

Accessing the Billing Portal

Manage your health insurance premium payments

Our payment portal gives you easy access to billing and payment history, invoice data, and payment details.

In the billing portal, you'll be able to...

Pay your premiums online each month or set up recurring payments

Manage the accounts you use to make payments

Review your invoices and access receipts

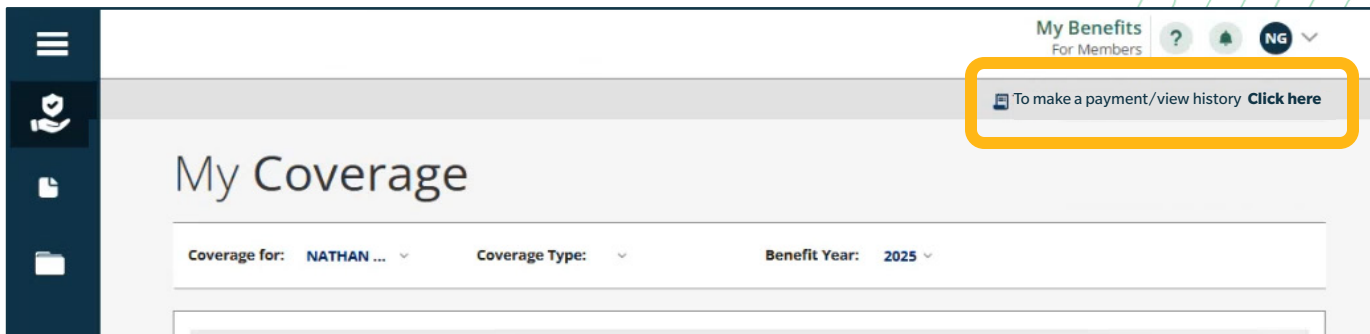
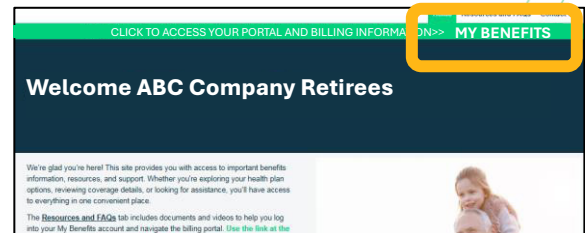
The screenshot shows a web interface with two main buttons at the top: "Pay Now" and "Manage Accounts". Below these is a section for "Invoice Type" with a radio button selected for "Retiree" and a "Total Amount Due: \$112.00". The main part of the interface is an "Account History" table. Three orange arrows point from the text boxes on the left to specific parts of the interface: one to the "Pay Now" button, one to the "Manage Accounts" button, and one to the "Receipt" and "PDF" links in the table's "Actions" column.

Transaction Identifier	Due Date	Coverage Month	Amount	Transaction Type	Transaction Date	Actions
96	11/1/2024	11/2024	\$112.00	Invoice	10/12/2024	
56			\$112.00	Payment	09/28/2024	Receipt
67	10/1/2024	10/2024	\$112.00	Invoice	09/12/2024	PDF

Accessing the Billing Portal

Access the portal by going to the website listed on the enclosed letter. From there, select My Benefits in the top right corner of the page.

Once you complete the My Benefits registration and login process, follow the link to the Billing Portal.



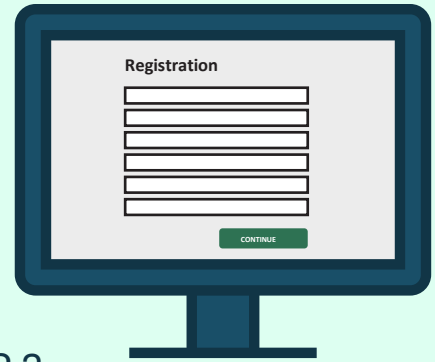
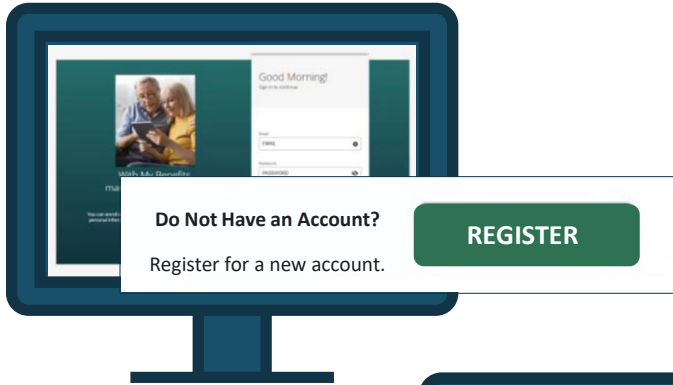
Flip over for help registering as a new user and logging in!

Accessing My Benefits

Registering Your Account

STEP 1

The first time you log in to My Benefits, you'll need to register for a new account.



STEP 2

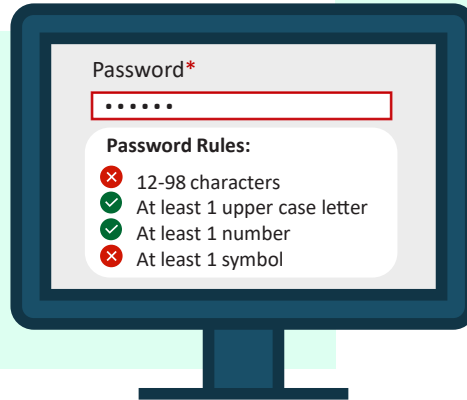
After you select "I'm the Member" then "Find My Account", you'll be asked to enter your:

- Name
- Date of Birth
- Zip Code (exactly as shown on the enclosed letter)
- Certificate Number

STEP 3

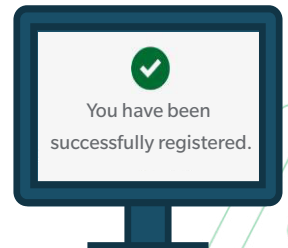
Enter your email and set up your password.

Pay close attention to the rules when creating your password. The system will help guide you.



STEP 4

You're all done - now you can log in!

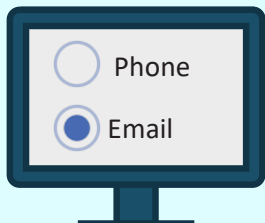


Logging In

When logging in, the system requires two-step verification to access the site.

STEP 1

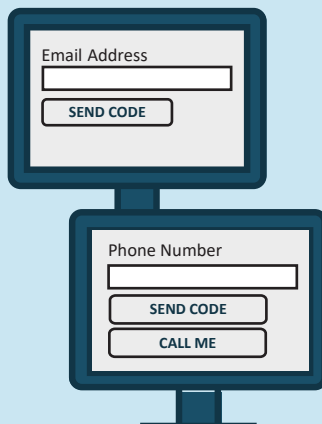
Choose how you'd like to receive the verification code.



If you didn't add your phone number while registering your account, you will be given the opportunity to add it here.

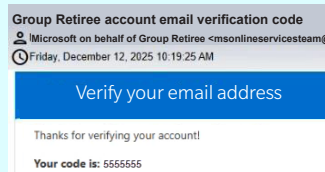
STEP 2

Once you've entered your phone number/confirmed your email, click to send the code.



STEP 3

You'll receive an email, text, or automated phone call with a verification code.



If you opted for email and don't receive a code within 5 minutes, check your junk or spam folder.

Only click "Send New Code" if you haven't received the email after 5 minutes.

STEP 4

Enter the verification code and click "Verify Code".



You're all set! See the front side of this flyer for a visual on how to access the billing portal.