

EmployerAccess

Online Billing Set Up Instructions

Your Online Group Billing account gives you the convenience and control to:

- Go paperless
- Pay your bills online with just a few clicks
- Review your invoices and view 17 months of past invoices
- Download or print invoices for your records

Get started with 3 easy steps!



Getting started

Online Billing Set Up Instructions

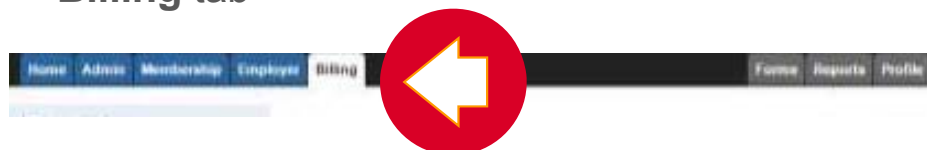
To set up your Online Group Billing account, all you need is:

- EmployerAccess (a.k.a. Employer Portal) User ID and Password
- An email address that transaction confirmation can be sent to
- Bank information:
 - Financial institution name
 - Full address
 - Account type
 - Routing number
 - Account number
 - Account owner name

To begin set up:

- Login to [EmployerAccess](#)

- From the home page, select the **Billing** tab

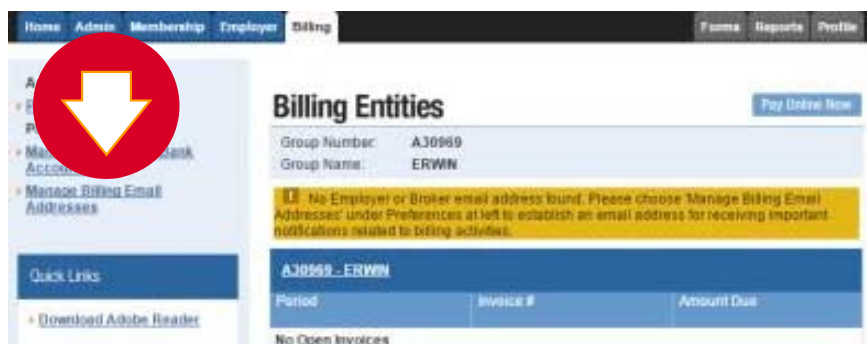


Step 1.

Adding Email Contact Info

From the Billing Entities page, add an email address that transaction confirmations can be sent to.

- Select **Manage Billing Email Addresses**



The screenshot shows the 'Billing Entities' page. In the left sidebar, under the 'Billing' tab, the 'Manage Billing Email Addresses' link is highlighted with a red circle and a white arrow. The main content area shows details for Group Number A30969 and Group Name ERWIN. A yellow message box states: 'No Employer or Broker email address found. Please choose Manage Billing Email Addresses under Preferences at left to establish an email address for receiving important notifications related to billing activities.' Below this, there is a table with columns 'Period', 'Invoice #', and 'Amount Due', and a 'Pay Online Now' button.

- Select **Add Group Email**



The screenshot shows the 'Manage Billing Email Addresses' page. At the top, it displays 'Group Number: A30969' and 'Group Name: ERWIN'. A message states: 'The email addresses listed below will receive notifications, alerts, and transaction confirmations that are related to billing activities only.' Below this is a table with columns 'Email Address' and 'Contact Type'. The table is empty with the message 'No Email Addresses found.' at the bottom. A red circle with a white arrow points to the 'Add Group Email' button in the bottom right corner.

If email transaction confirmations for all billing entities can go to the same person, define the contact here:

- Fill in the email address



The screenshot shows the 'Add Group Email Address' form. It includes fields for 'Group Number' (A30969) and 'Group Name' (ERWIN). Below these, a message says 'Please enter the new email address'. There are two required fields: 'Email Address' and 'Contact Type' (a dropdown menu currently showing 'Select One'). A legend indicates that an asterisk (*) denotes a required field. At the bottom are 'Submit Email' and 'Cancel' buttons.

- Select **Contact Type**: *Broker or Employer*
- Select **Submit Email**

Please verify the email address on the **Manage Billing Email Address** page.

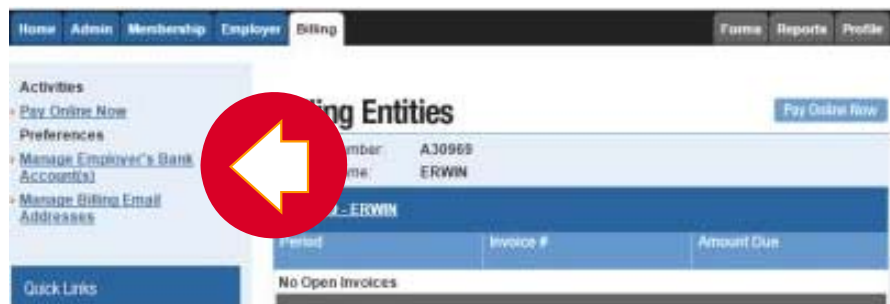
Note: If email transaction confirmations for a particular billing entity need to go to someone else, use the **Add Billing Entity Email** option.

Step 2.

Adding Bank Account Info

From the Billing Entities page, continue setting up online billing by adding a bank account.

- Select **Manage Employer's Bank Account(s)**



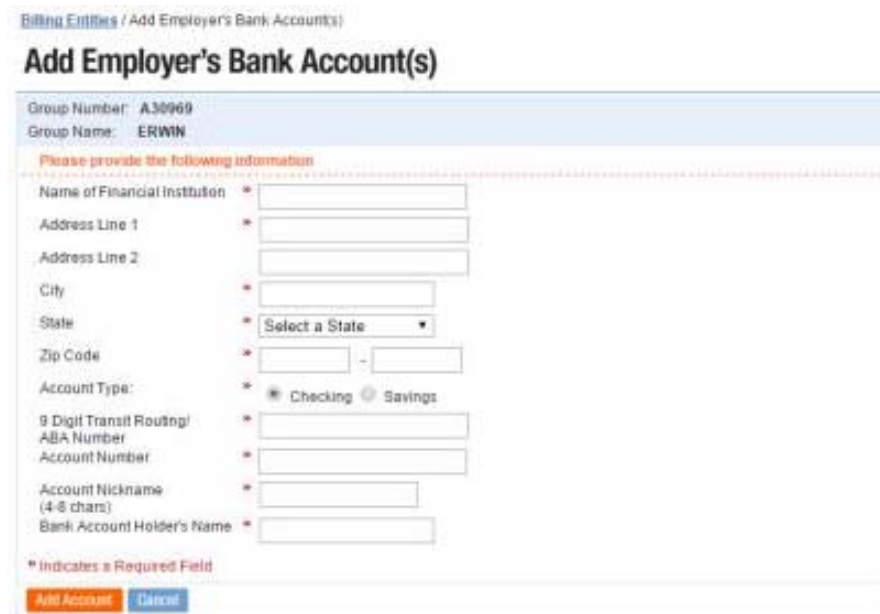
The screenshot shows the 'Billing Entities' page. In the left sidebar, under 'Activities', the link 'Manage Employer's Bank Account(s)' is highlighted. A red circle with a white arrow points to this link. The main content area shows details for Group Number A30969 and Group Name ERWIN, with a table for 'Current Bank Accounts' that is currently empty.

- Select **Add New Account**



The screenshot shows the 'Manage Employer's Bank Account(s)' page. At the bottom right, there is a button labeled 'Add New Account'. A red circle with a white arrow points to this button. The page also displays the group information and a table for current bank accounts.

Name of Financial Institution, Account Type, Number and Holder Name are among the required fields. The routing number will be verified by the system.



The screenshot shows the 'Add Employer's Bank Account(s)' form. The form includes fields for Group Number (A30969), Group Name (ERWIN), and a section for providing bank information. Required fields are marked with a red asterisk (*): Name of Financial Institution, Address Line 1, Address Line 2, City, State (dropdown), Zip Code, Account Type (radio buttons for Checking and Savings), 9 Digit Transit Routing/ABA Number, Account Number, Account Nickname (4-8 chars), and Bank Account Holder's Name. A legend at the bottom indicates that the red asterisk denotes a required field. Buttons for 'Add Account' and 'Cancel' are at the bottom.

- Select **Add Account** to view and print your **Confirmation** page

Congratulations!
You're ready to pay online.

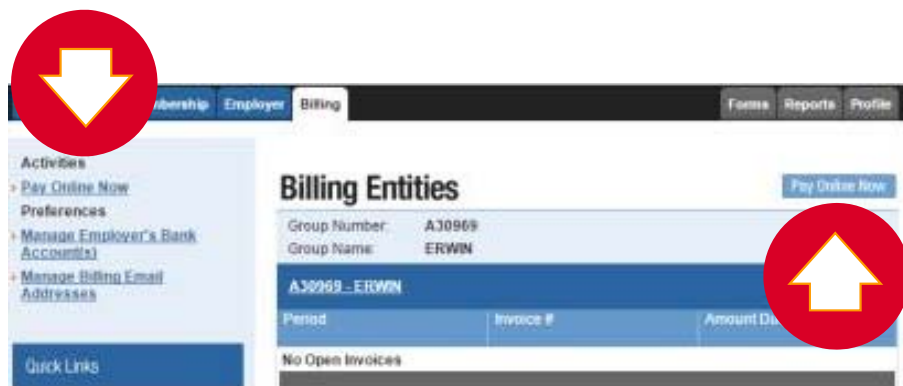
Step 3.

Paying Balances Online

With the Pay Online option, you can cover multiple invoices with one payment – look for the Pay Online Now button.

Select the desired payment amount, the account from which to pay, then confirm your information on the authorization screen.

- Select Pay Online Now



- Choose the best option under **Select Payment Amount Entry Method**
- Select **Continue**

Billing Entities / Pay Online Now

Pay Online Now

Step 1: Select Payment Step 2: Select Accounts Step 3: Authorize Payment

Group Number: A30969
Group Name: ERWIN

Payment Information

Select Payment Amount Entry Method

☐ Pay for all open items: \$0.00
☐ Select Invoice(s) to pay
☐ Enter amount to pay

Use this feature to make a one time immediate payment for your billing entity(ies). To schedule a payment for a future date, use the "Schedule Payments" link on each billing entity's Open Invoices page (not available for self billed entities).

Continue Cancel

- Next, you will be able to select a bank account and authorize your payment. You will receive confirmation that the payment is being sent.

Note: If your group is set up with Electronic Funds Transfer (EFT), the option to pay online for that billing entity will appear after the EFT is cancelled. You are still required to pay all invoices in a timely manner in accordance with the terms of your group contract.

Step 4.

Convenient Online Billing Options

Never forget to pay an invoice – schedule a payment!

- Enter the payment date in the **First Payment Date** field in a MM/DD/YYYY sequence. See scheduling note on-screen.
- Select a payment frequency and **Continue**

Billing Entities / Open Invoices / Scheduled Payment(s)

Schedule Payment(s)

Step 1: Schedule Payment(s) | Step 2: Select Payment Amount | Step 3: Select Accounts | Step 4: Authorize Payment(s)

Billing Entity Number: A30969
Billing Entity Name: ERWIN

Payment Information

Please note: A payment should be scheduled at least 2 days before its due date. Payment of less than the total amount owed or late payment may negatively affect your coverage. Please refer to the terms and conditions of your contract for further information.
Tip: To avoid paying more than 1 bill at a time, set the date for recurring monthly payments to fall after your current bill is available and before next month's bill is generated. Utilizing the "Have system determine amount" option will cause the system to pay for any and all invoices that are present on the date the payment is initiated.

Payment for Billing Entity Number:

First Payment Date: (MM/DD/YYYY) Tip: If the last day of the month is selected, future monthly payments will also be the last calendar day of each month.

Payment Frequency: ☐ calendar day, no end date ☐ calendar day for months (Enter 2 to 99) ☐ One time only

Employer Notes: (355 char max)
Employer Notes are provided for your convenience and are not reviewed by your insurance company or bank.

* Indicates a Required Field

Continue **Cancel**

Note: Scheduling a payment must be done at least 1 day in the future. Once the payment has been submitted, the payment cannot be canceled.

Go paperless to read, view, download or print invoices at your convenience – instead of waiting for the mail.

It's another easy way to simplify record keeping on your terms.

- Choose **Electronic Bills Only** and select **Submit Changes**

Billing Entities / Open Invoices / Electronic Billing Preferences

Electronic Billing Preferences

Billing Entity Number: A30969
Billing Entity Name: ERWIN


Go paperless and reduce your office clutter

Customers have the option to receive electronic bills only and eliminate paper bills. You will receive email notification when a new bill is available online.

☐ Paper Bills & Electronic Bills ☒ Electronic Bills Only

Submit Changes **Cancel**

You will receive email notification when a new invoice is available online.

A solid orange rectangular bar with rounded corners, positioned in the top left corner of the slide.

**If you have questions about EmployerAccess or
Online Group Billing please contact your Enrollment & Billing team.**

Thank you for choosing Anthem.

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