

Slide 1 - Slide 1

Employer eServices®

## Welcome to the Self Billed 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	

Welcome to the Self Billed 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 Self Billed 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 Self Billed Billing Tutorial

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Employer eServices®

**Welcome to the Self Billed 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

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 Self Billed Billing Tutorial**

**Audience:** Employers

**Module Length:** approx 13 minutes

**Last Updated:** 8/20/2007

Slide 3 - Slide 3

The screenshot shows the Employer eServices interface. At the top left is the logo "Employer eServices®". The main content area is white with a blue header bar. The title "Welcome to the Self Billed Billing Tutorial" is centered. Below the title are three lines of text: "Audience: Employers", "Module Length: approx 13 minutes", and "Last Updated: 8/20/2007". At the bottom left, there is a grey box containing eight navigation buttons: "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 this box is a blue-bordered box containing the text: "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 Self Billed Billing Tutorial**

**Audience:** Employers

**Module Length:** approx 13 minutes

**Last Updated:** 8/20/2007

Slide 4 - Slide 4

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## Welcome to the Self Billed 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 Self Billed Billing Tutorial

**Audience:** Employers

**Module Length:** approx 13 minutes

**Last Updated:** 8/20/2007

Slide 5 - Slide 5

Employer eServices®

## Welcome to the Self Billed 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**

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

## Welcome to the Self Billed Billing Tutorial

**Audience:** Employers

**Module Length:** approx 13 minutes

**Last Updated:** 8/20/2007

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**Employer eServices<sup>sm</sup>**

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:

<b>Resources</b> Click here to access: <a href="#">Benefit Plan Coverage Documents</a> <a href="#">Brochures &amp; Forms</a> <a href="#">Communication Resource Center</a> <a href="#">Contact Us</a> <a href="#">Health &amp; Wellness Reporting</a> <a href="#">Help</a> <a href="#">myuhc.com</a> <a href="#">Other Resources</a> <a href="#">Oxford Health Web Site</a> <a href="#">SAS 70</a>	<b>Network Information</b> Click here to access: <a href="#">Network Changes</a> <a href="#">Network Fact Sheets</a> <a href="#">Network Maps</a> <a href="#">Provider Directory</a> <a href="#">UnitedHealth Premium Designation Program</a>	<b>Programs and Services</b> Click here to access: <a href="#">Behavioral Health</a> <a href="#">Care Coordination</a> <a href="#">Care24</a> <a href="#">Healthy Pregnancy Program</a> <a href="#">Pharmacy Program</a> <a href="#">Specialized Networks</a> <a href="#">UnitedHealthcare Extras</a>
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<b>1. Introduction</b>	<b>4. Adjust Invoice</b>	<b>7. Del Payment</b>
<b>2. View Invoice</b>	<b>5. Pay History</b>	<b>8. Edit Payment</b>
<b>3. Pay Invoice</b>	<b>6. Add Payment</b> <sup>10)</sup>	

(X:0; Y:470)

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 eServices<sup>sm</sup>**

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:

<p><b>Resources</b> Click here to access:</p> <ul style="list-style-type: none"><li><a href="#">Benefit Plan Coverage Documents</a></li><li><a href="#">Brochures &amp; Forms</a></li><li><a href="#">Communication Resource Center</a></li><li><a href="#">Contact Us</a></li><li><a href="#">Health &amp; Wellness Reporting</a></li><li><a href="#">Help</a></li><li><a href="#">myuhc.com</a></li><li><a href="#">Other Resources</a></li><li><a href="#">Oxford Health Web Site</a></li><li><a href="#">SAS 70</a></li></ul>	<p><b>Network Information</b> Click here to access:</p> <ul style="list-style-type: none"><li><a href="#">Network Changes</a></li><li><a href="#">Network Fact Sheets</a></li><li><a href="#">Network Maps</a></li><li><a href="#">Provider Directory</a></li><li><a href="#">UnitedHealth Premium Designation Program</a></li></ul>	<p><b>Programs and Services</b> Click here to access:</p> <ul style="list-style-type: none"><li><a href="#">Behavioral Health</a></li><li><a href="#">Care Coordination</a></li><li><a href="#">Care24</a></li><li><a href="#">Healthy Pregnancy Program</a></li><li><a href="#">Pharmacy Program</a></li><li><a href="#">Specialized Networks</a></li><li><a href="#">UnitedHealthcare Extras</a></li></ul>
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**1. Introduction** **4. Adjust Invoice** **7. Del Payment**  
**2. View Invoice** **5. Pay History** **8. Edit Payment**  
**3. Pay Invoice** **6. Add Payment**<sup>10)</sup>  
(X:0; Y:470)

Click the Account Summary menu option.

Text Captions

Click the Account Summary menu option.

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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: **Finsler Corporation**  
Last Payment Rec'd: 05/20/2007  
Last Payment Amount: \$144,767.05

Billing Customer Number: 102674  
Next Payment Due Date: 8/11/2007  
Next Payment Amount: \$13,380.39  
Current Balance: \$122,202.44 \*

**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
4/11/07	9999235391	4/01/07	0700182	1	Self				\$5,472.09	Pending
4/11/07	5559235391	4/01/07	0700182	1	Self				\$5,472.09	Pending
4/11/07	7779235391	4/01/07	0700182	1	Self				\$5,472.09	Pending
8/11/07	1239238713	8/11/07	0700182	1	NonElg		X		\$13,380.39	Pending
8/11/07	0009238713	8/11/07	0700182	1	NonElg				\$13,380.39	\$13,380.39
10/11/07	0009241965	11/01/07	700182	1	List	NO-HMO			\$143,556.05	\$143,556.05

1. Introduction 4. Adjust Invoice 7. Del Payment  
2. View Invoice 5. Pay History 8. Edit Payment  
3. Pay Invoice 6. Add Payment<sup>(10)</sup>  
(X:0; Y:470)

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.



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Employer eServices<sup>sm</sup>

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: **Finsler Corporation** Billing Customer Number: 102674  
 Last Payment Rec'd: 05/20/2007 Next Payment Due Date: 8/11/2007  
 Last Payment Amount: \$144,767.05 Next Payment Amount: \$13,380.39  
 Current Balance: \$122,202.44 \*

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
4/11/07	9999235391	4/01/07	0700182	1	Self				\$5,472.09	Pending
4/11/07	5559235391	4/01/07	0700182	1	Self				\$5,472.09	Pending
4/11/07	7779235391	4/01/07	0700182	1	Self				\$5,472.09	Pending
8/11/07	1239238713	8/11/07	0700182	1	NonElg		X		\$13,380.39	Pending
8/11/07	0009238713	8/11/07	0700182	1	NonElg				\$13,380.39	\$13,380.39
10/11/07	0009241965	11/01/07	700182	1	List	NO-HMO			\$143,556.05	\$143,556.05

1. Introduction 4. Adjust Invoice 7. Del Payment  
 2. View Invoice 5. Pay History 8. Edit Payment  
 3. Pay Invoice 6. Add Payment<sup>(10)</sup>  
 (X:0; Y:470)

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

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

Account Summary Payment History Edit Payment Method Log Out

[Billing Help](#)

**Summary**  
1/2007

Customer: **Finser Corporation** Billing Customer Number: 102674  
 Next Payment Rec'd: 05/20/2007 Next Payment Due Date: 8/11/2007  
 Payment Amount: \$144,767.05 Next Payment Amount: \$13,380.39  
 Current Balance: \$122,202.44 \*

**Invoices:** [View Closed Invoices](#)

Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pay Invoice
9999235391	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
5559235391	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
7779235391	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
1239238713	8/11/07	0700182	1	NonElg		X		\$13,380.39	Pending	<input type="checkbox"/>
0009238713	8/11/07	0700182	1	NonElg				\$13,380.39	\$13,380.39	<input type="checkbox"/>
0009241965	11/01/07	700182	1	List	NO-HMO			\$143,556.05	\$143,556.05	<input type="checkbox"/>

1. Introduction 4. Adjust Invoice 7. Del Payment  
 2. View Invoice 5. Pay History 8. Edit Payment  
 3. Pay Invoice 6. Add Payment<sup>(10)</sup>  
(X:0; Y:470)

Notice the Invoice Type column. Any self billed invoices will be labeled as 'Self'.

**Text Captions**

Notice the Invoice Type column. Any self billed invoices will be labeled as 'Self'.

Slide 11 - Slide 11

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

Account Summary Payment History Edit Payment Method Log Out

[Billing Help](#)

**Summary**  
1/2007

Customer: **Finser Corporation** Billing Customer Number: 102674  
 Next Payment Rec'd: 05/20/2007 Next Payment Due Date: 8/11/2007  
 Payment Amount: \$144,767.05 Next Payment Amount: \$13,380.39  
 Current Balance: \$122,202.44 \*

**Invoices:** [View Closed Invoices](#)

Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pay Invoice
<a href="#">9999235391</a>	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
<a href="#">5559235391</a>	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
<a href="#">7779235391</a>	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
<a href="#">1239238713</a>	8/11/07	0700182	1	NonElg		X		\$13,380.39	Pending	<input type="checkbox"/>
<a href="#">0009238713</a>	8/11/07	0700182	1	NonElg				\$13,380.39	\$13,380.39	<input type="checkbox"/>
<a href="#">0009241965</a>	11/01/07	700182	1	List	NO-HMO			\$143,556.05	\$143,556.05	<input type="checkbox"/>

1. Introduction 4. Adjust Invoice 7. Del Payment  
 2. View Invoice 5. Pay History 8. Edit Payment  
 3. Pay Invoice 6. Add Payment <sup>(10)</sup>  
(X:0; Y:470)

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.

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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: **Finsler Corporation** Billing Customer Number: 102674  
 Last Payment Rec'd: 05/20/2007 Next Payment Due Date: 8/11/2007  
 Last Payment Amount: \$144,767.05 Next Payment Amount: \$13,380.39  
 Current Balance: \$122,202.44 \*

**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
4/11/07	<a href="#">9100238713</a>	4/01/07	0700182	1	Self				\$5,472.09	Pending
4/11/07	<a href="#">5559235391</a>	4/01/07	0700182	1	Self				\$5,472.09	Pending
4/11/07	<a href="#">7779235391</a>	4/01/07	0700182	1	Self				\$5,472.09	Pending
8/11/07	<a href="#">1239238713</a>	8/11/07	0700182	1	NonElg		X		\$13,380.39	Pending
8/11/07	<a href="#">0009238713</a>	8/11/07	0700182	1	NonElg				\$13,380.39	\$13,380.39
10/11/07	<a href="#">0009241965</a>	11/01/07	700182	1	List	NO-HMO			\$143,556.05	\$143,556.05

**1. Introduction** **4. Adjust Invoice** **7. Del Payment**  
**2. View Invoice** **5. Pay History** **8. Edit Payment**  
**3. Pay Invoice** **6. Add Payment**<sup>(10)</sup>  
(X:0; Y:470)

To retrieve additional information on a Self Billed invoice, click an invoice number link that is labeled 'Self' in the Invoice Type column.

**Text Captions**

To retrieve additional information on a Self Billed invoice, click an invoice number link that is labeled 'Self' in the Invoice Type column.

Slide 13 - Slide 13

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

Account Summary Payment History Edit Payment Method Log Out

---

Invoice Number: 9999235391  
 Invoice Date: Apr 11, 2007  
 Billing Customer Number: 102674  
 Bill Group: 1  
 Due Date: Apr 01, 2007

**Total Invoice Amount: \$5,472.09**

**Options:**

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

[Billing Help](#)

**Detail Activity**

Line	Charge Period	Description	Employee Count	Paid Employee Count	Volume	Paid Volume	Rate	Net Amount	Recalculated Amount Due
001	05/01/2007-05/31/2007	CHOICE - ASO - MISCELLANEOUS	75	75 Highlight Box (730 x 142)			\$45.00	\$3,375.00	\$0.00
002	05/01/2007-05/31/2007	VISION - MANAGED INDEMNITY	81	81 (X:33; Y:322)			\$25.89	\$2,097.09	\$0.00
<b>Total Amount Due:</b>								<b>\$5,472.09</b>	
<b>Total Recalculated Amount:</b>								<b>\$0.00</b>	

<input type="button" value="1. Introduction"/>	<input type="button" value="4. Adjust Invoice"/>	<input type="button" value="7. Del Payment"/>
<input type="button" value="2. View Invoice"/>	<input type="button" value="5. Pay History"/>	<input type="button" value="8. Edit Payment"/>
<input type="button" value="3. Pay Invoice"/>	<input 10px;="" 1px="" 5px;="" blue;="" border:="" fit-content;"="" margin-top:="" padding:="" solid="" type="button" value="6. Add Payment &lt;sup&gt;(10)&lt;/sup&gt;&lt;br/&gt;(X:0; Y:470)&lt;/td&gt; &lt;/tr&gt; &lt;/table&gt; &lt;/div&gt; &lt;div style=" width:=""/> <p>The Detail Activity screen displays. Notice each line item is listed along with calculated amounts and Total Amount Due.</p>	

**Text Captions**

The Detail Activity screen displays. Notice each line item is listed along with calculated amounts and Total Amount Due.

Slide 14 - Slide 14

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

Account Summary Payment History Edit Payment Method Log Out

Invoice Number: 9999235391  
 Invoice Date: Apr 11, 2007  
 Billing Customer Number: 102674  
 Bill Group: 1  
 Due Date: Apr 01, 2007

**Total Invoice Amount: \$5,472.09**

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

[Billing Help](#)

**Detail Activity**

Line	Charge Period	Description	Employee Count	Paid Employee Count	Volume	Paid Volume	Rate	Net Amount	Recalculated Amount Due
001	05/01/2007-05/31/2007	CHOICE - ASO - MISCELLANEOUS	75	75			\$45.00	\$3,375.00	\$0.00
002	05/01/2007-05/31/2007	VISION - MANAGED INDEMNITY	81	81			\$25.89	\$2,097.09	\$0.00

**Total Amount Due: \$5,472.09**  
**Total Recalculated Amount: \$0.00**

1. Introduction 4. Adjust Invoice 7. Del Payment  
 2. View Invoice 5. Pay History 8. Edit Payment  
 3. Pay Invoice 6. Add Payment<sup>(10)</sup>  
(X:0; Y:470)

You can download and print a copy of an invoice for your records by clicking the Print Invoice link under Options.

**Text Captions**

You can download and print a copy of an invoice for your records by clicking the Print Invoice link under Options.

Slide 15 - Slide 15

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

Account Summary Payment History Edit Payment Method Log Out

Invoice Number: 9999235391  
 Invoice Date: Apr 11, 2007  
 Billing Customer Number: 102674  
 Bill Group: 1  
 Due Date: Apr 01, 2007

**Total Invoice Amount: \$5,472.09**

**Options:**  
[Print Invoice](#)  
[Print Remittance Stub](#)  
Highlight Box  
[Request Adjustment](#)

[Billing Help](#)  
 < Back  
 Recalculate  
 Reset

**Detail Activity**

Line	Charge Period	Description	Employee Count	Paid Employee Count	Volume	Paid Volume	Rate	Net Amount	Recalculated Amount Due
001	05/01/2007-05/31/2007	CHOICE - ASO - MISCELLANEOUS	75	<input type="text" value="75"/>			\$45.00	\$3,375.00	\$0.00
002	05/01/2007-05/31/2007	VISION - MANAGED INDEMNITY	81	<input type="text" value="81"/>			\$25.89	\$2,097.09	\$0.00
<b>Total Amount Due:</b>									<b>\$5,472.09</b>
<b>Total Recalculated Amount:</b>									<b>\$0.00</b>

1. Introduction 4. Adjust Invoice 7. Del Payment  
 2. View Invoice 5. Pay History 8. Edit Payment  
 3. Pay Invoice 6. Add Payment<sup>(10)</sup>  
(X:0; Y:470)

You can pay an invoice one of two ways. On the Detail Activity screen you click the Pay Invoice button, or...

**Text Captions**

You can pay an invoice one of two ways. On the Detail Activity screen you click the Pay Invoice button, or...

Slide 16 - Slide 16

**Employer eServices<sup>SM</sup>**

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

Account Summary Payment History Edit Payment Method Log Out

Invoice Number: 9999235391  
 Invoice Date: Apr 11, 2007  
 Billing Customer Number: 102674  
 Bill Group: 1  
 Due Date: Apr 01, 2007

**Total Invoice Amount: \$5,472.09**

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

[Billing Help](#)

**Detail Activity**

Line	Charge Period	Description	Employee Count	Paid Employee Count	Volume	Paid Volume	Rate	Net Amount	Recalculated Amount Due
001	05/01/2007-05/31/2007	CHOICE - ASO - MISCELLANEOUS	75	75			\$45.00	\$3,375.00	\$0.00
002	05/01/2007-05/31/2007	VISION - MANAGED INDEMNITY	81	81			\$25.89	\$2,097.09	\$0.00

**Total Amount Due: \$5,472.09**  
**Total Recalculated Amount: \$0.00**

1. Introduction 4. Adjust Invoice 7. Del Payment  
 2. View Invoice 5. Pay History 8. Edit Payment  
 3. Pay Invoice 6. Add Payment<sup>(10)</sup>  
(X:0; Y:470)

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 17 - Slide 17

**Employer eServices<sup>SM</sup>**

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

Account Summary Payment History Edit Payment Method Log Out

---

Invoice Number: 9999235391  
 Invoice Date: Apr 11, 2007  
 Billing Customer Number: 102674  
 Bill Group: 1  
 Due Date: Apr 01, 2007

**Total Invoice Amount: \$5,472.09**

**Options:**

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

[Billing Help](#)

**Detail Activity**

Line	Charge Period	Description	Employee Count	Paid Employee Count	Volume	Paid Volume	Rate	Net Amount	Recalculated Amount Due
001	05/01/2007-05/31/2007	CHOICE - ASO - MISCELLANEOUS	75	<input type="text" value="75"/>		<input type="text"/>	\$45.00	\$3,375.00	\$0.00
002	05/01/2007-05/31/2007	VISION - MANAGED INDEMNITY	81	<input type="text" value="81"/>		<input type="text"/>	\$25.89	\$2,097.09	\$0.00

**Total Amount Due: \$5,472.09**  
**Total Recalculated Amount: \$0.00**

<input type="button" value="1. Introduction"/>	<input type="button" value="4. Adjust Invoice"/>	<input type="button" value="7. Del Payment"/>
<input type="button" value="2. View Invoice"/>	<input type="button" value="5. Pay History"/>	<input type="button" value="8. Edit Payment"/>
<input type="button" value="3. Pay Invoice"/>	<input 10px;="" margin-top:="" right;"="" text-align:="" type="button" value="6. Add Payment &lt;sup&gt;(10)&lt;/sup&gt;&lt;br/&gt;(X:0; Y:470)&lt;/td&gt; &lt;td&gt;&lt;/td&gt; &lt;/tr&gt; &lt;/table&gt; &lt;/div&gt; &lt;div style="/> <p><input type="button" value="Highlight Box"/> </p>	

Text Captions

Slide 18 - Slide 18

**Employer eServices<sup>SM</sup>**

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

Account Summary Payment History Edit Payment Method Log Out

[Billing Help](#)

**Summary**  
 .1/2007

Customer: **Finser Corporation** Billing Customer Number: 102674  
 Next Payment Rec'd: 05/20/2007 Next Payment Due Date: 8/11/2007  
 Next Payment Amount: \$144,767.05 Next Payment Amount: \$13,380.39  
 Current Balance: \$122,202.44 \*

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

Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pay Invoice
9999235391	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
5559235391	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
7779235391	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
1239238713	8/11/07	0700182	1	NonElg		X		\$13,380.39	Pending	<input type="checkbox"/>
0009238713	8/11/07	0700182	1	NonElg				\$13,380.39	\$13,380.39	<input type="checkbox"/>
9999241709	11/01/07	700182	1	List Adj	NO-HMO	X		\$17,867.00	Pending	<input type="checkbox"/>

1. Introduction   4. Adjust Invoice   7. Del Payment  
 2. View Invoice   5. Pay History   8. Edit Payment  
 3. Pay Invoice   6. Add Payment<sup>(10)</sup>  
(X:0; Y:470)

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 eServices<sup>SM</sup>**

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

Account Summary Payment History Edit Payment Method Log Out

[Billing Help](#)

**Summary**  
 .1/2007

Customer: **Finser Corporation** Billing Customer Number: 102674  
 Next Payment Rec'd: 05/20/2007 Next Payment Due Date: 8/11/2007  
 Next Payment Amount: \$144,767.05 Next Payment Amount: \$13,380.39  
 Current Balance: \$122,202.44 \*

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

Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pay Invoice
9999235391	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input checked="" type="checkbox"/>
5559235391	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
7779235391	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
1239238713	8/11/07	0700182	1	NonElg		X		\$13,380.39	Pending	<input type="checkbox"/>
0009238713	8/11/07	0700182	1	NonElg				\$13,380.39	\$13,380.39	<input type="checkbox"/>
9999241709	11/01/07	700182	1	List Adj	NO-HMO	X		\$17,867.00	Pending	<input type="checkbox"/>
<b>Total:</b>								<b>\$510,790.20</b>	<b>\$156,936.44</b>	<b>1 of 1</b>

1. Introduction    4. Adjust Invoice    7. Del Payment  
 2. View Invoice    5. Pay History    8. Edit Payment  
 3. Pay Invoice    6. Add Payment <sup>(10)</sup>  
(X:0; Y:470)

Pay Right Boxes

Text Captions

Slide 1 - Slide 1

**Employer eServices<sup>sm</sup>**

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

Account Summary Payment History Edit Payment Method Log Out

Invoice Number: 9999235391  
 Invoice Date: Apr 11, 2007  
 Billing Customer Number: 102674  
 Bill Group: 1  
 Due Date: Apr 01, 2007

**Total Invoice Amount: \$5,472.09**

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

[Billing Help](#)

**Detail Activity**

Line	Charge Period	Description	Employee Count	Paid Employee Count	Volume	Paid Volume	Rate	Net Amount	Recalculated Amount Due
001	05/01/2007-05/31/2007	CHOICE - ASO - MISCELLANEOUS	75	75			\$45.00	\$3,375.00	\$0.00
002	05/01/2007-05/31/2007	VISION - MANAGED INDEMNITY	81	81			\$25.89	\$2,097.09	\$0.00
<b>Total Amount Due:</b>								<b>\$5,472.09</b>	
<b>Total Recalculated Amount:</b>								<b>\$0.00</b>	

**Text Captions**

You can pay an invoice one of two ways. On the Detail Activity screen you click the Pay Invoice button, or...

Slide 2 - Slide 2

**Employer eServices<sup>SM</sup>**

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

Account Summary Payment History Edit Payment Method Log Out

Invoice Number: 9999235391  
 Invoice Date: Apr 11, 2007  
 Billing Customer Number: 102674  
 Bill Group: 1  
 Due Date: Apr 01, 2007

**Total Invoice Amount: \$5,472.09**

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

[Billing Help](#)

**Detail Activity**

Line	Charge Period	Description	Employee Count	Paid Employee Count	Volume	Paid Volume	Rate	Net Amount	Recalculated Amount Due
001	05/01/2007-05/31/2007	CHOICE - ASO - MISCELLANEOUS	75	75			\$45.00	\$3,375.00	\$0.00
002	05/01/2007-05/31/2007	VISION - MANAGED INDEMNITY	81	81			\$25.89	\$2,097.09	\$0.00
<b>Total Amount Due:</b>								<b>\$5,472.09</b>	
<b>Total Recalculated Amount:</b>								<b>\$0.00</b>	

**Text Captions**

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

Slide 3 - Slide 3

**Employer eServices<sup>sm</sup>**

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

Account Summary Payment History Edit Payment Method Log Out

Invoice Number: 9999235391  
 Invoice Date: Apr 11, 2007  
 Billing Customer Number: 102674  
 Bill Group: 1  
 Due Date: Apr 01, 2007

**Total Invoice Amount: \$5,472.09**

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

[Billing Help](#)

**Detail Activity**

Line	Charge Period	Description	Employee Count	Paid Employee Count	Volume	Paid Volume	Rate	Net Amount	Recalculated Amount Due
001	05/01/2007-05/31/2007	CHOICE - ASO - MISCELLANEOUS	75	<input type="text" value="75"/>		<input type="text"/>	\$45.00	\$3,375.00	\$0.00
002	05/01/2007-05/31/2007	VISION - MANAGED INDEMNITY	81	<input type="text" value="81"/>		<input type="text"/>	\$25.89	\$2,097.09	\$0.00
<b>Total Amount Due:</b>									<b>\$5,472.09</b>
<b>Total Recalculated Amount:</b>									<b>\$0.00</b>

Text Captions

Slide 4 - Slide 4

**Employer eServices<sup>SM</sup>**

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

Account Summary Payment History Edit Payment Method Log Out

**Summary** [Billing Help](#)

1/2007

Customer: **Finsler Corporation** Billing Customer Number: 102674  
 Next Payment Rec'd: 05/20/2007 Next Payment Due Date: 8/11/2007  
 Next Payment Amount: \$144,767.05 Next Payment Amount: \$13,380.39  
 Current Balance: \$122,202.44 \*

**Invoices:** [View Closed Invoices](#)

Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pay Invoice
<a href="#">9999235391</a>	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input checked="" type="checkbox"/>
<a href="#">5559235391</a>	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input checked="" type="checkbox"/>
<a href="#">7779235391</a>	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input checked="" type="checkbox"/>
<a href="#">1239238713</a>	8/11/07	0700182	1	NonElg		X		\$13,380.39	Pending	<input type="checkbox"/>
<a href="#">0009238713</a>	8/11/07	0700182	1	NonElg				\$13,380.39	<u>\$13,380.39</u>	<input type="checkbox"/>
<a href="#">9999241709</a>	11/01/07	700182	1	List Adj	NO-HMO POS	X		\$17,867.00	Pending	<input type="checkbox"/>
<b>Total:</b>								<b>\$510,790.20</b>	<b>\$156,936.44</b>	

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

**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 5 - Slide 5

**Employer eServices<sup>SM</sup>**

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

Account Summary Payment History Edit Payment Method Log Out

[Billing Help](#)

**Summary**  
 .1/2007

Customer: **Finsler Corporation** Billing Customer Number: 102674  
 Next Payment Rec'd: 05/20/2007 Next Payment Due Date: 8/11/2007  
 Payment Amount: \$144,767.05 Next Payment Amount: \$13,380.39  
 Current Balance: \$122,202.44 \*

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

Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pay Invoice
<a href="#">9999235391</a>	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input checked="" type="checkbox"/>
<a href="#">5559235391</a>	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
<a href="#">7779235391</a>	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
<a href="#">1239238713</a>	8/11/07	0700182	1	NonElg		X		\$13,380.39	Pending	<input type="checkbox"/>
<a href="#">0009238713</a>	8/11/07	0700182	1	NonElg				\$13,380.39	<del>\$13,380.39</del>	<input type="checkbox"/>
<a href="#">9999241709</a>	11/01/07	700182	1	List Adj	NO-HMO POS	X		\$17,867.00	Pending	<input type="checkbox"/>
<b>Total:</b>								<b>\$510,790.20</b>	<b>\$156,936.44</b>	<b>1 of 1</b>

Previous 1 Next > [Show All](#) [Pay Selected Invoices](#)

Text Captions



Slide 6 - Slide 6

**Employer eServices<sup>SM</sup>**

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
4/11/07	9999235391	4/01/07	1	\$5,472.09	\$5,472.09	- none -

**Total Payment:** \$5,472.09

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: #2 only - Test access \* 2034 Payment Date: 06/08/2007

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

Continue Cancel

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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 7 - Slide 7

The screenshot shows the Employer eServices web interface. At the top, there is a navigation menu with links for Enrollment, ID Cards, Claims, Billing (highlighted), Reports, Banking, ManageAccess, Help, Training, and Tutorials. Below this is a sub-menu with Account Summary (highlighted), Payment History, and Edit Payment Method, along with 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
4/11/07	9999235391	4/01/07	1	\$5,472.09	\$5,000.00	-- none --

Below the table, a "Total Payment:" section shows a total of \$5,000.00. A message states: "Please select a Reason Code for each line where the amount paid is not equal to the amount due." Below this, a warning reads: "Please ensure that this payment will be received in accordance with the terms specified in your contract." The "Payment Account:" is set to "#2 only - Test access \* 2034" and the "Payment Date:" is "06/08/2007". 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 8 - Slide 8

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
4/11/07	9999235391	4/01/07	1	\$5,472.09	\$5,000.00	-- none --

Below the table, a "Total Payment:" field shows \$5,000.00. 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". The "Payment Account" is set to "#2 only - Test access \* 2034" and the "Payment Date" is "06/08/2007". "Continue" and "Cancel" buttons are visible at the bottom of the form.

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 Log Out. 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
4/11/07	9999235391	4/01/07	1	\$5,472.09	\$5,000.00	-- none --

Below the table, a "Total Payment:" field shows \$5,000.00. 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 "#2 only - Test access \* 2034" and the "Payment Date:" is 06/08/2007. 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 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 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
4/11/07	9999235391	4/01/07	1	\$5,472.09	\$5,000.00	Pending rate changes

Below the table, a "Total Payment:" field shows \$5,000.00. 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 details include: Payment Account: "#2 only - Test access \* 2034", Payment Date: "06/08/2007", and a note: "Please Note: Payments submitted after 5PM Eastern Time will be processed on the next business day." Buttons for "Continue" and "Cancel" are visible. At the bottom, a footer contains the text: "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 Billing interface. At the top, there is a navigation menu with options: Enrollment, ID Cards, Claims, Billing, Reports, Banking, ManageAccess, Help, Training, and Tutorials. Below this, a sub-menu includes 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 lists invoice details:

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
4/11/07	9999235391	4/01/07	1	\$5,472.09	\$5,000.00	Pending rate changes

Below the table, a 'Total Payment' section shows a total of \$5,000.00. A note states: 'Please select a Reason Code for each line where the amount paid is not equal to the amount due.' Below this, a warning message reads: 'Please ensure that this payment will be received in accordance with the terms specified in your contract'. The 'Payment Account' is set to '#2 only - Test access \* 2034' and the 'Payment Date' is '06/08/2007'. A note specifies: 'Please Note: Payments submitted after 5PM Eastern Time will be processed on the next business day.' 'Continue' and 'Cancel' buttons are visible at the bottom of the form.

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 12 - Slide 12

The screenshot displays the Employer eServices web application interface. At the top, the logo 'Employer eServices<sup>sm</sup>' is visible. A navigation bar includes links for Enrollment, ID Cards, Claims, Billing (highlighted), Reports, Banking, ManageAccess, Help, Training, and Tutorials. Below this, a secondary bar contains 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
4/11/07	9999235391	4/01/07	1	\$5,472.09	\$5,000.00	Pending rate changes

Below the table, a 'Total Payment:' field shows '\$5,000.00'. 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' is set to '#2 only - Test access \* 2034' and the 'Payment Date' is '06/08/2007'. 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 contains the text: '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 13 - Slide 13

The screenshot shows the Employer eServices web application. 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
4/11/07	9999235391	4/01/07	1	\$5,472.09	\$5,000.00	Pending rate changes

Below the table, a 'Total Payment:' section shows \$5,000.00. 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' is set to '#2 only - Test access \* 2034' and the 'Payment Date' is '06/08/2007'. A 'Please Note' message indicates that payments submitted after 5PM Eastern Time will be processed on the next business day. 'Continue' and 'Cancel' buttons are visible at the bottom of the form.

Text Captions

Click the Continue button.



Slide 14 - Slide 14

**Employer eServices<sup>SM</sup>**

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
4/11/07	9999235391	4/01/07	1	\$5,472.09	\$5,000.00	Pending rate changes
				<b>Total Payment:</b>	<b>\$5,000.00</b>	

< 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: #2 only - Test access\* 2034 Payment Date: 06/08/2007 Please Note: Payments submitted after 5PM Eastern Time will be processed on the next business day.

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**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 15 - Slide 15

Employer eServices<sup>sm</sup>

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
CF0000014114	06/08/2007	#2 only - Test access * 2034

Print

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
4/11/07	9999235391	4/01/07	1	\$5,472.09	\$5,000.00	Pending rate changes
<b>Total Payment:</b>					<b>\$5,000.00</b>	

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

[Return to Account Summary](#)

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**Text Captions**

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

Slide 16 - Slide 16

Employer eServices<sup>SM</sup>

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
CF0000014114	06/08/2007	#2 only - Test access * 2034

Print

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
4/11/07	9999235391	4/01/07	1	\$5,472.09	\$5,000.00	Pending rate changes
<b>Total Payment:</b>					<b>\$5,000.00</b>	

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

[Return to Account Summary](#)

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 31 - Slide 31

**Employer eServices<sup>sm</sup>**

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
CF0000014114	06/08/2007	#2 only - Test access * 2034

Print

Invoice Date	Invoice Number	Due Date	Bill Group	Total Amount Due	Amount Paid	Reason Code
4/11/07	9999235391	4/01/07	1	\$5,472.09	\$5,000.00	Pending rate changes
<b>Total Payment:</b>					<b>\$5,000.00</b>	

< Previous 1 Next > Show All 1 of 1

Return to Account Summary

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

1. Introduction 4. Adjust Invoice 7. Del Payment  
 2. View Invoice 5. Pay History 8. Edit Payment  
 3. Pay Invoice 6. Add Payment <sup>(10)</sup>  
(X:0; Y:470)

**Text Captions**

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

Slide 33 - Slide 33

**Employer eServices<sup>SM</sup>**

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

Account Summary Payment History Edit Payment Method Log Out

[Billing Help](#)

**Summary**  
 .1/2007

Customer: **Finser Corporation** Billing Customer Number: 102674  
 Next Payment Rec'd: 05/20/2007 Next Payment Due Date: 8/11/2007  
 Next Payment Amount: \$144,767.05 Next Payment Amount: \$13,380.39  
 Current Balance: \$122,202.44 \*

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

Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pay Invoice
9999235391	4/01/07	0700182	1	Self		(X:372;Y:320)		\$5,472.09	Pending	<input type="checkbox"/>
5559235391	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
7779235391	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
1239238713	8/11/07	0700182	1	NonElg		X		\$13,380.39	Pending	<input type="checkbox"/>
0009241965	11/01/07	700182	1	List	NO-HMO POS			\$143,556.05	\$143,556.05	<input type="checkbox"/>

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

[1. Introduction](#) [4. Adjust Invoice](#) [7. Del Payment](#)  
[2. View Invoice](#) [5. Pay History](#) [8. Edit Payment](#)  
[3. Pay Invoice](#) [6. Add Payment](#) <sup>(10)</sup>  
(X:0; Y:470)

**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 34 - Slide 34

Employer eServices<sup>sm</sup>

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

Account Summary Payment History Edit Payment Method Log Out

[Billing Help](#)

**Summary**  
 .1/2007

Customer: **Finser Corporation** Billing Customer Number: 102674  
 Next Payment Rec'd: 05/20/2007 Next Payment Due Date: 8/11/2007  
 Next Payment Amount: \$144,767.05 Next Payment Amount: \$13,380.39  
 Current Balance: \$122,202.44 \*

**Invoices:** [View Closed Invoices](#)

Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pay Invoice
<a href="#">0009241965</a>	4/01/07	0700182	1	Self		X		\$5,472.09	Pending	<input type="checkbox"/>
<a href="#">5559235393</a>	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
<a href="#">7779235391</a>	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
<a href="#">1239238713</a>	8/11/07	0700182	1	NonElg		X		\$13,380.39	Pending	<input type="checkbox"/>
<a href="#">0009241965</a>	11/01/07	700182	1	List	NO-HMO POS			\$143,556.05	\$143,556.05	<input type="checkbox"/>

1. Introduction   4. Adjust Invoice   7. Del Payment  
 2. View Invoice   5. Pay History   8. Edit Payment  
 3. Pay Invoice   6. Add Payment <sup>10)</sup>  
(X:0; Y:470)

To make an adjustment to a Self Billed invoice, click on a Self Invoice Type policy number link to access the Invoice Detail screen.

**Text Captions**

To make an adjustment to a Self Billed invoice, click on a Self Invoice Type policy number link to access the Invoice Detail screen.

Slide 35 - Slide 35

**Employer eServices<sup>SM</sup>**

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

Account Summary Payment History Edit Payment Method Log Out

Invoice Number: 9999235391  
 Invoice Date: Apr 11, 2007  
 Billing Customer Number: 102674  
 Bill Group: 1  
 Due Date: Apr 01, 2007

**Total Invoice Amount: \$5,472.09**

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

**Detail Activity**

Line	Charge Period	Description	Employee Count	Paid Employee Count	Volume	Paid Volume	Rate	Net Amount	Recalculated Amount Due
001	05/01/2007-05/31/2007	CHOICE - ASO - MISCELLANEOUS	75	75			\$45.00	\$3,375.00	\$0.00
002	05/01/2007-05/31/2007	VISION - MANAGED INDEMNITY	81	81			\$25.89	\$2,097.09	\$0.00

**Total Amount Due: \$5,472.09**  
**Total Recalculated Amount: \$0.00**

1. Introduction 4. Adjust Invoice 7. Del Payment  
 2. View Invoice 5. Pay History 8. Edit Payment  
 3. Pay Invoice 6. Add Payment<sup>(10)</sup>  
 (X:0; Y:470)

From the Detail Activity screen, click the Request Adjustment button.

**Text Captions**

From the Detail Activity screen, click the Request Adjustment button.

Slide 36 - Slide 36

The screenshot shows the Employer eServices Billing interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Billing, and ManageAccess. Below this, there are sub-links for Account Summary, Payment History, and Edit Payment Method, along with a Log Out button. The main content area displays a confirmation 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 red box highlights the text "Highlight Box" with a blue arrow pointing to it. In the bottom right corner, a blue-bordered box contains a text caption explaining the confirmation notice. At the bottom left, there is a grid of navigation buttons for various billing actions.

**Employer eServices<sup>SM</sup>**

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

Account Summary Payment History Edit Payment Method Log Out

**Thank you for your request**

You will receive an email notifying you that your Adjustment Invoice is ready for viewing in 2-3 business days.

Highlight Box

Billing Help

1. Introduction 4. Adjust Invoice 7. Del Payment  
2. View Invoice 5. Pay History 8. Edit Payment  
3. Pay Invoice 6. Add Payment<sup>10)</sup>  
(X:0; Y:470)

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 37 - Slide 37

**Employer eServices<sup>SM</sup>**

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

Account Summary Payment History Edit Payment Method Log Out

Invoice Number: 9999235391  
 Invoice Date: Apr 11, 2007  
 Billing Customer Number: 102674  
 Bill Group: 1  
 Due Date: Apr 01, 2007

**Total Invoice Amount: \$5,472.09**

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

[Billing Help](#)

**Detail Activity**

Line	Charge Period	Description	Employee Count	Paid Employee Count	Volume	Paid Volume	Rate	Net Amount	Recalculated Amount Due
001	05/01/2007-05/31/2007	CHOICE - ASO - MISCELLANEOUS	75	75			\$45.00	\$3,375.00	\$0.00
002	05/01/2007-05/31/2007	VISION - MANAGED INDEMNITY	81	81			\$25.89	\$2,097.09	\$0.00

**Total Amount Due: \$5,472.09**  
**Total Recalculated Amount: \$0.00**

1. Introduction 4. Adjust Invoice 7. Del Payment  
 2. View Invoice 5. Pay History 8. Edit Payment  
 3. Pay Invoice 6. Add Payment <sup>10)</sup>  
 (X:0; Y:470)

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

**Text Captions**

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

Slide 38 - Slide 38

**Employer eServices<sup>SM</sup>**

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

Account Summary Payment History Edit Payment Method Log Out

[Billing Help](#)

**Summary**  
 .1/2007

Customer: **Finsler Corporation** Billing Customer Number: 102674  
 Next Payment Rec'd: 05/20/2007 Next Payment Due Date: 8/11/2007  
 Payment Amount: \$144,767.05 Next Payment Amount: \$13,380.39  
 Current Balance: \$122,202.44 \*

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

Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pay Invoice
9999235391	4/01/07	0700182	1	Self		X	Highlight Box	\$5,472.09	Pending	<input type="checkbox"/>
5559235391	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
7779235391	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
1239238713	8/11/07	0700182	1	NonElg		X		\$13,380.39	Pending	<input type="checkbox"/>
0009241965	11/01/07	700182	1	List	NO-HMO POS		Highlight Box	\$143,556.05	\$143,556.05	<input type="checkbox"/>

1. Introduction   4. Adjust Invoice   7. Del Payment  
 2. View Invoice   5. Pay History   8. Edit Payment  
 3. Pay Invoice   6. Add Payment <sup>10)</sup>  
(X:0; Y:470)

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

Text Captions

X

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

Slide 39 - Slide 39

**Employer eServices<sup>SM</sup>**

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

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

**Summary**  
 .1/2007  
 Customer: **Finser Corporation**  
 Next Payment Rec'd: 05/20/2007  
 Next Payment Amount: \$144,767.05  
 Billing Customer Number: 102674  
 Next Payment Due Date: 8/11/2007  
 Next Payment Amount: \$13,380.39  
 Current Balance: \$122,202.44 \*

**Invoices:** [View Closed Invoices](#)

Invoice Num	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment(s) Pending	Adjustment Pending	Amount	Outstanding Balance	Pay Invoice
9999235391	4/01/07	0700182	1	Self		X		\$5,472.09	Pending	<input type="checkbox"/>
5559235391	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
7779235391	4/01/07	0700182	1	Self				\$5,472.09	Pending	<input type="checkbox"/>
1239238713	8/11/07	0700182	1	NonElg		X		\$13,380.39	Pending	<input type="checkbox"/>
0009241965	11/01/07	700182	1	List	NO-HMO POS		X	\$143,556.05	\$143,556.05	<input type="checkbox"/>

1. Introduction 4. Adjust Invoice 7. Del Payment  
 2. View Invoice 5. Pay History 8. Edit Payment  
 3. Pay Invoice 6. Add Payment <sup>10)</sup>  
(X:0; Y:470)

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

**Text Captions**

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

Slide 40 - Slide 40

**Employer eServices<sup>SM</sup>**

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

Account Summary **Payment History** Edit Payment Method

**Payment History** [Billing Help](#)

<a href="#">Payment ID</a>	<a href="#">Payment Date</a>	<a href="#">Date Received</a>	<a href="#">Confirmation Number</a>	<a href="#">Account</a>	<a href="#">Policy</a>	<a href="#">Bill Group</a>	<a href="#">Amount</a>	<a href="#">Status</a>
<a href="#">TBD</a>	5/23/07		CF0000011909	Online Direct Debit - 8147	00K0045 00K0046	1	\$5.38	Scheduled
<a href="#">TBD</a>	5/22/07		CF0000011710	Online Direct Debit - 4343	00K0045 00K0046	1	\$2,421.52	Scheduled
<a href="#">CF0000008314</a>	5/03/07	5/11/07	CF0000008314	Online Direct Debit - 4343	00K0045 00K0046	1	\$605.38	Complete
<a href="#">QTP157174</a>	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 41 - Slide 41

**Employer eServices<sup>SM</sup>**

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
<a href="#">TBD</a>	5/23/07		CF0000011909	Online Direct Debit - 8147	00K0045 00K0046	1	\$5.38	Scheduled
<a href="#">TBD</a>	5/22/07		CF0000011710	Online Direct Debit - 4343	00K0045 00K0046	1	\$2,421.52	Scheduled
<a href="#">CF0000008314</a>	5/03/07	5/11/07	CF0000008314	Online Direct Debit - 4343	00K0045 00K0046	1	\$605.38	Complete
<a href="#">QTP157174</a>	3/21/07	3/21/07			00K0045 00K0046	1	\$605.38	Complete

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

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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 42 - Slide 42

**Employer eServices<sup>SM</sup>**

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

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

**Payment History** [Billing Help](#)

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

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

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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 43 - Slide 43

Employer eServices<sup>SM</sup>

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	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

< Previous 1 Next > Show All

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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 44 - Slide 44

The screenshot shows the Employer eServices Billing History page. 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 (highlighted), and Edit Payment Method. A Log Out button is also present. The main content area is titled 'Payment History' and contains a table with columns: Payment ID, Payment Date, Date Received, Confirmation Number, Account, Policy, Bill Group, Amount, and Status. The first row has a red box around the 'TBD' Payment ID and a yellow box around the 'TBD' Payment Date with a text input field and a hint 'Type hint text here'. A blue box at the bottom right contains the text: 'Click on a Payment ID link to view the details of that payment.' At the bottom of the page, there is a footer with a link to the Internet Service Agreement and Contact Us.

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	Type hint text here		F0000011710	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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**Text Captions**

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

Type hint text here



Slide 45 - Slide 45

The screenshot displays the Employer eServices Billing interface. At the top, there is a navigation menu with options: Enrollment, ID Cards, Claims, Billing, Reports, Banking, ManageAccess, Help, Training, and Tutorials. Below this, a sub-menu includes Account Summary, Payment History, and Edit Payment Method, with a Log Out button on the right.

The main content area shows the following details:

- Confirmation Number: CF0000011909
- 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

A '< Back' button is located in the top right corner of the details section.

Below the details is a section titled 'Invoices Included in Payment' containing a table:

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

A red highlight box is drawn around the 'Activity Date' cell (05/23/2007) and the 'Invoice Date' cell (05/23/2007). A tooltip is visible over the 'Activity Date' cell, displaying: 'Highlight Box (91 x 45) Scheduled (X:140; Y:350)'.

At the bottom of the page is a 'Payment Activity Log' section with a table:

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

A blue-bordered text box is overlaid on the right side of the screenshot, containing the text: '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 46 - Slide 46

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, Edit Payment Method, and Log Out. The main content area is titled "Payment History" and contains a table with the following data:

Payment ID	Payment Date	Date Received	Confirmation Number	Account	Policy	Bill Group	Amount	Status
<a href="#">TBD</a>	5/23/07		CF0000011909	Online Direct Debit - 8147	00K0045 00K0046	1	\$5.38	Scheduled
<a href="#">TBD</a>	5/22/07		CF0000011710	Online Direct Debit - 4343	00K0045 00K0046	1	\$2,421.52	Scheduled
<a href="#">CF0000008314</a>	5/03/07	5/11/07	CF0000008314	Online Direct Debit - 4343	00K0045 00K0046	1	\$605.38	Complete
<a href="#">QTP157174</a>	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 with a blue border contains the text: "To add a payment account, select the Edit Payment Method menu option." At the bottom left, 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 47 - Slide 47

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, and Edit Payment Method (highlighted with a mouse cursor), along with a Log Out button. The main content area is titled 'Payment History' and features a table with the following data:

Payment ID	Payment Date	Date Received	Confirmation Number	Account	Policy	Bill Group	Amount	Status
<a href="#">TBD</a>	5/23/07		CF0000011909	Online Direct Debit - 8147	00K0045 00K0046	1	\$5.38	Scheduled
<a href="#">TBD</a>	5/22/07		CF0000011710	Online Direct Debit - 4343	00K0045 00K0046	1	\$2,421.52	Scheduled
<a href="#">CF0000008314</a>	5/03/07	5/11/07	CF0000008314	Online Direct Debit - 4343	00K0045 00K0046	1	\$605.38	Complete
<a href="#">QTP157174</a>	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.'

**Text Captions**

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

Slide 48 - Slide 48

**Employer eServices<sup>SM</sup>**

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 49 - Slide 49

**Employer eServices<sup>SM</sup>**

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
<a href="#">CMA Payment Method</a>	Pay On-Line	Checking	273738389	*****0333	390021 - 1
<a href="#">test 234</a>	Pay On-Line	Checking	999999998	*****7777	390021 - 1

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

Highlight Box

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

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**Text Captions**

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

Slide 50 - Slide 50



**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 51 - Slide 51

Employer eServices<sup>sm</sup>

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.  
390021 - 1

Update Delete Cancel

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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 52 - Slide 52

Employer eServices<sup>SM</sup>

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 53 - Slide 53

**Employer eServices<sup>SM</sup>**

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 54 - Slide 54

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 sub-navigation bar with Account Summary, Payment History, and Edit Payment Method (which is highlighted). A Log Out button is also present. The main content area has a heading 'Edit Payment Account Information' and a note: 'At this time, ONLY Checking accounts are accepted for online and scheduled direct debit payments.' The form contains several fields: Description (Test Account 1), Payment Type (dropdown menu with 'Pay Online', 'Pay On Highlight Bar', and 'Scheduled Direct Debit' options), Account Type (Scheduled Direct Debit), Transit Number, and Account Number. A Billing Customer Number - Bill Group field contains '390021 - 1'. There are Update, Delete, and Cancel buttons at the bottom of the form. 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 55 - Slide 55

Employer eServices<sup>SM</sup>

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:

Transit Number:  \*

Account Number:  \*

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

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

**Text Captions**

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

Slide 56 - Slide 56

**Employer eServices<sup>SM</sup>**

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 58 - Slide 58

Employer eServices<sup>SM</sup>

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 1 \*

Payment Type: Pay Online

Account Type: Checking

Transit Number: 55555555 \*

Account Number: 55555555 \*

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 59 - Slide 59

**Employer eServices<sup>SM</sup>**

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

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.

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**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 60 - Slide 60

Employer eServices<sup>SM</sup>

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
<a href="#">CMA Payment Method</a>	Pay On-Line	Checking	273738389	*****0333	390021 - 1
<a href="#">test 234</a>	Pay On-Line	Checking	999999998	*****7777	390021 - 1
<a href="#">Test Account 1</a>	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 61 - Slide 61

**Employer eServices<sup>SM</sup>**

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
<a href="#">CMA Payment Method</a>	Pay On-Line	Checking	273738389	*****0333	390021 - 1
<a href="#">test 234</a>	Pay On-Line	Checking	999999998	*****7777	390021 - 1
<b>Highlight Box</b>	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 62 - Slide 62

**Employer eServices<sup>SM</sup>**

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 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 63 - Slide 63

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 64 - Slide 64

**Employer eServices<sup>SM</sup>**

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

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

**Edit Payment Method List** [Billing Help](#)

<a href="#">Description</a>	<a href="#">Payment Type</a>	<a href="#">Account Type</a>	<a href="#">Transit Number</a>	<a href="#">Account Number</a>	<a href="#">Billing Customer Number - Bill Group</a>
<a href="#">CMA Payment Method</a>	Pay On-Line	Checking	273738389	*****0333	390021 - 1
<a href="#">test 234</a>	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 65 - Slide 65

**Employer eServices<sup>SM</sup>**

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
<a href="#">CMA Payment Method</a>	Pay On-Line	Checking	273738389	*****0333	390021 - 1
<b>test 234</b>	Pay On-Line	Checking	999999998	*****7777	390021 - 1

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

Add

**1. Introduction** **4. Adjust Invoice** **7. Del Payment**  
**2. View Invoice** **5. Pay History** **8. Edit Payment**  
**3. Pay Invoice** **6. Add Payment**<sup>(10)</sup>  
(X:0; Y:470)

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 66 - Slide 66

**Employer eServices<sup>SM</sup>**

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

1. Introduction	4. Adjust Invoice	7. Del Payment
2. View Invoice	5. Pay History	8. Edit Payment
3. Pay Invoice	6. Add Payment <sup>(10)</sup> (X:0; Y:470)	

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 67 - Slide 67

Employer eServices<sup>SM</sup>

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: Pay Online

Transit Number: 000000000000000000 \*

Account Number: 7777777777777777 \*

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

Update Delete Cancel

1. Introduction 4. Adjust Invoice 7. Del Payment  
2. View Invoice 5. Pay History 8. Edit Payment  
3. Pay Invoice 6. Add Payment<sup>(10)</sup>  
(X:0; Y:470)

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 68 - Slide 68

**Employer eServices<sup>SM</sup>**

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

1. Introduction 4. Adjust Invoice 7. Del Payment  
2. View Invoice 5. Pay History 8. Edit Payment  
3. Pay Invoice 6. Add Payment<sup>(10)</sup>  
(X:0; Y:470)

Click the Update button.

**Text Captions**

Click the Update button.



Slide 69 - Slide 69

**Employer eServices<sup>SM</sup>**

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

**Highlight Box** Cancel

1. Introduction 4. Adjust Invoice 7. Del Payment  
2. View Invoice 5. Pay History 8. Edit Payment  
3. Pay Invoice 6. Add Payment <sup>10)</sup>  
(X:0; Y:470)

Verify your updates and click OK to submit.

**Text Captions**

Verify your updates and click OK to submit.

Slide 70 - Slide 70

**Employer eServices<sup>SM</sup>**

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
<a href="#">CMA Payment Method</a>	Pay On-Line	Checking	273738389	*****0333	390021 - 1
<a href="#">test 234</a>	Scheduled Direct Debit	Checking	4915998	*****7777	390021 - 1

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

Add

1. Introduction 4. Adjust Invoice 7. Del Payment  
 2. View Invoice 5. Pay History 8. Edit Payment  
 3. Pay Invoice 6. Add Payment <sup>(10)</sup>  
(X:0; Y:470)

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

**Text Captions**

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

Slide 71 - Slide 71

The screenshot shows the Employer eServices interface. At the top left is the logo "Employer eServices®". The main content area displays the text "Congratulations! You have completed the Self Billed Billing Tutorial". At the bottom left is a navigation menu 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 is a text box with a blue border containing a congratulatory message: "Congratulations! You've completed the Self Billed 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 Self Billed 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 Self Billed Billing Tutorial**