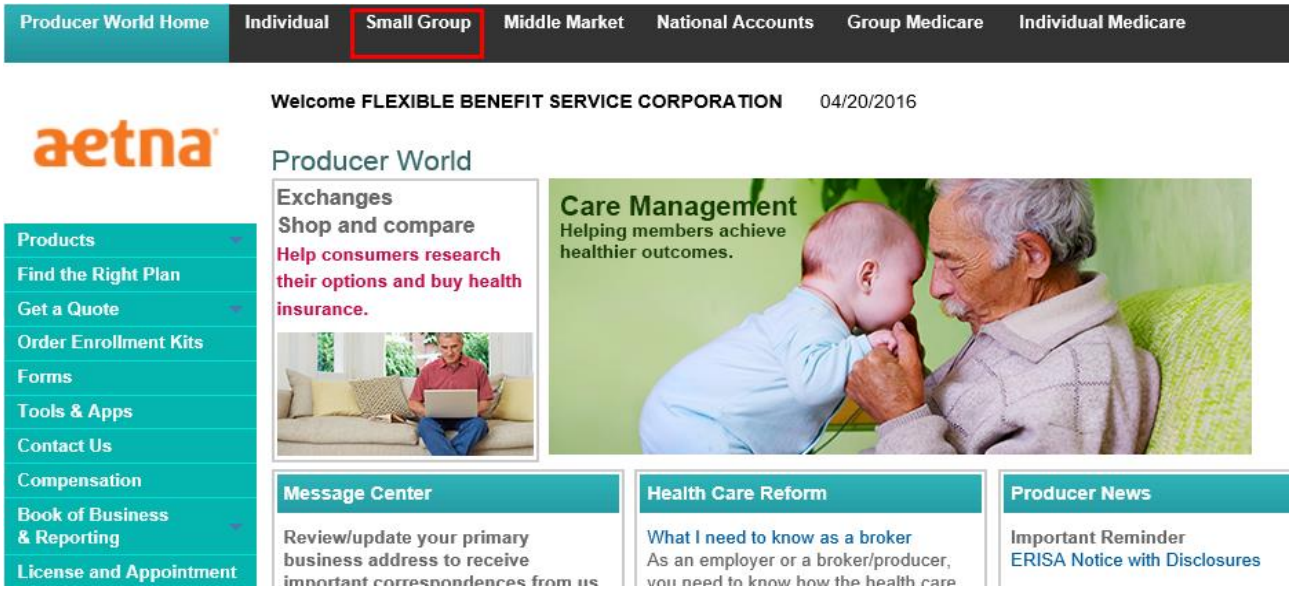


3. **Log In with user name and password**

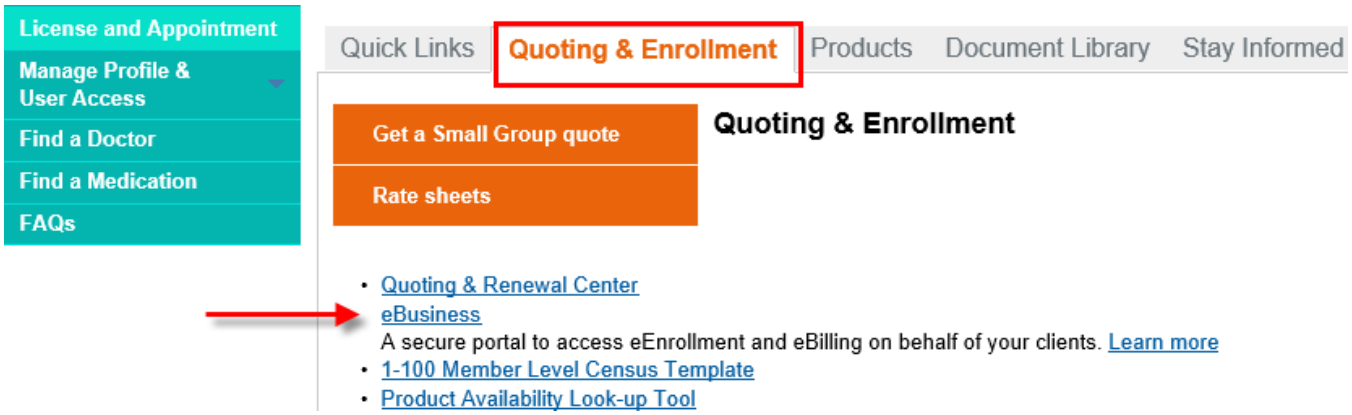


The information provided in this document is based on the information available as of the revision date of this document, and is not intended to be legal or tax advice.

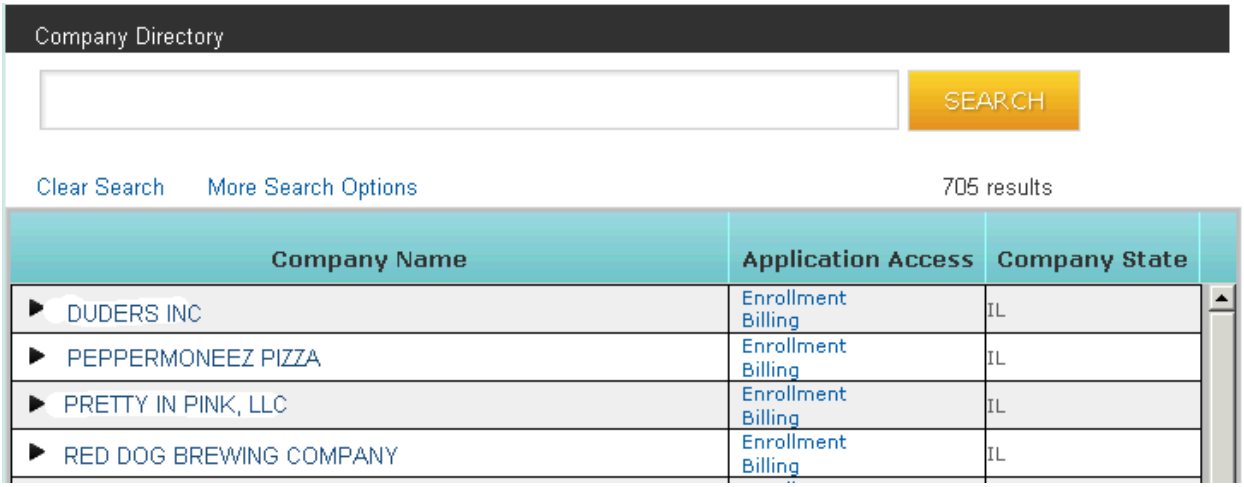
4. **Click "Small Group"**



5. **Click "Quoting & Enrollment" then "eBusiness**

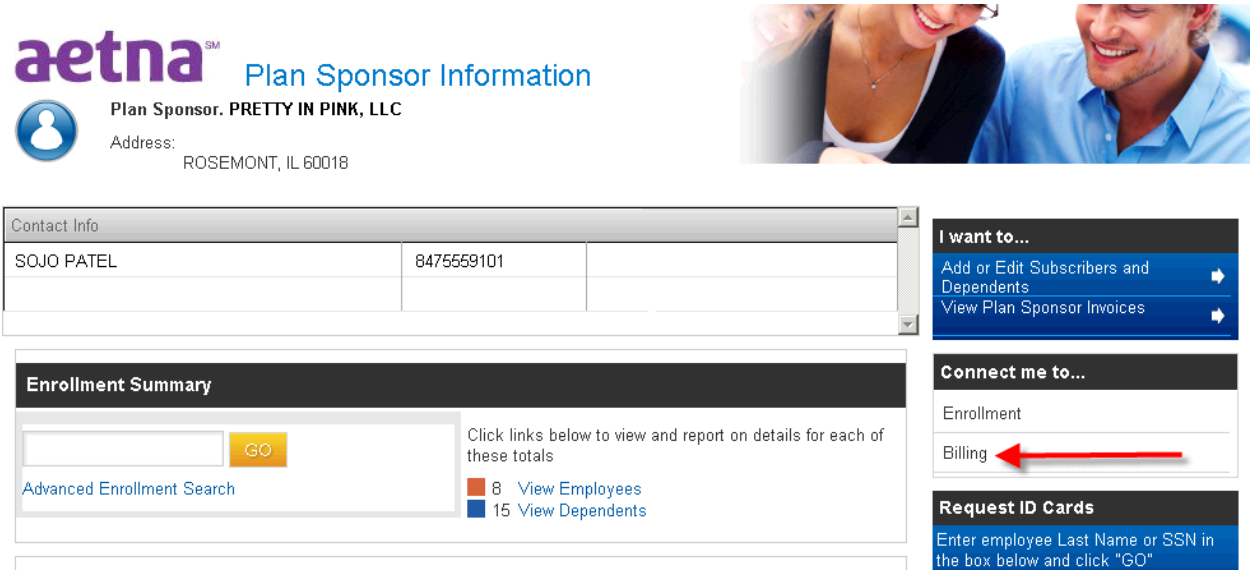


6. **Search for the client by name**

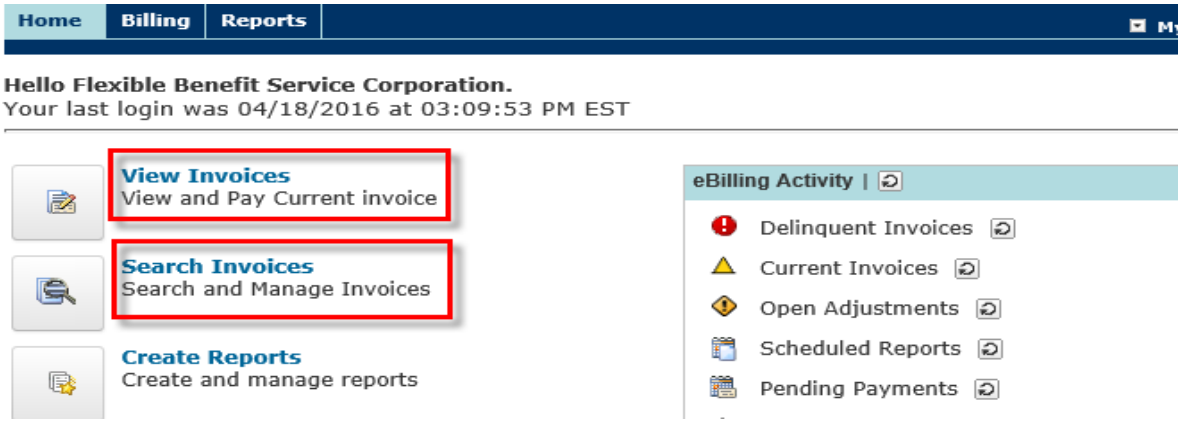


The information provided in this document is based on the information available as of the revision date of this document, and is not intended to be legal or tax advice.

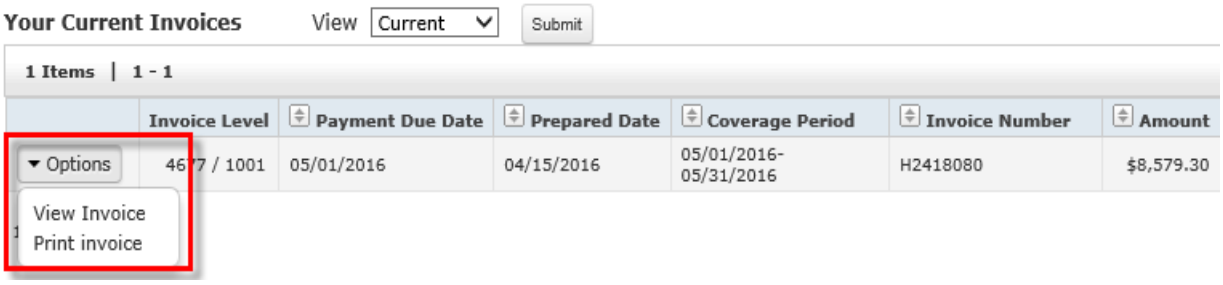
7. **Click "Billing" under "Connect me to…"**



8. **Click "View Invoices" or** (Search Invoices and follow the prompts to search for a previous invoice)



9. **Click "Options" and then "View Invoice"**



AETNA BILLING DEPARTMENT CONTACT INFORMATION:

PHONE – (888) 380-7821 EMAIL - ASGW/MidAmPlanSponsorInquires@AETNA.com

COLLECTIONS DEPARTMENT – (866) 497-2855

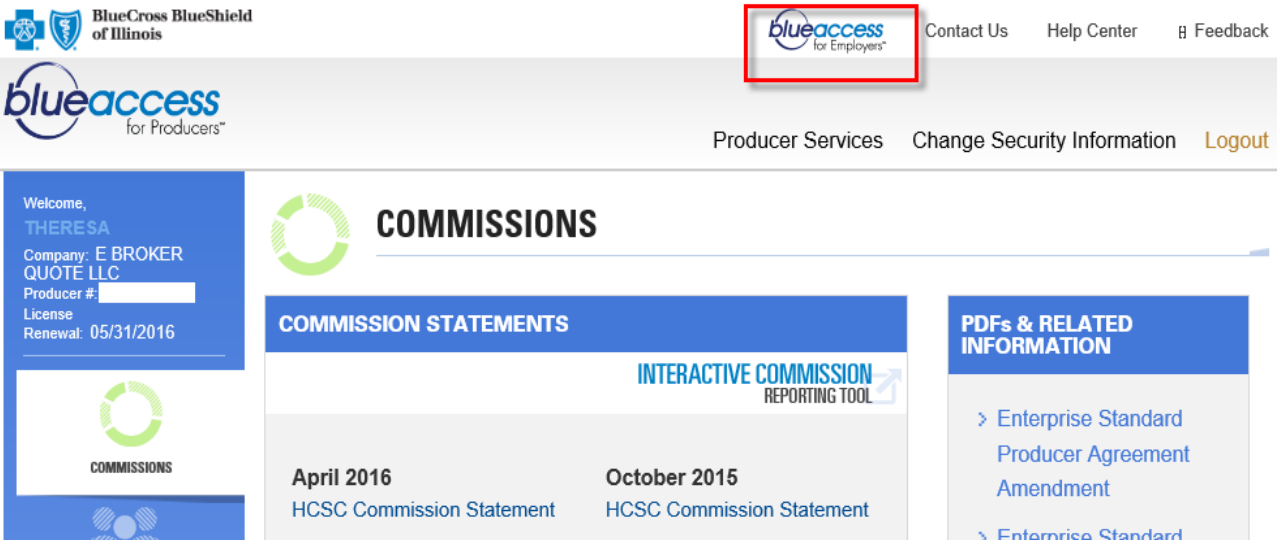
The information provided in this document is based on the information available as of the revision date of this document, and is not intended to be legal or tax advice.

How to Download a Bill – BCBSIL

1. **Go to https://producers.hcsc.net/producers**

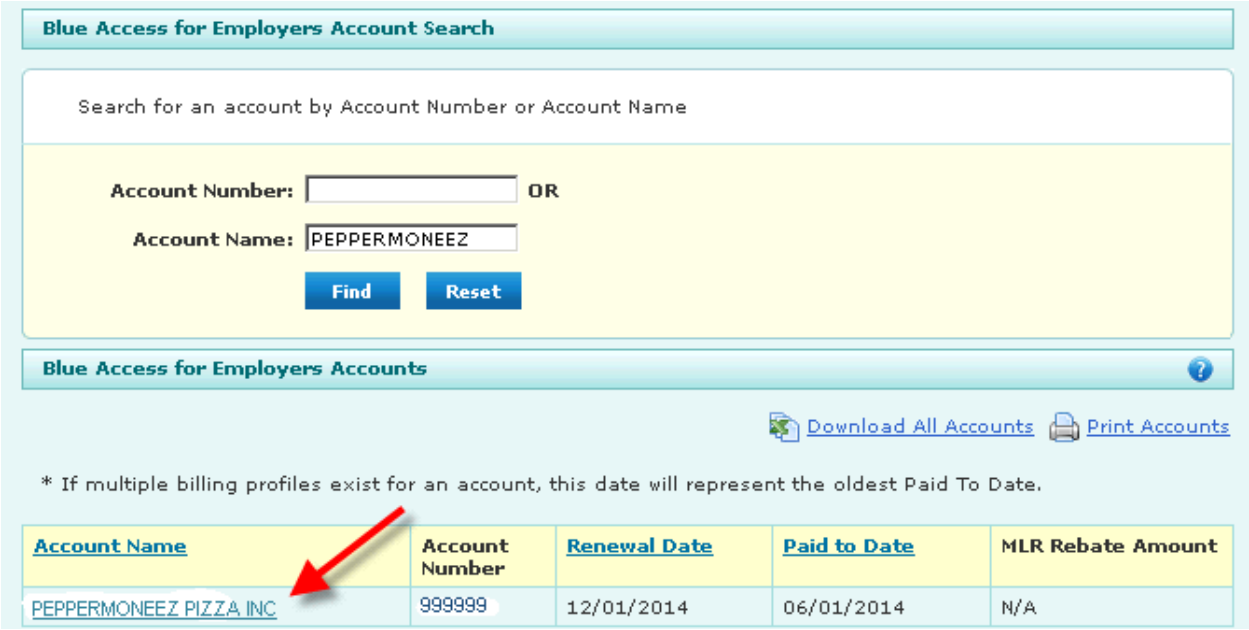
2. **Log in with Producer Number and Password**

3. **Click "Blue Access for Employers" at very top of page**



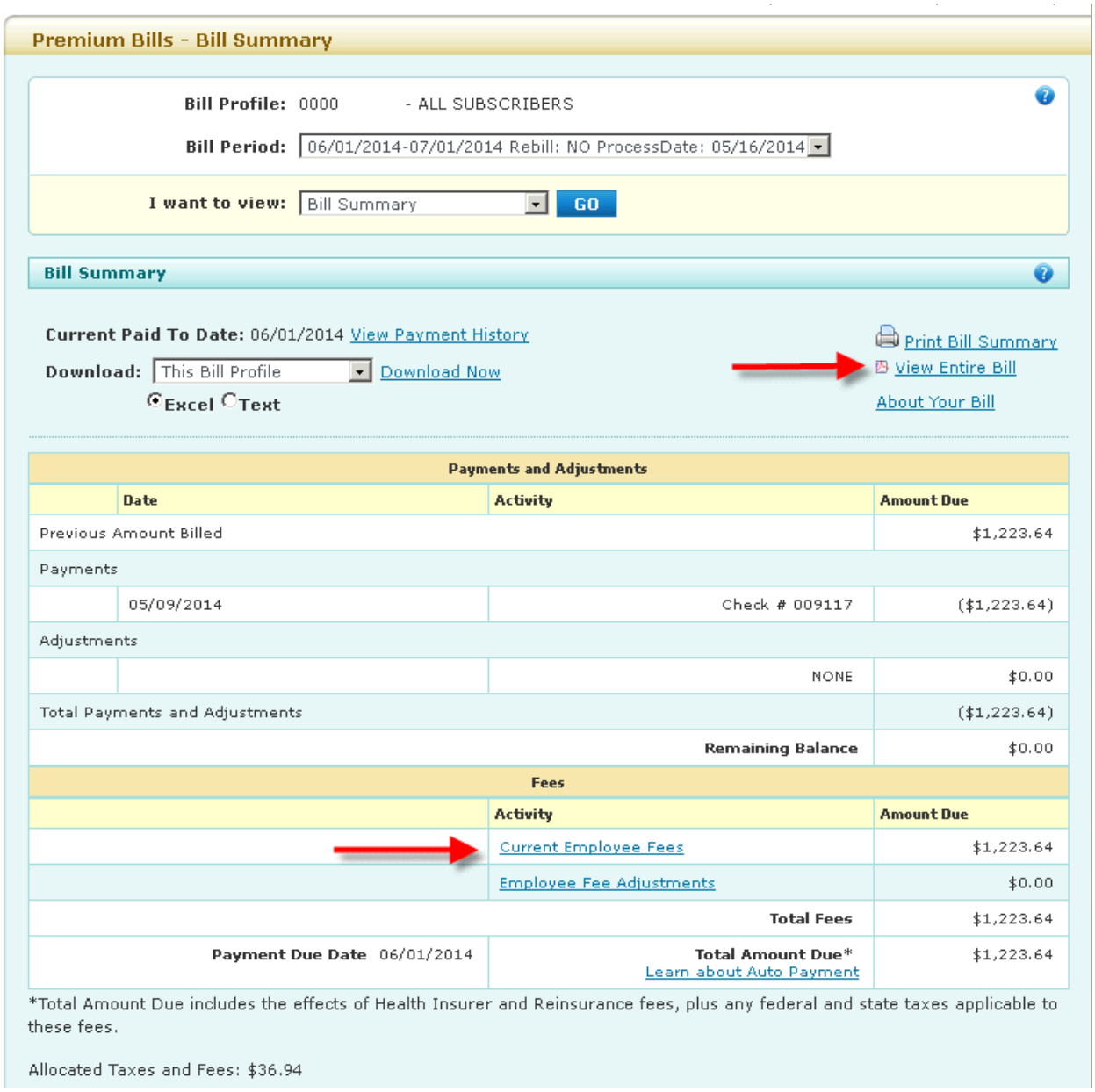
The information provided in this document is based on the information available as of the revision date of this document, and is not intended to be legal or tax advice.

4. **Type in the group's name or account number and then click on their name**



5. **Click on "Billing" on the left-hand side of the screen and then "Premium Bills"**

6. **You can view the PDF of the bill or click on "Current Employee Fees" to view a list of the members enrolled on the plan with their month premium amount.**



Premium Bills - Bill Summary

Bill Profile: 0000 - ALL SUBSCRIBERS

Bill Period: 06/01/2014-07/01/2014 Rebill: NO ProcessDate: 05/16/2014

I want to view: Bill Summary GO

Bill Summary

Current Paid To Date: 06/01/2014 View Payment History

Download: This Bill Profile Download Now

Excel Text

Print Bill Summary

View Entire Bill

About Your Bill

Payments and Adjustments			
	Date	Activity	Amount Due
Previous Amount Billed			$1,223.64
Payments			
	05/09/2014	Check # 009117	($1,223.64)
Adjustments			
		NONE	$0.00
Total Payments and Adjustments			($1,223.64)
		Remaining Balance	$0.00

Fees		
	Activity	Amount Due
	Current Employee Fees	$1,223.64
	Employee Fee Adjustments	$0.00
	Total Fees	$1,223.64
Payment Due Date 06/01/2014	Total Amount Due* Learn about Auto Payment	$1,223.64

*Total Amount Due includes the effects of Health Insurer and Reinsurance fees, plus any federal and state taxes applicable to these fees.

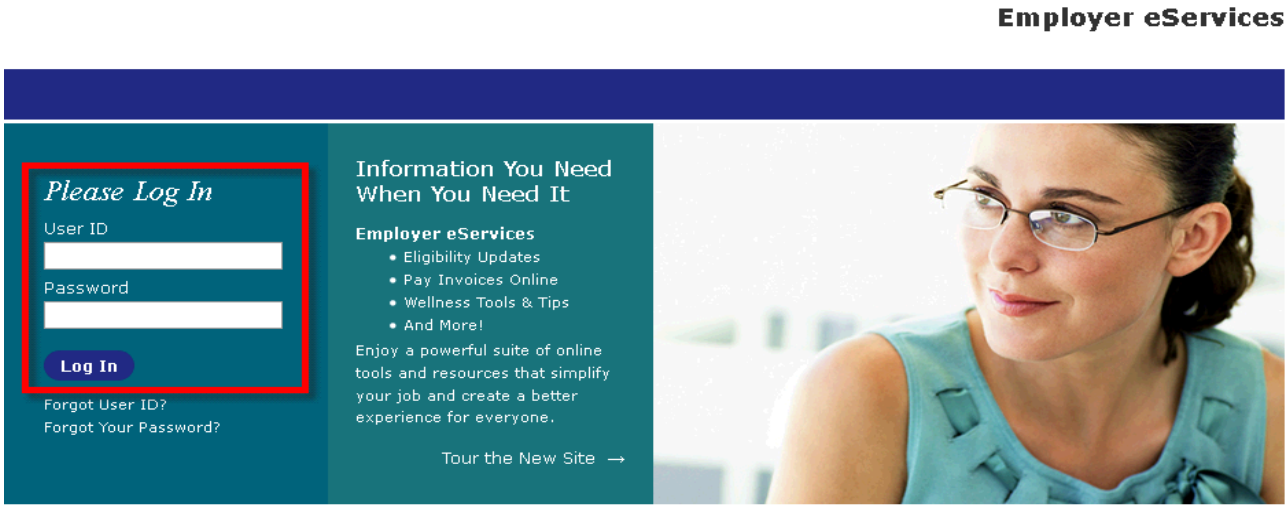
Allocated Taxes and Fees: $36.94

BCBSIL BILLING DEPARTMENT CONTACT INFORMATION:

PHONE – (800) 792-8595

How to Download a Bill – UHC

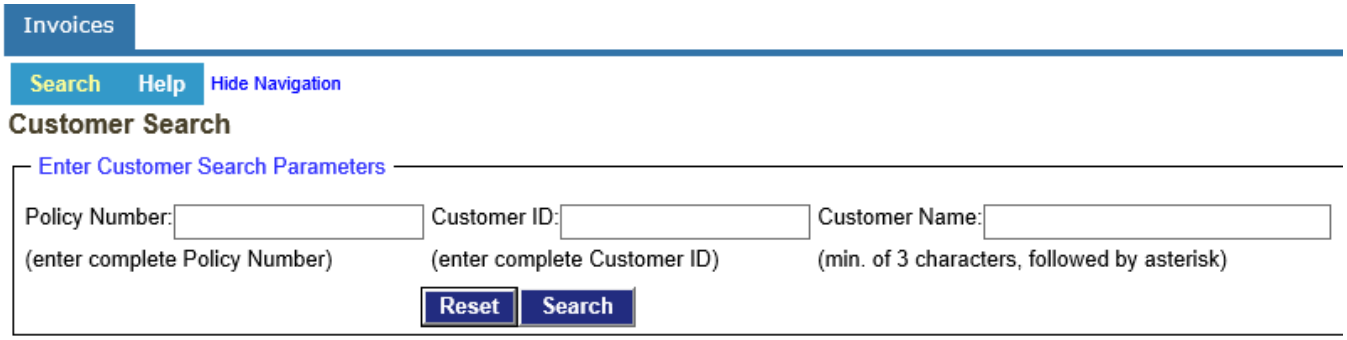
1. **Log in to Employer eServices with your user ID and password**



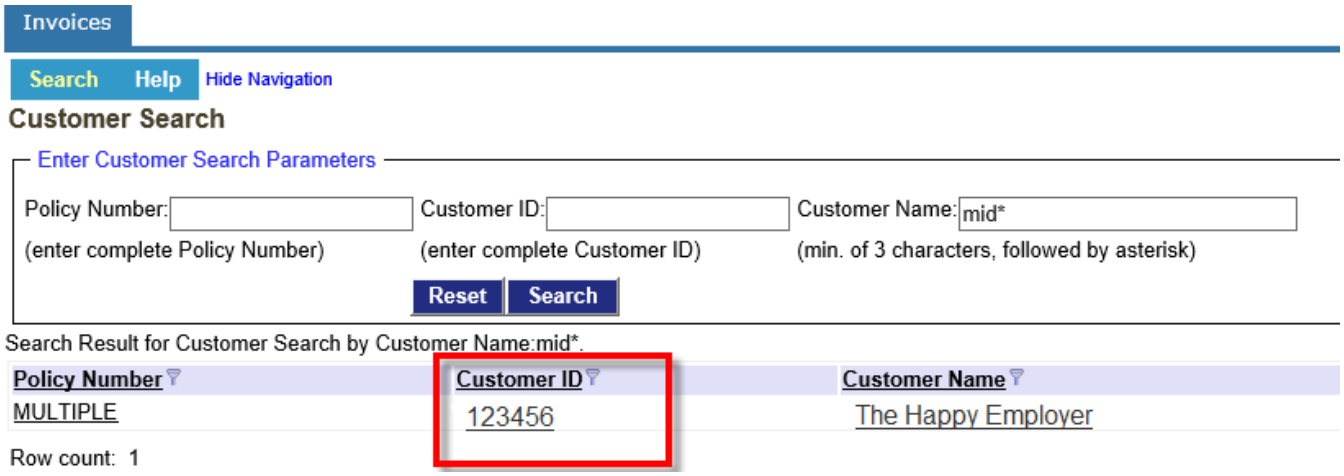
2. **Hover your mouse over "Invoices" then click on the second Billing link**

The information provided in this document is based on the information available as of the revision date of this document, and is not intended to be legal or tax advice.

3. **Search by the group's policy number, customer number or customer name**

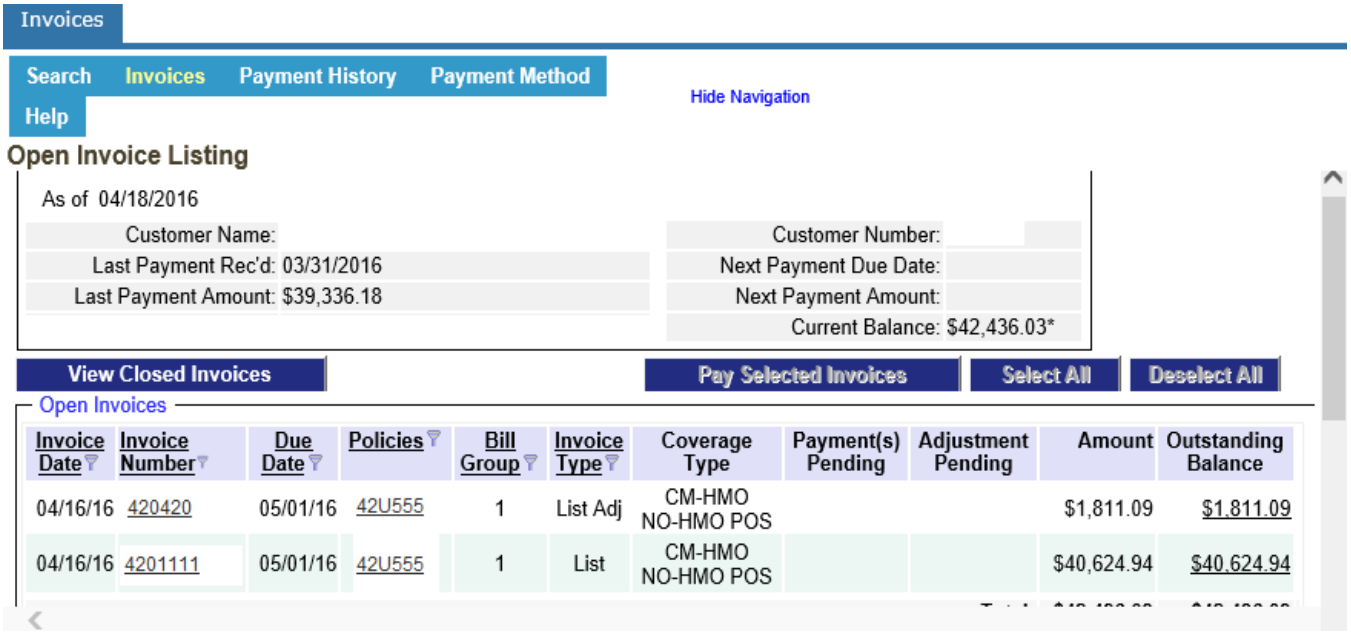


4. **Click on the Customer ID number**



The information provided in this document is based on the information available as of the revision date of this document, and is not intended to be legal or tax advice.

5. **By clicking on the invoice numbers you can view current and past invoices and the group's payment history**



UHC BILLING DEPARTMENT CONTACT INFORMATION:

PHONE – (888) 842-4571

The information provided in this document is based on the information available as of the revision date of this document, and is not intended to be legal or tax advice.