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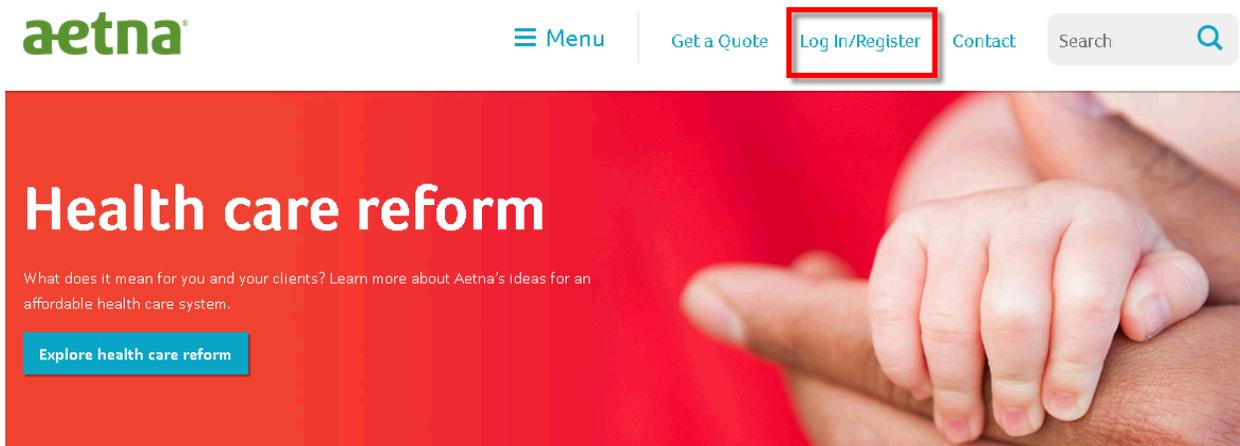
GROUP PREMIUM STATEMENTS

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

Producer World® Log In

User Name:

Password:

[SECURE LOG IN](#)

Forget Your [Password](#) Or [User Name?](#)
[Register](#) | [Your Privacy](#)

Why Register?

Aetna's online service center developed to meet the informational needs of our producers, general agents and firm employees including access to:

- Get quotes
- Find compensation information
- Check license status
- Set up direct deposit
- Get reporting
- And more

[REGISTER NOW](#)

[About Producer World Security/Encryption](#)

4. Click "Small Group"

Producer World Home Individual **Small Group** Middle Market National Accounts Group Medicare Individual Medicare

Welcome FLEXIBLE BENEFIT SERVICE CORPORATION 04/20/2016



Producer World

Exchanges
Shop and compare
Help consumers research their options and buy health insurance.



Care Management
Helping members achieve healthier outcomes.



Message Center
Review/update your primary business address to receive important correspondences from us

Health Care Reform
What I need to know as a broker
As an employer or a broker/producer, you need to know how the health care

Producer News
Important Reminder
ERISA Notice with Disclosures

- Products
- Find the Right Plan
- Get a Quote
- Order Enrollment Kits
- Forms
- Tools & Apps
- Contact Us
- Compensation
- Book of Business & Reporting
- License and Appointment

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

License and Appointment
Manage Profile & User Access
Find a Doctor
Find a Medication
FAQs

Quick Links **Quoting & Enrollment** Products Document Library Stay Informed

Get a Small Group quote
Rate sheets

Quoting & Enrollment

- [Quoting & Renewal Center](#)
- [eBusiness](#)
A secure portal to access eEnrollment and eBilling on behalf of your clients. [Learn more](#)
- [1-100 Member Level Census Template](#)
- [Product Availability Look-up Tool](#)

6. Search for the client by name

Company Directory

Clear Search More Search Options 705 results

Company Name	Application Access	Company State
▶ DUDERS INC	Enrollment Billing	IL
▶ PEPPERMONEEZ PIZZA	Enrollment Billing	IL
▶ PRETTY IN PINK, LLC	Enrollment Billing	IL
▶ RED DOG BREWING COMPANY	Enrollment Billing	IL

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

aetna Plan Sponsor Information



Plan Sponsor: PRETTY IN PINK, LLC

Address: ROSEMONT, IL 60018



Contact Info		I want to... Add or Edit Subscribers and Dependents View Plan Sponsor Invoices
SOJO PATEL	8475559101	

Enrollment Summary	
<input type="text"/> <input type="button" value="GO"/> Advanced Enrollment Search	Click links below to view and report on details for each of these totals <input type="button" value="8 View Employees"/> <input type="button" value="15 View Dependents"/>

Connect me to...	
Enrollment	
Billing	

Request ID Cards	
Enter employee Last Name or SSN in the box below and click "GO"	

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

Home **Billing** Reports

Hello Flexible Benefit Service Corporation.
Your last login was 04/18/2016 at 03:09:53 PM EST

View Invoices View and Pay Current invoice	eBilling Activity <input type="button" value="Delinquent Invoices"/> <input type="button" value="Current Invoices"/> <input type="button" value="Open Adjustments"/> <input type="button" value="Scheduled Reports"/> <input type="button" value="Pending Payments"/>
Search Invoices Search and Manage Invoices	
Create Reports Create and manage reports	

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

Your Current Invoices View

1 Items 1 - 1							
	Invoice Level	Payment Due Date	Prepared Date	Coverage Period	Invoice Number	Amount	
<input type="button" value="Options"/>	4677 / 1001	05/01/2016	04/15/2016	05/01/2016-05/31/2016	H2418080	\$8,579.30	

<input type="button" value="View Invoice"/> <input type="button" value="Print invoice"/>

AETNA BILLING DEPARTMENT CONTACT INFORMATION:

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

COLLECTIONS DEPARTMENT – (866) 497-2855



How to Download a Bill – BCBSIL

1. Go to <https://producers.hcsc.net/producers>
2. Log in with Producer Number and Password

ALREADY A USER?

Producer Number: *

Producer Number:

Password: *

.....

Login

Forgot [Producer Number](#) or [Password](#)?

NEW USER?

REGISTER NOW

What can I do with Blue Access for Producers?

Blue Access for Producers (BAP) is an online resource that provides you with instant access to the tools and information you need to build a stronger business and better service your clients.

For questions about Blue Access for Producers:
Blue Access® Internet Help Desk 888-706-0583
Mon - Fri 7 a.m. - 10 p.m. CT; Mon - Fri 6 a.m. - 9 p.m. MT
Sat 7 a.m. - 3:30 p.m. CT; Sat 6 a.m. - 2:30 p.m. MT

Available 24/7

With BAP, you can...

- Obtain an instant preliminary quote whenever customers call
- View, download, or print the information you need
- View product information
- View your commission statements

3. Click “Blue Access for Employers” at very top of page

BlueCross BlueShield of Illinois

blueaccess for Employers Contact Us Help Center Feedback

blueaccess for Producers Producer Services Change Security Information Logout

Welcome, **THERESA**
Company: E BROKER QUOTE LLC
Producer #:
License
Renewal: 05/31/2016

COMMISSIONS

COMMISSION STATEMENTS

INTERACTIVE COMMISSION REPORTING TOOL

April 2016 HCSC Commission Statement	October 2015 HCSC Commission Statement
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PDFs & RELATED INFORMATION

- > Enterprise Standard Producer Agreement Amendment
- > Enterprise Standard

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

Blue Access for Employers Account Search

Search for an account by Account Number or Account Name

Account Number: OR
 Account Name:

Blue Access for Employers Accounts ?

[Download All Accounts](#) [Print Accounts](#)

* If multiple billing profiles exist for an account, this date will represent the oldest Paid To Date.

Account Name	Account Number	Renewal Date	Paid to Date	MLR Rebate Amount
PEPPERMONEEZ PIZZA INC	999999	12/01/2014	06/01/2014	N/A

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

Welcome

Employer Home

- ▶ Account Summary
- ▶ Enrollment
- ▶ Employee Maintenance
- ▶ **Billing**
- Premium Bills

Pay Your Bill

View, print and pay your bill

- ▶ [View Bill Summary](#)

Regulatory Data Collection

- ▶ [View Regulatory Data](#)
Complete by 12/31/2014

Account Summary PEPPERMONEEZ PIZZA INC

Account #: 999999
 Effective Date: 04/01/2005
 Renewal Date: 12/01/2014

▶ [View Details](#)
 ▶ [View Health Plans](#)

Employee Maintenance I want to:

Get Started:

Select a maintenance option from the **I want to** menu, then search for the member

OR

Find an Employee/Dependent

Employee Dependent

SSN or ID Number OR

Last Name First Name

OR

Personalize Your BLUE ACCESS FOR EMPLOYERS™ Home Page

Personalize your home page today

Employer Resources

Information to educate your employees and manage your benefits program.

▶ [Learn More](#)

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*		\$1,223.64
			Learn about Auto Payment

*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:

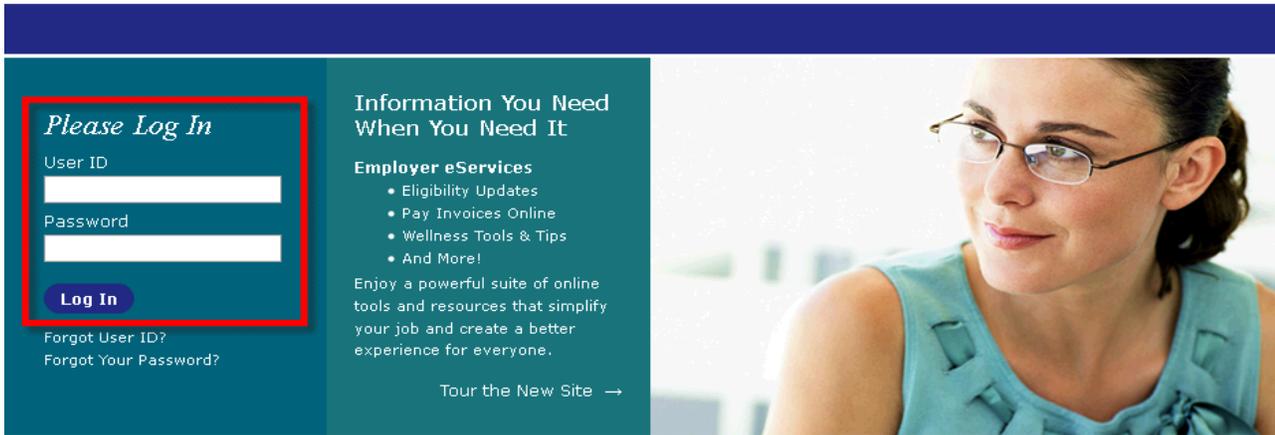
PHONE – (800) 792-8595



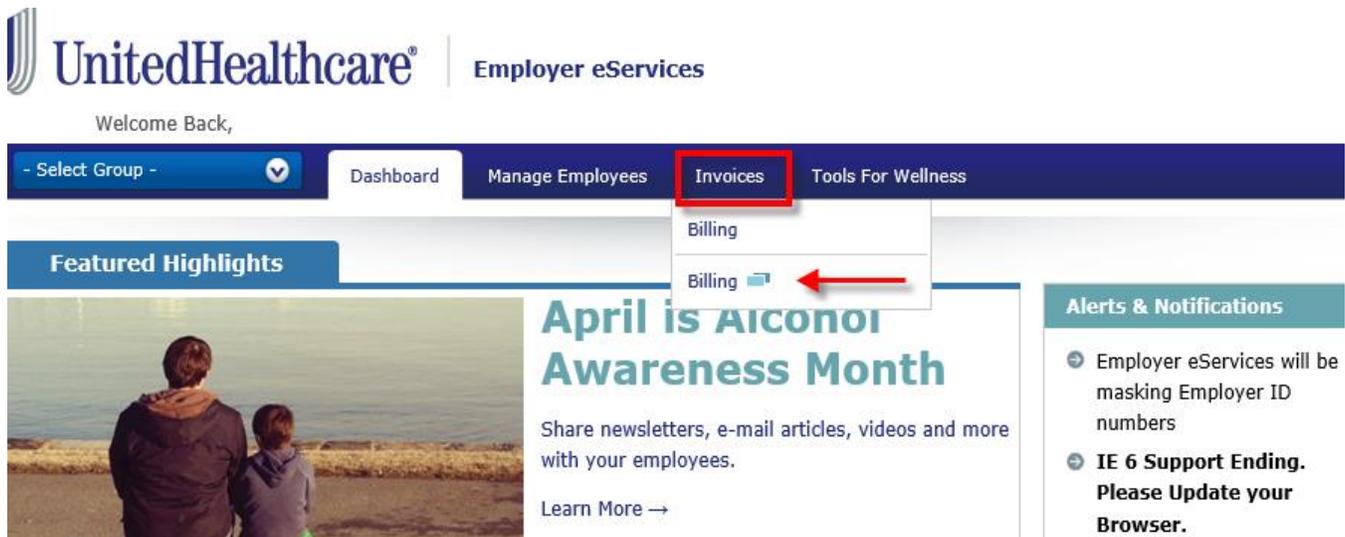
How to Download a Bill – UHC

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

Employer eServices



2. Hover your mouse over “Invoices” then click on the second Billing link



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

Invoices

Search Help Hide Navigation

Customer Search

[Enter Customer Search Parameters](#)

Policy Number: Customer ID: Customer Name:
(enter complete Policy Number) (enter complete Customer ID) (min. of 3 characters, followed by asterisk)

4. Click on the Customer ID number

Invoices

Search Help Hide Navigation

Customer Search

[Enter Customer Search Parameters](#)

Policy Number: Customer ID: Customer Name:
(enter complete Policy Number) (enter complete Customer ID) (min. of 3 characters, followed by asterisk)

Search Result for Customer Search by Customer Name: mid*.

<u>Policy Number</u> ▼	<u>Customer ID</u> ▼	<u>Customer Name</u> ▼
<u>MULTIPLE</u>	123456	<u>The Happy Employer</u>

Row count: 1

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

Invoices

Search **Invoices** Payment History Payment Method Hide Navigation

Help

Open Invoice Listing

As of 04/18/2016

Customer Name:	Customer Number:
Last Payment Rec'd: 03/31/2016	Next Payment Due Date:
Last Payment Amount: \$39,336.18	Next Payment Amount:
	Current Balance: \$42,436.03*

[View Closed Invoices](#)
[Pay Selected Invoices](#)
[Select All](#)
[Deselect All](#)

Open Invoices

Invoice Date	Invoice Number	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance
04/16/16	420420	05/01/16	42U555	1	List Adj	CM-HMO NO-HMO POS			\$1,811.09	\$1,811.09
04/16/16	4201111	05/01/16	42U555	1	List	CM-HMO NO-HMO POS			\$40,624.94	\$40,624.94

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.

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