

Slide 1 - Slide 1

The screenshot shows the Employer eServices® logo in the top left corner. The main heading is "Welcome to the Eligibility-Based Billing Tutorial". Below this, it lists the audience as "Employers", the module length as "approx 13 minutes", and the last updated date as "8/20/2007". At the bottom left, there is a table of contents with eight items: 1. Introduction, 2. View Invoice, 3. Pay Invoice, 4. Adjust Invoice, 5. Pay History, 6. Add Payment, 7. Del Payment, and 8. Edit Payment. To the right of the table of contents is a text box containing a welcome message: "Welcome to the Eligibility-Based Billing tutorial. You will learn how to view and perform basic tasks within the Account Summary, Payment History, and Edit Payment Method."

Text Captions

Welcome to the Eligibility-Based Billing tutorial. You will learn how to view and perform basic tasks within the Account Summary, Payment History, and Edit Payment Method.

Audience: Employers

Module Length: approx 13 minutes

Last Updated: 8/20/2007

Welcome to the Eligibility-Based Billing Tutorial

Slide 2 - Slide 2

The screenshot shows a presentation slide with a blue header bar containing the text 'Employer eServices®'. The main content area is white and contains the following text: 'Welcome to the Eligibility-Based Billing Tutorial', 'Audience: Employers', 'Module Length: approx 13 minutes', and 'Last Updated: 8/20/2007'. At the bottom left, there is a grey navigation bar with buttons for '1. Introduction', '2. View Invoice', '3. Pay Invoice', '4. Adjust Invoice', '5. Pay History', '6. Add Payment', '7. Del Payment', and '8. Edit Payment'. At the bottom right, there is a blue-bordered box containing the text: 'As you proceed, you may use the controls at the bottom of this window to rewind, pause, or skip ahead during playback.'

Text Captions

As you proceed, you may use the controls at the bottom of this window to rewind, pause, or skip ahead during playback.

Welcome to the Eligibility-Based Billing Tutorial

Audience: Employers

Module Length: approx 13 minutes

Last Updated: 8/20/2007

Slide 3 - Slide 3

Employer eServices®

Welcome to the Eligibility-Based Billing Tutorial

Audience: Employers

Module Length: approx 13 minutes

Last Updated: 8/20/2007

1. Introduction	4. Adjust Invoice	7. Del Payment
2. View Invoice	5. Pay History	8. Edit Payment
3. Pay Invoice	6. Add Payment	

To move from one section to another, click the menu buttons found above the playback controls.

Text Captions

To move from one section to another, click the menu buttons found above the playback controls.

Welcome to the Eligibility-Based Billing Tutorial

Audience: Employers

Module Length: approx 13 minutes

Last Updated: 8/20/2007

Slide 4 - Slide 4

The screenshot shows the Employer eServices® interface. At the top left is the logo. The main content area has a title and three lines of text. At the bottom left is a table of navigation options. At the bottom right is a note about screen differences.

Employer eServices®

Welcome to the Eligibility-Based Billing Tutorial

Audience: Employers

Module Length: approx 13 minutes

Last Updated: 8/20/2007

1. Introduction	4. Adjust Invoice	7. Del Payment
2. View Invoice	5. Pay History	8. Edit Payment
3. Pay Invoice	6. Add Payment	

Also, please note that your screens may be a bit different from the ones you'll see in this tutorial. The difference depends on your contractual agreement.

Text Captions

Also, please note that your screens may be a bit different from the ones you'll see in this tutorial. The difference depends on your contractual agreement.

Welcome to the Eligibility-Based Billing Tutorial

Audience: Employers

Module Length: approx 13 minutes

Last Updated: 8/20/2007

Slide 5 - Slide 5

Employer eServices®

Welcome to the Eligibility-Based Billing Tutorial

Audience: Employers

Module Length: approx 13 minutes

Last Updated: 8/20/2007

1. Introduction	4. Adjust Invoice	7. Del Payment
2. View Invoice	5. Pay History	8. Edit Payment
3. Pay Invoice	6. Add Payment	

Finally, remember that all sample information you'll see in this tutorial is fictitious. Any resemblance to existing individuals or companies is purely coincidental.

Text Captions

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Welcome to the Eligibility-Based Billing Tutorial

Audience: Employers

Module Length: approx 13 minutes

Last Updated: 8/20/2007

Slide 6 - Slide 6

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Log Out

Welcome Timothy Jo,

Employer eServices is your online, real-time gateway to eligibility and enrollment changes, claim status, reporting, billing and much more.

Hot Topics! Click on one of the following links for up to the minute news and information:

<u>Resources</u>	<u>Network Information</u>	<u>Programs and Services</u>
Click here to access: Benefit Plan Coverage Documents Brochures & Forms Communication Resource Center Contact Us Health & Wellness Reporting Help myuhc.com Other Resources Oxford Health Web Site SAS 70	Click here to access: Network Changes Network Fact Sheets Network Maps Provider Directory UnitedHealth Premium Designation Program	Click here to access: Behavioral Health Care Coordination Care24 Healthy Pregnancy Program Pharmacy Program Specialized Networks UnitedHealthcare Extras

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To locate an invoice, roll your mouse over the Billing menu option to view the Billing sub-menu.

Text Captions

To locate an invoice, roll your mouse over the Billing menu option to view the Billing sub-menu.

Slide 7 - Slide 7

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method

Welcome Timothy Jo,

Employer eServices is your online, real-time gateway to eligibility and enrollment changes, claim status, reporting, billing and much more.

Hot Topics! Click on one of the following links for up to the minute news and information:

<u>Resources</u>	<u>Network Information</u>	<u>Programs and Services</u>
Click here to access:	Click here to access:	Click here to access:
Benefit Plan Coverage Documents	Network Changes	Behavioral Health
Brochures & Forms	Network Fact Sheets	Care Coordination
Communication Resource Center	Network Maps	Care24
Contact Us	Provider Directory	Healthy Pregnancy Program
Health & Wellness Reporting	UnitedHealth Premium Designation Program	Pharmacy Program
Help		Specialized Networks
myuhc.com		UnitedHealthcare Extras
Other Resources		
Oxford Health Web Site		
SAS 70		

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Click the Account Summary menu option.

Text Captions

Click the Account Summary menu option.

Slide 8 - Slide 8

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

Account Summary
As of 11/11/2007

Customer: **AC 15513 C1 Cust 1**

Last Payment Rec'd:
Last Payment Amount:

Billing Customer Number: 390099
Next Payment Due Date: 6/01/2007
Next Payment Amount: \$98.00
Current Balance: \$98.00

Open Invoices: [View Closed Invoices](#)

Invoice Date	Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pa Invc
5/11/07	0009235985	6/01/07	711963 711966 711967 711968 711969	1	List	NAT PPO- NO-HMO POS-PPO	X		\$98.00	\$98.00	
Total:									\$98.00	\$98.00	

< Previous 1 Next > [Show All](#) 1 of

Aging:

Future	0-30	31-60	61-90
\$0.00	\$98.00	\$0.00	\$0.00

The Account Summary screen displays an overview of your account status. In the upper right corner of this screen, you will see basic information regarding your next payment.

Text Captions

The Account Summary screen displays an overview of your account status. In the upper right corner of this screen, you will see basic information regarding your next payment.

Slide 9 - Slide 9

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

Account Summary
As of 11/11/2007

Customer: **AC 15513 C1 Cust 1** Billing Customer Number: 390099
 Last Payment Rec'd: Next Payment Due Date: 6/01/2007
 Last Payment Amount: Next Payment Amount: \$98.00
 Current Balance: \$98.00

Open Invoices: [View Closed Invoices](#)

Invoice Date	Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pa Inv
5/11/07	0009235985	6/01/07	711963 711966 711967 711968 711969	1	List	NAT PPO- NO-HMO POS-PPO	X		\$98.00	\$98.00	
Total:									\$98.00	\$98.00	

< Previous 1 Next > [Show All](#) 1 of

Aging:

Future	0-30	31-60	61-90
\$0.00	\$98.00	\$0.00	\$0.00

Below, a table lists your current open invoices. Sort the list of invoices by clicking on any column header.

Text Captions

Below, a table lists your current open invoices. Sort the list of invoices by clicking on any column header.

Slide 10 - Slide 10

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

Account Summary
As of 11/11/2007

Customer: **AC 15513 C1 Cust 1** Billing Customer Number: 390099
 Last Payment Rec'd: Next Payment Due Date: 6/01/2007
 Last Payment Amount: Next Payment Amount: \$98.00
 Current Balance: \$98.00

Open Invoices: [View Closed Invoices](#)

Invoice Date	Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pa Invc
5/11/07	0009235985	6/01/07	711963 711966 711967 711968 711969	1	List	NAT PPO- NO-HMO POS-PPO	X		\$98.00	\$98.00	
Total:									\$98.00	\$98.00	

< Previous 1 Next > [Show All](#) 1 of

Aging:

Future	0-30	31-60	61-90
\$0.00	\$98.00	\$0.00	\$0.00

You can filter your results by clicking on the funnel-shaped filter icon next to each column heading. Results matching your search criteria will then display.

Text Captions

You can filter your results by clicking on the funnel-shaped filter icon next to each column heading. Results matching your search criteria will then display.

Slide 11 - Slide 11

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

Account Summary
11/11/2007

Customer: **AC 15513 C1 Cust 1** Billing Customer Number: 390099
 Last Payment Rec'd: Next Payment Due Date: 6/01/2007
 Last Payment Amount: Next Payment Amount: \$98.00
 Current Balance: \$98.00

Open Invoices: [View Closed Invoices](#)

Invoice Date	Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pay Invoice
5/11/07	7111966	6/01/07	711963 711966 711967 711968 711969	1	List	NAT PPO- NO-HMO POS-PPO	X		\$98.00	\$98.00	<input type="checkbox"/>
Total:									\$98.00	\$98.00	

Previous 1 Next > [Show All](#) 1 of 1

Summary:

Future	0-30	31-60	61-90
\$0.00	\$0.00	\$0.00	\$0.00

To retrieve additional information about a particular invoice, click the invoice number link.

Text Captions

To retrieve additional information about a particular invoice, click the invoice number link.

Slide 12 - Slide 12

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

Invoice Number: 0009235985
 Invoice Date: May 11, 2007
 Billing Customer Number: 390099
 Bill Group: 1
 Coverage Period: 06/01/2007 - 06/30/2007
 Due Date: Jun 01, 2007

Total Invoice Amount: \$98.00

Options:
[Download Invoice](#)
[Print Invoice](#)
[Print Remittance Stub](#)

[Billing Help](#) < Back

Invoice Summary

Description	Employee Count	Volume (000's)	Rate	Net Amount
Group 1				
Plan 1 Employee Only	1		\$10.00	\$10.00
Plan 2 Employee Only	1		\$22.00	\$22.00
Plan 3 Employee Only				
Plan 4 Employee Only				
Plan 5				

The Invoice Summary screen displays. Invoice details are listed by coverage type.

Text Captions

The Invoice Summary screen displays. Invoice details are listed by coverage type.

Slide 13 - Slide 13

The screenshot shows the Employer eServices Billing interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Claims, Billing, Reports, Banking, ManageAccess, Help, Training, and Tutorials. Below this is a sub-navigation bar with Account Summary, Payment History, Edit Payment Method, and a Log Out button. The main content area displays invoice information: Invoice Number: 0009235985, Invoice Date: May 11, 2007, Billing Customer Number: 390099, Bill Group: 1, Coverage Period: 06/01/2007 - 06/30/2007, and Due Date: Jun 01, 2007. The Total Invoice Amount is \$98.00. To the right, there are options: Download Invoice, Print Invoice, Print Remittance Stub, Pay Invoice, Request Adjustment, and View All Details. A Billing Help link with a < Back button is also present. Below the invoice details is an Invoice Summary table with columns: Description, Employee Count, Volume (000's), Rate, and Net Amount. The table lists Group 1, Plan 1 (Employee Only), Plan 2 (Employee Only), Plan 3 (Employee Only), Plan 4 (Employee Only), and Plan 5. A blue arrow points to the underlined 'Plan 1' entry, which is highlighted with a red box. A callout box with a blue border contains the text: 'To view invoice information at the employee level, click on any blue underlined entry in the Description column.'

Description	Employee Count	Volume (000's)	Rate	Net Amount
Group 1				
<u>Plan 1</u> Employee Only	1		\$10.00	\$10.00
<u>Plan 2</u> Employee Only	1		\$22.00	\$22.00
<u>Plan 3</u> Employee Only				
<u>Plan 4</u> Employee Only				
<u>Plan 5</u>				

Text Captions

To view invoice information at the employee level, click on any blue underlined entry in the Description column.

Slide 14 - Slide 14

The screenshot displays the Employer eServices Billing interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Claims, Billing, Reports, Banking, and ManageAccess. A secondary bar contains Account Summary, Payment History, Edit Payment Method, and a Log Out button. The main content area shows invoice details for Invoice Number 0009235985, dated May 11, 2007, with a total amount of \$98.00. To the right, there are options to download, print, or pay the invoice. Below this is an 'Invoice Detail' table with one row for AGUILA, YOBI. The table columns include Policy, Name, Plan, Subscriber ID, Coverage, Volume, and Charge Amount. Two red highlight boxes are present: one around the Policy number (X79196354) and another around the Charge Amount (X497.00). A blue text box at the bottom right of the screenshot contains the text: 'A list of employee coverage information displays, including Policy Number and Charge Amounts.' At the bottom of the page, there is a footer with a disclaimer and a contact link.

Policy	Name	Plan	Subscriber ID	Coverage	Volume (000's)	Charge Amount
X79196354	AGUILA, YOBI	Plan 1	00155131111-00	EE-ONLY		X497.00

Text Captions

A list of employee coverage information displays, including Policy Number and Charge Amounts.

Slide 15 - Slide 15

The screenshot displays the Employer eServices Billing interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Claims, Billing, Reports, Banking, ManageAccess, Help, Training, and Tutorials. Below this is a sub-navigation bar with Account Summary, Payment History, Edit Payment Method, and a Log Out button. The main content area shows invoice information: Invoice Number 0009235985, Invoice Date May 11, 2007, Billing Customer Number 390099, Bill Group 1, Coverage Period 06/01/2007 - 06/30/2007, and Due Date Jun 01, 2007. The Total Invoice Amount is \$98.00. Under the Options section, there are links for Download Invoice (highlighted with a red box), Print Invoice, and Print Remittance Stub, along with buttons for Pay Invoice and Request Adjustment. An Invoice Detail table is shown below, with columns for Policy, Name, Plan, Subscriber ID, Coverage, Volume (000's), and Charge Amount. The table contains one row for policy 711963, name AGUILA, YOBI, Plan 1, Subscriber ID 00155131111-00, Coverage EE-ONLY, Volume \$10.00, and Charge Amount \$10.00. A text box at the bottom right explains that the Download Invoice link allows users to download a copy of an invoice for their records.

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

Invoice Number: 0009235985
Invoice Date: May 11, 2007
Billing Customer Number: 390099
Bill Group: 1
Coverage Period: 06/01/2007 - 06/30/2007
Due Date: Jun 01, 2007

Total Invoice Amount: \$98.00

Options:
[Download Invoice](#)
[Print Invoice](#)
[Print Remittance Stub](#)
Pay Invoice
Request Adjustment

Billing Help
< Back

Invoice Detail

Policy	Name	Plan	Subscriber ID	Coverage	Volume (000's)	Charge Amount
711963	AGUILA, YOBI	Plan 1	00155131111-00	EE-ONLY		\$10.00

< Previous 1 Next > Show All 1 of 1
< Back

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You can download a copy of an invoice for your records by clicking the Download Invoice link under Options. This option is available on both the Invoice Summary and Invoice Detail screens.

Text Captions

You can download a copy of an invoice for your records by clicking the Download Invoice link under Options. This option is available on both the Invoice Summary and Invoice Detail screens.

Slide 16 - Slide 16

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

Invoice Number: 0009235985
Invoice Date: May 11, 2007
Billing Customer Number: 390099
Bill Group: 1
Coverage Period: 06/01/2007 - 06/30/2007
Due Date: Jun 01, 2007

Total Invoice Amount: \$98.00

Options:
[Download Invoice](#)
[Print Invoice](#)
[Print Remittance Stub](#)

[Billing Help](#)

Invoice Detail

Policy	Name	Plan	Subscriber ID	Coverage	Volume (000's)	Charge Amount
711963	AGUILA, YOBI	Plan 1	00155131111-00	EE-ONLY		\$10.00

< Previous 1 Next > [Show All](#) 1 of 1

Highlight Box

To return to the Invoice Summary screen, click the Back button.

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Text Captions

To return to the Invoice Summary screen, click the Back button.

Slide 17 - Slide 17

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

Invoice Number: 0009235985
Invoice Date: May 11, 2007
Billing Customer Number: 390099
Bill Group: 1
Coverage Period: 06/01/2007 - 06/30/2007
Due Date: Jun 01, 2007

Total Invoice Amount: \$98.00

Options:
[Download Invoice](#)
[Print Invoice](#)
[Print Remittance Stub](#)

[Billing Help](#)

Highlight Box

Invoice Summary

Description	Employee Count	Volume (000's)	Rate	Net Amount
Group 1				
Plan 1				
Employee Only	1		\$10.00	\$10.00
Plan 2				
Employee Only	1		\$22.00	\$22.00
Plan 3				
Employee Only				
Plan 4				
Employee Only				
Plan 5				

To return to the Account Summary screen, click the Back button.

Text Captions

To return to the Account Summary screen, click the Back button.

Slide 18 - Slide 18

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

Billing Summary

11/11/2007

Customer: **AC 15513 C1 Cust 1** Billing Customer Number: 390099

Last Payment Rec'd: Next Payment Due Date: 6/01/2007

Last Payment Amount: Next Payment Amount: \$98.00

Current Balance: \$98.00

Open Invoices: [View Closed Invoices](#) **Highlight Box** Deselect All

Invoice Date	Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pay Invoice
6/11/07	0009235985	6/01/07	711963 711966 711967 711968 711969	1	List	NAT PPO- NO-HMO POS-PPO	X		\$98.00	\$98.00	<input type="checkbox"/>
Total:									\$98.00	\$98.00	

Previous 1 Next > [Show All](#) 1 of 1

Pay Selected Invoices

Filtering:

Future	0-30	31-60	61-90
\$0.00	\$08.00	\$0.00	\$0.00

To pay one or more invoices, select its checkbox under the Pay Invoice column. To pay all open invoices, click the Select All button. Next, click the Pay Selected Invoice button.

Text Captions

To pay one or more invoices, select its checkbox under the Pay Invoice column. To pay all open invoices, click the Select All button. Next, click the Pay Selected Invoice button.

Slide 19 - Slide 19

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

[Billing Help](#)

Account Summary
 11/11/2007

Customer: **AC 15513 C1 Cust 1** Billing Customer Number: 390099
 Last Payment Rec'd: Next Payment Due Date: 6/01/2007
 Last Payment Amount: Next Payment Amount: \$98.00
 Current Balance: \$98.00

Open Invoices: [View Closed Invoices](#) Select All Deselect All

Invoice Date	Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pay Invoice
6/11/07	0009235985	6/01/07	711963 711966 711967 711968 711969	1	List	NAT PPO- NO-HMO POS-PPO	X		\$98.00	\$98.00	
Total:									\$98.00	\$98.00	

Previous 1 Next > [Show All](#) 1 of 1

Pay Highlight Invoice

aging:

Future	0-30	31-60	61-90	91-120	120+	Total Past Due Balance
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Text Captions

Slide 4 - Slide 4

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

Pay Selected Invoices [Billing Help](#)

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
5/11/07	0009235985	6/01/07	1	\$98.00	<input type="text" value="\$98.00"/>	- none -
Total Payment:				\$98.00	<input type="text" value="\$98.00"/>	Please select a Reason Code for each line where the amount paid is not equal to the amount due.

Please ensure that this payment will be received in accordance with the terms specified in your contract

Payment Account: Payment Date:

Please Note: Payments submitted after 5PM Eastern Time will be processed on the next business day.

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Text Captions

The Payment screen lists the payment amounts for each selected invoice. Verify that the amounts are correct. To change the payment amount for an invoice, enter the correct amount in the Amount Paid field.

Slide 5 - Slide 5

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

[Billing Help](#)

Pay Selected Invoices

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
5/11/07	0009235985	6/01/07	1	\$98.00	\$98.00	- none -

Total Payment: \$98.00

Please select a Reason Code for each line where the amount paid is not equal to the amount due.

Please ensure that this payment will be received in accordance with the terms specified in your contract

Payment Account: Payment Date:

Please Note: Payments submitted after 5PM Eastern Time will be processed on the next business day.

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Text Captions

The Payment screen lists the payment amounts for each selected invoice. Verify that the amounts are correct. To change the payment amount for an invoice, enter the correct amount in the Amount Paid field.

Slide 6 - Slide 6

The screenshot shows the Employer eServices web interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Claims, Billing, Reports, Banking, ManageAccess, Help, Training, and Tutorials. Below this is a secondary navigation bar with Account Summary, Payment History, Edit Payment Method, and a Log Out button. The main content area is titled "Pay Selected Invoices" and includes a "Billing Help" link. A table displays invoice details:

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
5/11/07	0009235985	6/01/07	1	\$98.00	50.00	- none -

Below the table, a "Total Payment:" field shows \$98.00. A note states: "Please select a Reason Code for each line where the amount paid is not equal to the amount due." A warning message reads: "Please ensure that this payment will be received in accordance with the terms specified in your contract". The "Payment Account:" dropdown is set to "Edita's Cycle 4 esbpp pmnt * 4321". The "Payment Date:" is set to "05/31/2007". A note specifies: "Please Note: Payments submitted after 5PM Eastern Time will be processed on the next business day." "Continue" and "Cancel" buttons are at the bottom. A footer note says: "By using this web site you agree to our Internet Service Agreement Contact Us".

Text Captions

If the payment does not equal the amount due for an invoice, provide an explanation by selecting an appropriate Reason Code.

Slide 7 - Slide 7

The screenshot shows the Employer eServices web interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Claims, Billing, Reports, Banking, ManageAccess, Help, Training, and Tutorials. Below this is a secondary navigation bar with Account Summary, Payment History, Edit Payment Method, and a Log Out button. The main content area is titled "Pay Selected Invoices" and includes a "Billing Help" link. A table displays invoice details for a single line item. The table has columns for Invoice Date, Invoice Number, Due Date, Bill Group, Total Amount Due, Amount Paid, and Reason Code. The data row shows an invoice from 5/11/07 with number 0009235985, due on 6/01/07, bill group 1, a total amount due of \$98.00, and an amount paid of \$50.00. The Reason Code dropdown is currently set to "-- none --". Below the table, a "Total Payment:" field shows \$50.00. A note instructs the user to select a Reason Code for each line where the amount paid is not equal to the amount due. A warning message states: "Please ensure that this payment will be received in accordance with the terms specified in your contract". The Payment Account is set to "Edita's Cycle 4 esbpp pmnt * 4321" and the Payment Date is "05/31/2007". A note specifies that payments submitted after 5PM Eastern Time will be processed on the next business day. "Continue" and "Cancel" buttons are at the bottom of the form. A footer at the bottom of the page reads: "By using this web site you agree to our Internet Service Agreement Contact Us".

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
5/11/07	0009235985	6/01/07	1	\$98.00	\$50.00	-- none --

Total Payment: \$50.00

Please select a Reason Code for each line where the amount paid is not equal to the amount due.

Please ensure that this payment will be received in accordance with the terms specified in your contract

Payment Account: Payment Date:

Please Note: Payments submitted after 5PM Eastern Time will be processed on the next business day.

Text Captions

If the payment does not equal the amount due for an invoice, provide an explanation by selecting an appropriate Reason Code.

Slide 8 - Slide 8

The screenshot shows the Employer eServices web interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Claims, Billing, Reports, Banking, ManageAccess, Help, Training, and Tutorials. Below this is a secondary navigation bar with Account Summary, Payment History, Edit Payment Method, and a Log Out button. The main content area is titled "Pay Selected Invoices" and includes a "Billing Help" link. A table displays invoice details:

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
5/11/07	0009235985	6/01/07	1	\$98.00	\$50.00	-- none --

Below the table, a "Total Payment:" field shows \$50.00. A warning message states: "Please ensure that this payment will be received in accordance with the terms of the agreement." The "Payment Account:" dropdown is set to "Edita's Cycle 4 esbpp pmnt * 4321" and the "Payment Date:" is "05/31/2007". A dropdown menu for "Reason Code" is open, listing options such as "Payment by other Payment Type", "Pending product dispute", "Pay based on payroll cycle", "Split accountability for payment", "Dispute proration", "Pending eligibility changes", "Pending rate changes", and "Other". "Continue" and "Cancel" buttons are at the bottom.

Text Captions

If the payment does not equal the amount due for an invoice, provide an explanation by selecting an appropriate Reason Code.

Slide 9 - Slide 9

The screenshot shows the Employer eServices Billing interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Claims, Billing, Reports, Banking, ManageAccess, Help, Training, and Tutorials. Below this is a sub-navigation bar with Account Summary, Payment History, Edit Payment Method, and a Log Out button. The main content area is titled "Pay Selected Invoices" and includes a "Billing Help" link. A table lists invoice details:

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
5/11/07	0009235985	6/01/07	1	\$98.00	\$50.00	-- none --

Below the table, a "Total Payment:" field shows \$50.00. A message states: "Please ensure that this payment will be received in accordance with the terms of the invoice." The "Payment Account:" dropdown is set to "Edita's Cycle 4 esbpp pmnt * 4321" and the "Payment Date:" is "05/31/2007". A dropdown menu for "Reason Code" is open, showing options: -- none --, Payment by other Payment Type, Pending product dispute, Pay based on payroll cycle, Split accountability for payment, Dispute proration, Pending eligibility changes, Pending rate changes (highlighted), and Other. "Continue" and "Cancel" buttons are at the bottom.

Text Captions

If the payment does not equal the amount due for an invoice, provide an explanation by selecting an appropriate Reason Code.

Slide 10 - Slide 10

The screenshot shows the Employer eServices web interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Claims, Billing (highlighted), Reports, Banking, ManageAccess, Help, Training, and Tutorials. Below this is a secondary navigation bar with Account Summary (highlighted), Payment History, Edit Payment Method, and a Log Out button.

The main content area is titled "Pay Selected Invoices" and includes a "Billing Help" link. It features a table with the following data:

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
5/11/07	0009235985	6/01/07	1	\$98.00	\$50.00	Pending rate changes

Below the table, a "Total Payment:" field shows \$50.00. A note states: "Please select a Reason Code for each line where the amount paid is not equal to the amount due."

A warning message reads: "Please ensure that this payment will be received in accordance with the terms specified in your contract".

Payment Account: Payment Date: Please Note: Payments submitted after 5PM Eastern Time will be processed on the next business day.

Buttons for "Continue" and "Cancel" are located below the payment information.

At the bottom, a footer states: "By using this web site you agree to our Internet Service Agreement Contact Us".

Text Captions

Verify the payment account number listed is the correct account you want to pay.

Slide 11 - Slide 11

The screenshot displays the Employer eServices web application interface. At the top, the logo 'Employer eServicesSM' is visible. A navigation bar contains links for Enrollment, ID Cards, Claims, Billing (highlighted), Reports, Banking, ManageAccess, Help, Training, and Tutorials. Below this, a secondary bar includes Account Summary (highlighted), Payment History, Edit Payment Method, and a Log Out button.

The main content area is titled 'Pay Selected Invoices' and includes a 'Billing Help' link. A table lists invoice details:

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
5/11/07	0009235985	6/01/07	1	\$98.00	\$50.00	Pending rate changes

Below the table, a 'Total Payment:' field shows \$50.00. A note states: 'Please select a Reason Code for each line where the amount paid is not equal to the amount due.'

A warning message reads: 'Please ensure that this payment will be received in accordance with the terms specified in your contract'. Below this, the 'Payment Account' dropdown is open, showing 'Edita's Cycle 4 esbpp pmnt * 4321' as the selected option. The 'Payment Date' is set to 05/31/2007. A note specifies: 'Please Note: Payments submitted after 5PM Eastern Time will be processed on the next business day.' 'Continue' and 'Cancel' buttons are present.

At the bottom, a footer states: 'By using this web site you agree to our Internet Service Agreement Contact Us'.

Text Captions

Verify the payment account number listed is the correct account you want to pay.

Slide 12 - Slide 12

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

[Billing Help](#)

Pay Selected Invoices

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
5/11/07	0009235985	6/01/07	1	\$98.00	\$50.00	Pending rate changes
Total Payment:					\$50.00	Please select a Reason Code for each line where the amount paid is not equal to the amount due.

Please ensure that this payment will be received in accordance with the terms specified in your contract

Payment Account: Payment Date: Please Note: Payments submitted after 5PM Eastern Time will be processed on the next business day.

By using this web site you agree to our [Internet Service Agreement](#) [Contact Us](#)

Text Captions

Verify the payment date, the default is 'today's date'. To schedule a payment for a future date, enter the date manually or click the calendar icon to select the desired date.

Slide 13 - Slide 13

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

[Billing Help](#)

Pay Selected Invoices

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
5/11/07	0009235985	6/01/07	1	\$98.00	\$50.00	Pending rate changes

Total Payment: \$50.00 Please select a Reason Code for each line where the amount paid is not equal to the amount due.

Please ensure that this payment will be received in accordance with the terms specified in your contract

Payment Account: Payment Date: Please Note: Payments submitted after 5PM Eastern Time will be processed on the next business day.

By using this web site you agree to our [Internet Service Agreement](#) [Contact Us](#)

Text Captions

Note that payments submitted after 5PM Eastern Time will be processed on the next business day.

Slide 14 - Slide 14

The screenshot shows the Employer eServices web interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Claims, Billing, Reports, Banking, ManageAccess, Help, Training, and Tutorials. Below this is a secondary navigation bar with Account Summary, Payment History, Edit Payment Method, and Log Out. The main content area is titled "Pay Selected Invoices" and includes a "Billing Help" link. A table displays invoice information:

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
5/11/07	0009235985	6/01/07	1	\$98.00	\$50.00	Pending rate changes

Below the table, a "Total Payment:" section shows a total of \$50.00 and a note: "Please select a Reason Code for each line where the amount paid is not equal to the amount due." A warning message states: "Please ensure that this payment will be received in accordance with the terms specified in your contract." The payment account is set to "Edita's Cycle 4 esbpp pmnt * 4321" and the payment date is "05/31/2007". A note indicates that payments submitted after 5PM Eastern Time will be processed on the next business day. At the bottom of the form, there are "Continue" and "Cancel" buttons. A mouse cursor is pointing at the "Continue" button.

Text Captions

Click the Continue button.

Slide 15 - Slide 15

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

Verify Payment Information [Billing Help](#)

If the information on this page is correct, please select Continue to confirm your payment and receive your Confirmation Number. If the information needs to be modified, please select Back to make your changes. Thank you.

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
5/11/07	0009235985	6/01/07	1	\$98.00	\$50.00	Pending rate changes
Total Payment:					\$50.00	

< Previous 1 Next > [Show All](#) 1 of 1

Please ensure that this payment will be received in accordance with the terms specified in your contract.

Payment Account: Edita's Cycle 4
esbpp pmnt *
4321

Payment Date: 05/31/2007

Please Note: Payments submitted after 5PM Eastern Time will be processed on the next business day.

By using this web site you agree to our [Internet Service Agreement](#) [Contact Us](#)

Text Captions

The Verify Payment Information page displays. Once again, verify that the information you see is correct. When finished, click Continue to submit the payment.

Slide 32 - Slide 32

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

Thank you. Your payment has been scheduled successfully.

[Billing Help](#)

Payment Scheduled Successfully

The confirmation number for this payment is displayed below. You can review your payments in Payment History.

Confirmation Number	Payment Date	Payment Account
CF0000012302	05/31/2007	Edita's Cycle 4 esbpp pmnt * 4321

Print

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
5/11/07	0009235985	6/01/07	1	\$98.00	\$50.00	Pending rate changes
Total Payment:					\$50.00	

< Previous 1 Next > [Show All](#) 1 of 1

[Return High to Summary](#)

By using this web site you agree to our [Internet Service Agreement](#) [Contact Us](#)

The Payment Scheduled Successfully screen confirms that you have scheduled your payment successfully.

Text Captions

The Payment Scheduled Successfully screen confirms that you have scheduled your payment successfully.

Slide 33 - Slide 33

Employer eServicesSM

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

Thank you. Your payment has been scheduled successfully.

Payment Scheduled Successfully

The confirmation number for this payment is displayed below. You can review your payments in Payment History.

Confirmation Number	Payment Date	Payment Account
CF0000012302	05/31/2007	Edita's Cycle 4 esbpp pmnt * 4321

Print

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
5/11/07	0009235985	6/01/07	1	\$98.00	\$50.00	Pending rate changes
Total Payment:					\$50.00	

< Previous 1 Next > Show All 1 of 1

Return to Account Summary

It is advisable to print this screen for your records. Do this by clicking the Print button. Click the Return to Account Summary button.

By using this web site you agree to our [Internet Service Agreement](#) [Contact Us](#)

Text Captions

It is advisable to print this screen for your records. Do this by clicking the Print button. Click the Return to Account Summary button.

Slide 34 - Slide 34

Employer eServicessm

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

Account Summary
As of 11/11/2007

Customer: **AC 15513 C1 Cust 1** Billing Customer Number: 390099
 Last Payment Rec'd: Next Payment Due Date: 6/01/2007
 Last Payment Amount: Next Payment Amount: \$98.00
 Current Balance: \$98.00

Open Invoices: [View Closed Invoices](#)

Invoice Date	Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pa Invc
5/11/07	0009235985	6/01/07	711963 711966 711967 711968 711969	1	List	NAT PPO- NO-HMO POS-PPO	Highlight Box (81 x 95) (X:436; Y:321)		\$98.00	\$98.00	
Total:									\$98.00	\$98.00	

< Previous 1 Next > [Show All](#) 1 of

Aging:

Future	0-30	31-60	61-90
\$0.00	\$0.00	\$0.00	\$0.00

The Payment Pending field now displays an 'X' for invoices with a scheduled payment. This marker will remain until the payment debit occurs.

Text Captions

The Payment Pending field now displays an 'X' for invoices with a scheduled payment. This marker will remain until the payment debit occurs.

Slide 35 - Slide 35

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

Account Summary
As of 11/11/2007

Customer: **PR15513CUST4 PRIMEC1CUST4** Billing Customer Number: 390021
 Last Payment Rec'd: 05/11/2007 Next Payment Due Date: 7/01/2007
 Last Payment Amount: \$605.38 Next Payment Amount: \$605.38
 Current Balance: \$-1,210.76 *

Open Invoices: [View Closed Invoices](#)

Invoice Date	Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	P Inv
6/11/07	0009238111	7/01/07	00K0045 00K0046	1	List	PPO			\$605.38	\$605.38	
7/11/07	0009238111	8/01/07	00K0045 00K0046	1	List	PPO			\$605.38	\$605.38	
9/11/07	0009240763	10/01/07	00K0045 00K0046	1	List	PPO	X		\$605.38	\$605.38	
9/11/07	0009240653	10/01/07	00K0045 00K0046	1	List	PPO	X		\$605.38	\$605.38	
Total:									\$2,421.52	\$2,421.52	

< Previous 1 Next > [Show All](#)

Aninn: *

To make an adjustment to an invoice, click any List Invoice number from the Account Summary screen. Note, List Adjustment Invoices are not eligible for adjusting.

Text Captions

To make an adjustment to an invoice, click any List Invoice number from the Account Summary screen. Note, List Adjustment Invoices are not eligible for adjusting.

Slide 36 - Slide 36

The screenshot displays the Employer eServices Billing interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Billing, and Manage Access. The Billing section is active, showing sub-links for Account Summary, Payment History, and Edit Payment Method. A Log Out button is also present. The main content area is divided into several sections: Invoice Information, Options, Account Summary, and Invoice Summary. The Invoice Information section lists details such as Invoice Number (0009237550), Invoice Date (Jun 11, 2007), Billing Customer Number (390021), Bill Group (1), Coverage Period (07/01/2007 - 07/31/2007), and Due Date (Jul 01, 2007). The Total Invoice Amount is \$605.38. The Account Summary section shows a breakdown of balances: Previous Balance (\$0.00), Payments (-) (\$0.00), Bill Group Adjustments (+/-) (\$0.00), Late Payment Charge (+) (\$0.00), Current Charges (+) for two invoices (0009237549 and 0009237550, both \$605.38), and Current Adjustments (+/-) (\$0.00). The Total Balance Due is \$1,210.76. The Options section includes links for Download Invoice, Print Invoice, and Print Remittance Stub, along with buttons for Pay Invoice, Request Adjustment (highlighted with a red box), and View All Details. A blue arrow points from the Request Adjustment button to a text box. The text box contains the instruction: "From the Invoice Summary screen, click the Request Adjustment button." The Invoice Summary section is partially visible at the bottom, showing a table with columns for Description and En.

Text Captions

From the Invoice Summary screen, click the Request Adjustment button.

Slide 37 - Slide 37

The screenshot shows the Employer eServices web application interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Billing, and ManageAccess. Below this is a secondary navigation bar with Account Summary, Payment History, and Edit Payment Method. A Log Out button is located in the top right corner. In the center of the page, a Microsoft Internet Explorer dialog box is displayed. The dialog box has a blue title bar and a question mark icon. The text inside the dialog box reads: "You are about to submit a request for an Adjustment Invoice. To get the most current account information, you should request your Adjustment Invoice after all your monthly eligibility changes have been made. Eligibility changes should be made before 2PM Eastern Time to be included in the adjustment. Remember that you can request only one Adjustment Invoice per month for your current billing cycle." At the bottom of the dialog box, there are two buttons: "HighLight B" (which is highlighted with a red box and has a blue arrow pointing to it) and "Cancel".

A dialog box will display, emphasizing that this request can only be made once, and only for the current billing period. Click OK to continue.

Text Captions

A dialog box will display, emphasizing that this request can only be made once, and only for the current billing period. Click OK to continue.

Slide 38 - Slide 38

The screenshot shows the Employer eServices web interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Billing, and ManageAccess. A secondary bar contains Account Summary, Payment History, Edit Payment Method, and a Log Out button. The main content area displays a message: "Thank you for your request" followed by "You will receive an email notifying you that your Adjustment Invoice is ready for viewing in 2-3 business days." A blue arrow points from the bottom of the message to a red-bordered box containing the word "Back". A "Billing Help" link is visible in the top right corner. At the bottom left, there is a footer with a link to the Internet Service Agreement and a Contact Us link. A blue-bordered text box at the bottom right contains the following text: "A confirmation notice displays, which states that you will receive an e-mail in 2-3 business days, notifying you that your Adjustment Invoice is available for viewing. Click the Back button to exit this window."

Text Captions

A confirmation notice displays, which states that you will receive an e-mail in 2-3 business days, notifying you that your Adjustment Invoice is available for viewing. Click the Back button to exit this window.

Slide 39 - Slide 39

The screenshot shows the Employer eServices Billing interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Billing, and Manage Access. A secondary bar contains Account Summary, Payment History, and Edit Payment Method. The main content area displays invoice details for invoice number 0009237550, dated June 11, 2007, with a total amount of \$605.38. Below this is an Account Summary table showing a total balance due of \$1,210.76. To the right, an Options section includes links for Download Invoice, Print Invoice, and Print Remittance Stub, along with buttons for Pay Invoice, Request Adjustment, and View All Details. A 'Billing Help' link is also present. A red box highlights the 'Billing Help' link, and a blue box contains a text caption. A blue arrow points from the caption to the 'Billing Help' link.

Employer eServicesSM

Enrollment ID Cards **Billing** Manage Access Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

Invoice Number: 0009237550
Invoice Date: Jun 11, 2007
Billing Customer Number: 390021
Bill Group: 1
Coverage Period: 07/01/2007 - 07/31/2007
Due Date: Jul 01, 2007

Total Invoice Amount: \$605.38

Account Summary

Previous Balance:	\$0.00
Payments (-):	\$0.00
Bill Group Adjustments(+/-):	\$0.00
Late Payment Charge(+):	\$0.00
Current Charges(+):	
0009237549	\$605.38
0009237550	\$605.38
Current Adjustments(+/-):	
Total Balance Due:	\$1,210.76

Invoice Summary

Description	En
-------------	----

Options:

[Download Invoice](#)
[Print Invoice](#)
[Print Remittance Stub](#)

Pay Invoice
Request Adjustment
View All Details

[Billing Help](#)

Highlight box

You return to the Invoice Summary screen. Click the Back button again to go to the Account Summary screen.

Text Captions

You return to the Invoice Summary screen. Click the Back button again to go to the Account Summary screen.

Slide 40 - Slide 40

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary Payment History Edit Payment Method Log Out

[Billing](#)

Account Summary
As of 11/11/2007

Customer: PR15513CUST4 PRIMEC1CUST4	Billing Customer Number: 390021
Last Payment Rec'd: 05/11/2007	Next Payment Due Date: 7/01/2007
Last Payment Amount: \$605.38	Next Payment Amount: \$605.38
	Current Balance: \$-1,210.76 *

Open Invoices: [View Closed Invoices](#) Select All Deselect All

Invoice Date	Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	P Inv
6/11/07	0009237550	7/01/07	00K0045 00K0046	1	List	PPO		X Highlight Box	\$605.38	\$605.38	
7/11/07	0009238111	8/01/07	00K0045 00K0046	1	List	PPO			\$605.38	\$605.38	
9/11/07	0009240763	10/01/07	00K0045 00K0046	1	List	PPO	X		\$605.38	\$605.38	
9/11/07	0009240653	10/01/07	00K0045 00K0046	1	List	PPO	X		\$605.38	\$605.38	
Total:									\$2,421.52	\$2,421.52	

< Previous 1 Next > [Show All](#)

Aninn: *

An 'X' will appear in the Adjustment Pending column to mark the appropriate invoice.

Text Captions

An 'X' will appear in the Adjustment Pending column to mark the appropriate invoice.

Slide 41 - Slide 41

The screenshot shows the Employer eServices interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Billing, and Manage Access. The Billing menu is highlighted, and a red box around the 'Payment History' option has a blue arrow pointing to a callout box. The callout box contains the text: 'To access Payment History, select the Payment History menu option.'

Account Summary
As of 11/11/2007

Customer: **PR15513CUST4 PRIMEC1CUST4** Billing Customer Number: 390021
 Last Payment Rec'd: 05/11/2007 Next Payment Due Date: 7/01/2007
 Last Payment Amount: \$605.38 Next Payment Amount: \$605.38
 Current Balance: \$-1,210.76 *

Open Invoices: [View Closed Invoices](#)

Invoice Date	Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	P Inv
6/11/07	0009237550	7/01/07	00K0045 00K0046	1	List	PPO		X	\$605.38	\$605.38	
7/11/07	0009238111	8/01/07	00K0045 00K0046	1	List	PPO			\$605.38	\$605.38	
9/11/07	0009240763	10/01/07	00K0045 00K0046	1	List	PPO	X		\$605.38	\$605.38	
9/11/07	0009240653	10/01/07	00K0045 00K0046	1	List	PPO	X		\$605.38	\$605.38	
Total:									\$2,421.52	\$2,421.52	

< Previous 1 Next > [Show All](#)

Aninn: *

Text Captions

To access Payment History, select the Payment History menu option.

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Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary **Payment History** Edit Payment Method

Payment History [Billing Help](#)

Payment ID	Payment Date	Date Received	Confirmation Number	Account	Policy	Bill Group	Amount	Status
TBD	5/23/07		CF0000011909	Online Direct Debit - 8147	00K0045 00K0046	1	\$5.38	Scheduled
TBD	5/22/07		CF0000011710	Online Direct Debit - 4343	00K0045 00K0046	1	\$2,421.52	Scheduled
CF0000008314	5/03/07	5/11/07	CF0000008314	Online Direct Debit - 4343	00K0045 00K0046	1	\$605.38	Complete
QTP157174	3/21/07	3/21/07			00K0045 00K0046	1	\$605.38	Complete

< Previous 1 Next > [Show All](#) **1 of 1**

By using this web site you agree to our [Internet Service Agreement](#) [Contact Us](#)

The Payment History screen displays. You can view up to 13 months of past transactions, including drafts, wires or checks that have been applied to your account.

Text Captions

The Payment History screen displays. You can view up to 13 months of past transactions, including drafts, wires or checks that have been applied to your account.

Slide 43 - Slide 43

Employer eServicesSM

Enrollment ID Cards **Billing** Manage Access Help Training Tutorials

Account Summary **Payment History** Edit Payment Method

Payment History [Billing Help](#)

Payment ID	Payment Date	Date Received	Confirmation Number	Account	Policy	Bill Group	Amount	Status
TBD	5/23/07		CF0000011909	Online Direct Debit - 8147	00K0045 00K0046	1	\$5.38	Scheduled
TBD	5/22/07		CF0000011710	Online Direct Debit - 4343	00K0045 00K0046	1	\$2,421.52	Scheduled
CF0000008314	5/03/07	5/11/07	CF0000008314	Online Direct Debit - 4343	00K0045 00K0046	1	\$605.38	Complete
QTP157174	3/21/07	3/21/07			00K0045 00K0046	1	\$605.38	Complete

< Previous 1 Next > [Show All](#) **1 of 1**

By using this web site you agree to our [Internet Service Agreement](#) [Contact Us](#)

For each transaction, you will find information such as the payment date, the date received, the account used to fund the transaction, and the current payment status.

Text Captions

For each transaction, you will find information such as the payment date, the date received, the account used to fund the transaction, and the current payment status.

Slide 44 - Slide 44

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary **Payment History** Edit Payment Method Log Out

Payment History Billing Help

Payment ID	Payment Date	Date Received	Confirmation Number	Account	Policy	Bill Group	Amount	Status
TBC	5/23/07		CF0000011909	Online Direct Debit - 8147	00K0045 00K0046	1	\$5.38	Scheduled
TBD	5/22/07		CF0000011710	Online Direct Debit - 4343	00K0045 00K0046	1	\$2,421.52	Scheduled
CF0000008314	5/03/07	5/11/07	CF0000008314	Online Direct Debit - 4343	00K0045 00K0046	1	\$605.38	Complete
QTP157174	3/21/07	3/21/07			00K0045 00K0046	1	\$605.38	Complete

< Previous 1 Next > [Show All](#) 1 of 1

By using this web site you agree to our [Internet Service Agreement](#) [Contact Us](#)

Sort transactions by clicking on any column heading. Filter your results by selecting the 'filter' icon found beside each column heading. Hit Apply to enable the filter or Cancel to exit.

Text Captions

Sort transactions by clicking on any column heading. Filter your results by selecting the 'filter' icon found beside each column heading. Hit Apply to enable the filter or Cancel to exit.

Slide 45 - Slide 45

The screenshot shows the Employer eServices interface. At the top, there are navigation tabs: Enrollment, ID Cards, Billing (selected), and Manage Access. On the right, there are links for Help, Training, and Tutorials. Below these, there are sub-tabs: Account Summary, Payment History (selected), and Edit Payment Method, along with a Log Out button. The main content area is titled "Payment History" and contains a table with columns: Payment ID, Payment Date, Date Received, Amount, and Status. A "Filter" dialog box is overlaid on the table, featuring a search input field labeled "Contains:", an "Apply" button, and a "Highlight Box" button. A text caption at the bottom right of the screenshot explains that clicking on column headings sorts transactions and selecting the filter icon filters results.

Payment ID	Payment Date	Date Received	Amount	Status
TBD	5/23/07		\$5.38	Scheduled
TBD	5/22/07		\$2,421.52	Scheduled
CF0000008314	5/03/07	5/11/07	\$605.38	Complete
QTP157174	3/21/07	3/21/07	\$605.38	Complete

Sort transactions by clicking on any column heading. Filter your results by selecting the 'filter' icon found beside each column heading.

Text Captions

Sort transactions by clicking on any column heading. Filter your results by selecting the 'filter' icon found beside each column heading.

Slide 46 - Slide 46

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary **Payment History** Edit Payment Method Log Out

Payment History [Billing Help](#)

Payment ID	Payment Date	Date Received	Confirmation Number	Account	Policy	Bill Group	Amount	Status
TBD Highlight	5/23/07		CF0000011909	Online Direct Debit - 8147	00K0045 00K0046	1	\$5.38	Scheduled
TBD	5/22/07		CF0000011710	Online Direct Debit - 4343	00K0045 00K0046	1	\$2,421.52	Scheduled
CF0000008314	5/03/07	5/11/07	CF0000008314	Online Direct Debit - 4343	00K0045 00K0046	1	\$605.38	Complete
QTP157174	3/21/07	3/21/07			00K0045 00K0046	1	\$605.38	Complete

< Previous 1 Next > [Show All](#) 1 of 1

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Click on a Payment ID link to view the details of that payment.

Text Captions

Click on a Payment ID link to view the details of that payment.

Slide 47 - Slide 47

Employer eServicessm

Enrollment ID Cards Claims **Billing** Reports Banking ManageAccess Help Training Tutorials

Account Summary **Payment History** Edit Payment Method Log Out

Confirmation Number: CF0000011909 < Back
 Payment ID: TBD
 Amount: \$5.38
 Payment Account: Online Direct Debit - 4321

Creation Date: 05/23/2007
 Payment Date: 05/23/2007
 Date Received:
 Status: Scheduled
 Paid By: tpala092

Invoices Included in Payment

Activity Date	Invoice Date	Invoice Number	Policies	Bill Group	Invoice Type	Coverage Type	Amount Paid
05/23/2007	05/23/2007	0009235985	00K0045 00K0046	1	List	NAT PPO- NO-HMO POS-PPO	\$5.38

Payment Activity Log

Date	User	Action
Jun 05, 2007 2:02:39 PM		Pa
May 31, 2007 1:36:21 PM	tpala092	Pa

The Payment Detail screen displays. Note for Pay Online payment types you can modify or cancel payments in scheduled status.

Text Captions

The Payment Detail screen displays. Note for Pay Online payment types you can modify or cancel payments in scheduled status.

Slide 48 - Slide 48

The screenshot shows the Employer eServices interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Billing, and ManageAccess. A secondary bar contains Account Summary, Payment History, Edit Payment Method (highlighted with a red box), and Log Out. Below this is the Payment History section, which includes a table with columns for Payment ID, Payment Date, Date Received, Confirmation Number, Account, Policy, Bill Group, Amount, and Status. A blue arrow points from the 'Edit Payment Method' menu option to the first row of the table. A text box at the bottom right of the screenshot contains the instruction: 'To add a payment account, select the Edit Payment Method menu option.'

Payment ID	Payment Date	Date Received	Confirmation Number	Account	Policy	Bill Group	Amount	Status
TBD	5/23/07		CF0000011909	Online Direct Debit - 8147	00K0045 00K0046	1	\$5.38	Scheduled
TBD	5/22/07		CF0000011710	Online Direct Debit - 4343	00K0045 00K0046	1	\$2,421.52	Scheduled
CF0000008314	5/03/07	5/11/07	CF0000008314	Online Direct Debit - 4343	00K0045 00K0046	1	\$605.38	Complete
QTP157174	3/21/07	3/21/07			00K0045 00K0046	1	\$605.38	Complete

Text Captions

To add a payment account, select the Edit Payment Method menu option.

Slide 49 - Slide 49

The screenshot shows the Employer eServices interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Billing, ManageAccess, Help, Training, and Tutorials. Below this is a secondary navigation bar with links for Account Summary, Payment History, and Edit Payment Method (highlighted with a mouse cursor), and a Log Out button.

The main content area is titled "Payment History" and includes a "Billing Help" link. It contains a table with the following data:

Payment ID	Payment Date	Date Received	Confirmation Number	Account	Policy	Bill Group	Amount	Status
TBD	5/23/07		CF0000011909	Online Direct Debit - 8147	00K0045 00K0046	1	\$5.38	Scheduled
TBD	5/22/07		CF0000011710	Online Direct Debit - 4343	00K0045 00K0046	1	\$2,421.52	Scheduled
CF0000008314	5/03/07	5/11/07	CF0000008314	Online Direct Debit - 4343	00K0045 00K0046	1	\$605.38	Complete
QTP157174	3/21/07	3/21/07			00K0045 00K0046	1	\$605.38	Complete

Below the table are navigation links: "< Previous 1 Next > Show All" and "1 of 1".

A callout box in the bottom right corner contains the text: "To add a payment account, select the Edit Payment Method menu option."

At the bottom left of the page, there is a footer: "By using this web site you agree to our [Internet Service Agreement](#) [Contact Us](#)".

Text Captions

To add a payment account, select the Edit Payment Method menu option.

Slide 50 - Slide 50

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary Payment History **Edit Payment Method** Log Out

Edit Payment Method List [Billing Help](#)

Description	Payment Type	Account Type	Transit Number	Account Number	Billing Customer Number - Bill Group
CMA Payment Method	Pay On-Line	Checking	273738389	*****0333	390021 - 1
test 234	Pay On-Line	Checking	999999998	*****7777	390021 - 1

< Previous 1 Next > [Show All](#) 1 of 1

[Add](#)

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The Edit Payment Method screen displays all of your active payment accounts. Sort this list by clicking on any of the column headings.

Text Captions

The Edit Payment Method screen displays all of your active payment accounts. Sort this list by clicking on any of the column headings.

Slide 51 - Slide 51

The screenshot shows the Employer eServices web interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Billing, ManageAccess, Help, Training, and Tutorials. Below this is a secondary navigation bar with Account Summary, Payment History, Edit Payment Method, and a Log Out button. The main content area is titled 'Edit Payment Method List' and contains a table with the following data:

Description	Payment Type	Account Type	Transit Number	Account Number	Billing Customer Number - Bill Group
CMA Payment Method	Pay On-Line	Checking	273738389	*****0333	390021 - 1
test 234	Pay On-Line	Checking	999999998	*****7777	390021 - 1

Below the table are navigation links: '< Previous 1 Next > Show All' and '1 of 1'. A 'Highlight' button is located below the table. A blue callout box at the bottom right of the screenshot contains the text: 'To add a new payment account, click the Add button.'

Text Captions

To add a new payment account, click the Add button.

Slide 52 - Slide 52



Text Captions

You will be asked to confirm that the payment information you will provide is accurate. Click the 'I Agree' button to continue.

Slide 53 - Slide 53

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary Payment History **Edit Payment Method** Log Out

Billing Help

At this time, ONLY Checking accounts are accepted for online and scheduled direct debit payments.

Edit Payment Account Information

Please fill in all fields below:

Description: *

Payment Type: ▼

Account Type: Checking

Transit Number: *

Account Number: *

Billing Customer Number - Bill Group:
Hold "Ctrl" key to select multiple Customers/Bill Groups.

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The Edit Payment Account Information screen displays. First-time users need to set up the debit detail by first entering a description.

Text Captions

The Edit Payment Account Information screen displays. First-time users need to set up the debit detail by first entering a description.

Slide 54 - Slide 54

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary Payment History **Edit Payment Method** Log Out

Billing Help

At this time, ONLY Checking accounts are accepted for online and scheduled direct debit payments.

Edit Payment Account Information

Please fill in all fields below:

Description: *

Payment Type: ▾

Account Type: Checking

Transit Number: *

Account Number: *

Billing Customer Number - Bill Group:
Hold "Ctrl" key to select multiple Customers/Bill Groups.

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The Edit Payment Account Information screen displays. First-time users need to set up the debit detail by first entering a description.

Text Captions

The Edit Payment Account Information screen displays. First-time users need to set up the debit detail by first entering a description.

Slide 55 - Slide 55

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary Payment History **Edit Payment Method** Log Out

Billing Help

At this time, ONLY Checking accounts are accepted for online and scheduled direct debit payments.

Edit Payment Account Information

Please fill in all fields below:

Description: Test Account | *
Payment Type: Pay Online *
Account Type: Checking
Transit Number: *
Account Number: *

Billing Customer Number - Bill Group:
Hold "Ctrl" key to select multiple Customers/Bill Groups.
390021 - 1

Update Delete Cancel

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Select the Payment Type. The Pay Online option requires you to initiate and approve payments monthly. The Scheduled Direct Debit option allows your payment to be processed automatically each month.

Text Captions

Select the Payment Type. The Pay Online option requires you to initiate and approve payments monthly. The Scheduled Direct Debit option allows your payment to be processed automatically each month.

Slide 56 - Slide 56

The screenshot shows the Employer eServices web interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Billing, and ManageAccess. Below this is a sub-navigation bar with Account Summary, Payment History, and Edit Payment Method. The main content area is titled 'Edit Payment Account Information' and contains a form with the following fields: Description (Test Account 1), Payment Type (Pay Online), Account Type (dropdown menu with 'Pay Online', 'Scheduled Direct Debit', and 'Highlighted' options), Transit Number, and Account Number. A 'Billing Customer Number - Bill Group' field contains '390021 - 1'. At the bottom of the form are 'Update', 'Delete', and 'Cancel' buttons. A blue-bordered text box at the bottom right of the screenshot contains the text: 'Pay Online transfers are effective immediately, Scheduled Direct Debit transfers take effect the following month.'

Text Captions

Pay Online transfers are effective immediately, Scheduled Direct Debit transfers take effect the following month.

Slide 57 - Slide 57

The screenshot shows the Employer eServices web interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Billing, and Manage Access. Below this is a sub-navigation bar with Account Summary, Payment History, and Edit Payment Method. The main content area is titled "Edit Payment Account Information" and contains a form with the following fields: Description (Test Account 1), Payment Type (Pay Online), Account Type (Checking), Transit Number (highlighted with a red box and labeled "Highlight Box"), and Account Number. To the right of the form is a section for Billing Customer Number - Bill Group (390021 - 1). At the bottom of the form are buttons for Update, Delete, and Cancel. A blue-bordered text box in the bottom right corner contains the instruction: "Notice Checking is the only Account Type available. Enter the Transit Number of the account." At the bottom left of the page, there is a footer with a disclaimer: "By using this web site you agree to our Internet Service Agreement Contact Us".

Text Captions

Notice Checking is the only Account Type available. Enter the Transit Number of the account.

Slide 58 - Slide 58

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary Payment History **Edit Payment Method** Log Out

[Billing Help](#)

At this time, ONLY Checking accounts are accepted for online and scheduled direct debit payments.

Edit Payment Account Information

Please fill in all fields below:

Description: *

Payment Type: ▾

Account Type: Checking

Transit Number: *

Account Number: *

Billing Customer Number - Bill Group:
Hold "Ctrl" key to select multiple Customers/Bill Groups.

Enter the Account Number.

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Text Captions

Enter the Account Number.

Slide 59 - Slide 59

The screenshot shows the Employer eServices web interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Billing, and Manage Access. Below this is a sub-navigation bar with Account Summary, Payment History, and Edit Payment Method. The main content area is titled "Edit Payment Account Information" and contains several input fields: Description (Test Account 1), Payment Type (Pay Online), Account Type (Checking), Transit Number (55555555), and Account Number (55555555). A dropdown menu is open for the Billing Customer Number field, showing a list of options. A red box highlights the selected option, and a blue arrow points from the dropdown to the Account Number field. A text box at the bottom right of the screenshot contains the instruction: "Select the appropriate Billing Customer Number, Bill Group." The page footer includes a link to the Internet Service Agreement and a copyright notice for 2007 UnitedHealth Group.

Text Captions

Select the appropriate Billing Customer Number, Bill Group.

Slide 60 - Slide 60

The screenshot shows the Employer eServices web interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Billing, and Manage Access. Below this is a sub-navigation bar with Account Summary, Payment History, and Edit Payment Method. The main content area is titled 'Edit Payment Account Information' and contains a form with the following fields: Description (Test Account 1), Payment Type (Pay Online), Account Type (Checking), Transit Number (55555555), and Account Number (55555555). A 'Billing Customer Number - Bill Group' dropdown menu is open, showing '390021 - 1'. A red box highlights the 'Update' button, and a blue box highlights the 'Update' button. A blue arrow points from the 'Update' button to the 'Billing Customer Number - Bill Group' dropdown menu. A text box at the bottom right of the screenshot contains the instruction: 'Click the Update button.'

Text Captions

Click the Update button.

Slide 61 - Slide 61

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary Payment History **Edit Payment Method** Log Out

Edit Payment Account Information [Billing Help](#)

If your selected Payment Method is Scheduled Direct Debit, this method will be applied to all invoices generated in the future, but will not be applied to existing invoices.
If your selected Payment Method is On-Line Direct Debit, this method will be available immediately for selection when submitting an on-line payment.

Description	Test Account 1
Payment Type	Pay On-Line
Account Type	Checking
Transit Number	55555555
Account Number	55555555
Billing Customer Number - Bill Group	390021 - 1

Highlight Box Cancel

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The Edit Payment Account Information page displays. Pay Online transfers are effective immediately; Scheduled Direct Debit transfers take effect the following month. Verify your information and click OK.

Text Captions

The Edit Payment Account Information page displays. Pay Online transfers are effective immediately; Scheduled Direct Debit transfers take effect the following month. Verify your information and click OK.

Slide 62 - Slide 62

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary Payment History **Edit Payment Method** Log Out

Edit Payment Method List [Billing Help](#)

Description	Payment Type	Account Type	Transit Number	Account Number	Billing Customer Number - Bill Group
CMA Payment Method	Pay On-Line	Checking	273738389	*****0333	390021 - 1
test 234	Pay On-Line	Checking	999999998	*****7777	390021 - 1
Test Account 1	Pay On-Line	Checking	555555555	*****5555	390021 - 1

< Previous 1 Next > [Show All](#) 1 of 1

[Add](#)

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The Edit Payment Method List screen displays the account you have just added.

Text Captions

The Edit Payment Method List screen displays the account you have just added.

Slide 63 - Slide 63

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary Payment History **Edit Payment Method** Log Out

Edit Payment Method List [Billing Help](#)

Description	Payment Type	Account Type	Transit Number	Account Number	Billing Customer Number - Bill Group
CMA Payment Method	Pay On-Line	Checking	273738389	*****0333	390021 - 1
test 234	Pay On-Line	Checking	999999998	*****7777	390021 - 1
Highlight Box	Pay On-Line	Checking	555555555	*****5555	390021 - 1

< Previous Next > [Show All](#) 1 of 1

Add

To remove an account, select the account description from the Edit Payment Method List screen.

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Text Captions

To remove an account, select the account description from the Edit Payment Method List screen.

Slide 64 - Slide 64

Employer eServicesSM

Enrollment ID Cards **Billing** Manage Access Help Training Tutorials

Account Summary Payment History **Edit Payment Method** Log Out

Billing Help

At this time, ONLY Checking accounts are accepted for online and scheduled direct debit payments.

Edit Payment Account Information

Please fill in all fields below:

Description: Test Account 1 *

Payment Type: Pay Online

Account Type: Checking

Transit Number: 555555555 *

Account Number: 555555555 *

Billing Customer Number - Bill Group:
Hold "Ctrl" key to select multiple Customers/Bill Groups.
390021 - 1

Update **Delete** Cancel

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The Edit Payment Account Information screen displays. Click the Delete button to continue.

Text Captions

The Edit Payment Account Information screen displays. Click the Delete button to continue.

Slide 65 - Slide 65

The screenshot shows the Employer eServices web interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Billing, and ManageAccess. Below this is a sub-navigation bar with Account Summary, Payment History, and Edit Payment Method. A red warning message states: "At this time, ONLY Checking accounts are accepted for online and scheduled direct debit payments." The main content area is titled "Edit Payment Account Information" and contains a form with fields for Description, Payment Type, Account Type, Transit Number, and Account Number (with the value 555555555). A "Microsoft Internet Explorer" dialog box is overlaid on the form, asking for confirmation to delete the payment method. The dialog box contains the text: "You are about to delete this payment method and it will no longer be available. Do you wish to continue?" and has "OK" and "Cancel" buttons. A red box highlights the "OK" button, and a blue arrow points from a text caption below to it. At the bottom of the page, there is a footer with a link to the Internet Service Agreement and Contact Us.

A confirmation window asks you to verify that you want to delete the selected account. Click OK to continue.

Text Captions

A confirmation window asks you to verify that you want to delete the selected account. Click OK to continue.

Slide 66 - Slide 66

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary Payment History **Edit Payment Method** Log Out

Edit Payment Method List [Billing Help](#)

Description	Payment Type	Account Type	Transit Number	Account Number	Billing Customer Number - Bill Group
CMA Payment Method	Pay On-Line	Checking	273738389	*****0333	390021 - 1
test 234	Pay On-Line	Checking	999999998	*****7777	390021 - 1

< Previous 1 Next > [Show All](#) 1 of 1

[Add](#)

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The Edit Payment Method List screen displays an updated list of your payment accounts.

Text Captions

The Edit Payment Method List screen displays an updated list of your payment accounts.

Slide 67 - Slide 67

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary Payment History **Edit Payment Method** Log Out

Edit Payment Method List [Billing Help](#)

Description	Payment Type	Account Type	Transit Number	Account Number	Billing Customer Number - Bill Group
CMA Payment Method	Pay On-Line	Checking	273738389	*****0333	390021 - 1
test 234	Pay On-Line	Checking	999999998	*****7777	390021 - 1

< Previous 1 Next > [Show All](#) 1 of 1

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To update an account, click the account description you wish to edit.

Text Captions

To update an account, click the account description you wish to edit.

Slide 68 - Slide 68

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary Payment History **Edit Payment Method** Log Out

Billing Help

At this time, ONLY Checking accounts are accepted for online and scheduled direct debit payments.

Edit Payment Account Information

Please fill in all fields below:

Description: test 234 *

Payment Type: Pay Online *

Account Type: Checking

Transit Number: 999999998 *

Account Number: 7777777777777777 *

Billing Customer Number - Bill Group:
Hold "Ctrl" key to select multiple Customers/Bill Groups.
390021 - 1

Update Delete Cancel

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The Edit Payment Account Information screen displays. Make your desired updates. In this example we will change the Payment Type to Scheduled Direct Debit.

Text Captions

The Edit Payment Account Information screen displays. Make your desired updates. In this example we will change the Payment Type to Scheduled Direct Debit.

Slide 69 - Slide 69

Text Captions

The Edit Payment Account Information screen displays. Make your desired updates. In this example we will change the Payment Type to Scheduled Direct Debit.

Slide 70 - Slide 70

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary Payment History **Edit Payment Method** Log Out

[Billing Help](#)

At this time, ONLY Checking accounts are accepted for online and scheduled direct debit payments.

Edit Payment Account Information

Please fill in all fields below:

Description: test 234 *

Payment Type: Scheduled Direct Debit

Account Type: Checking

Transit Number: 999999998 *

Account Number: 7777777777777777 *

Billing Customer Number - Bill Group:
Hold "Ctrl" key to select multiple Customers/Bill Groups.
390021 - 1

Update Delete Cancel

Click the Update button.

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Text Captions

Click the Update button.

Slide 71 - Slide 71

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary Payment History **Edit Payment Method** Log Out

Edit Payment Account Information [Billing Help](#)

If your selected Payment Method is Scheduled Direct Debit, this method will be applied to all invoices generated in the future, but will not be applied to existing invoices.
If your selected Payment Method is On-Line Direct Debit, this method will be available immediately for selection when submitting an on-line payment.

Description	test 234
Payment Type	Scheduled Direct Debit
Account Type	Checking
Transit Number	999999998
Account Number	7777777777777777
Billing Customer Number - Bill Group	390021 - 1

Verify your updates and click OK to submit.

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Text Captions

Verify your updates and click OK to submit.

Slide 72 - Slide 72

Employer eServicesSM

Enrollment ID Cards **Billing** ManageAccess Help Training Tutorials

Account Summary Payment History **Edit Payment Method** Log Out

Edit Payment Method List [Billing Help](#)

Description	Payment Type	Account Type	Transit Number	Account Number	Billing Customer Number - Bill Group
CMA Payment Method	Pay On-Line	Checking	273738389	*****0333	390021 - 1
test 234	Scheduled Direct Debit	Checking	4915998	*****7777	390021 - 1

< Previous 1 Next > [Show All](#) 1 of 1

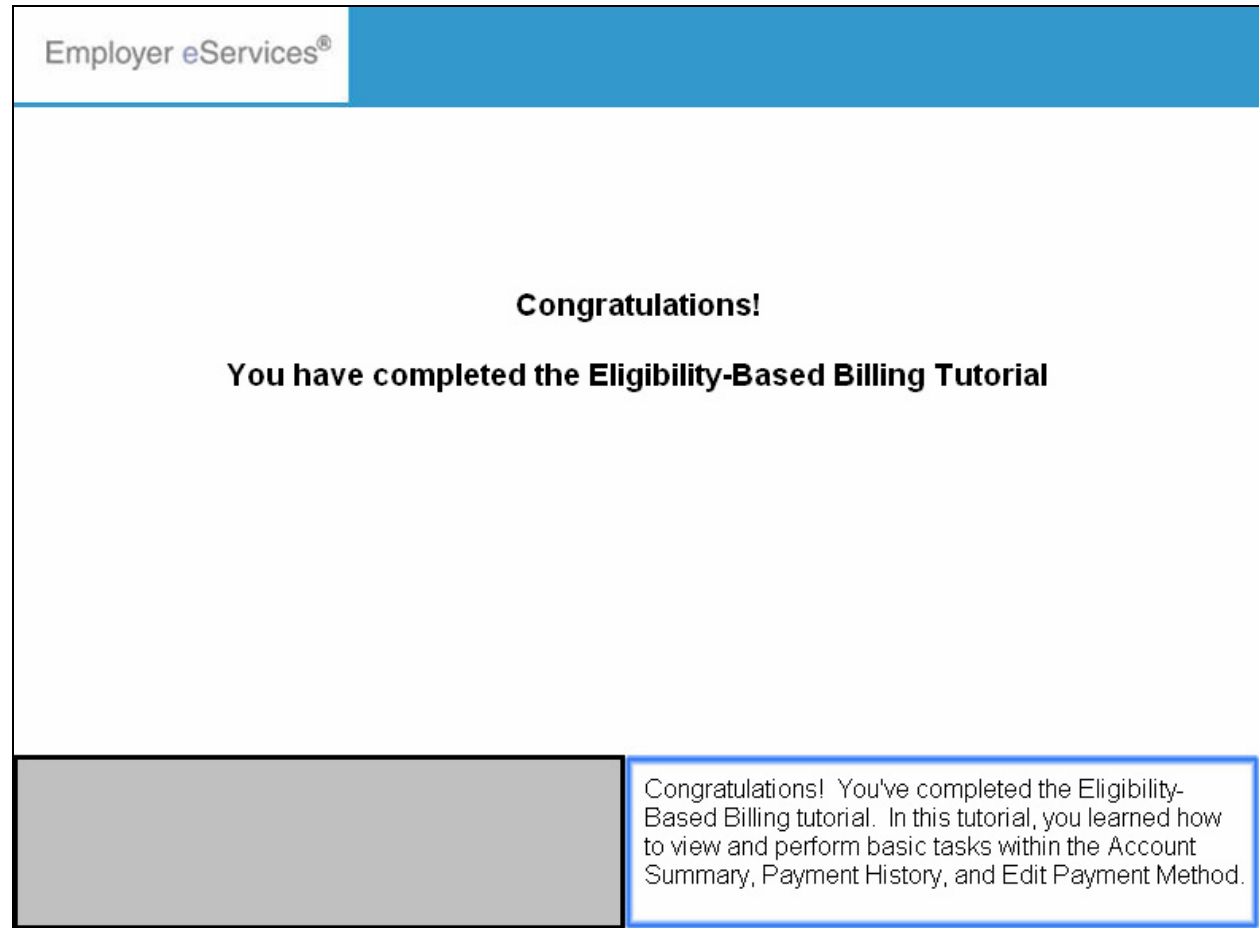
You will return to the Edit Payment Method List screen, which now displays the updated account information.

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Text Captions

You will return to the Edit Payment Method List screen, which now displays the updated account information.

Slide 73 - Slide 73



Employer eServices®

Congratulations!

You have completed the Eligibility-Based Billing Tutorial

Congratulations! You've completed the Eligibility-Based Billing tutorial. In this tutorial, you learned how to view and perform basic tasks within the Account Summary, Payment History, and Edit Payment Method.

Text Captions

Congratulations! You've completed the Eligibility-Based Billing tutorial. In this tutorial, you learned how to view and perform basic tasks within the Account Summary, Payment History, and Edit Payment Method.

Congratulations!

You have completed the Eligibility-Based Billing Tutorial