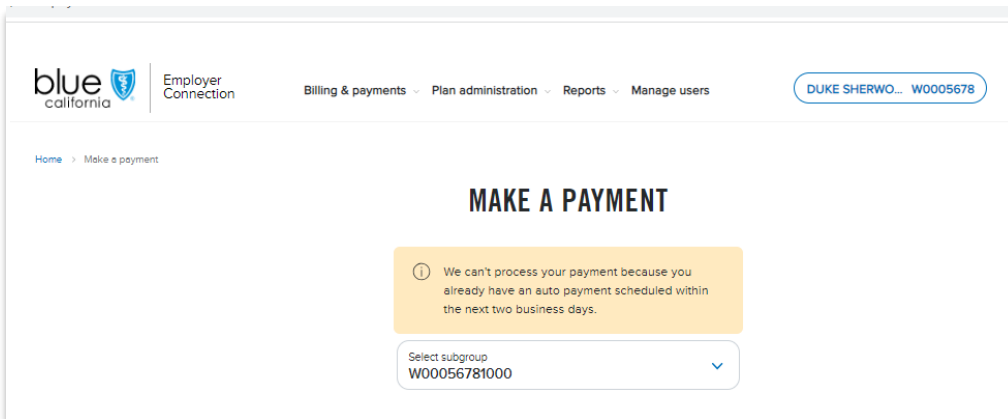
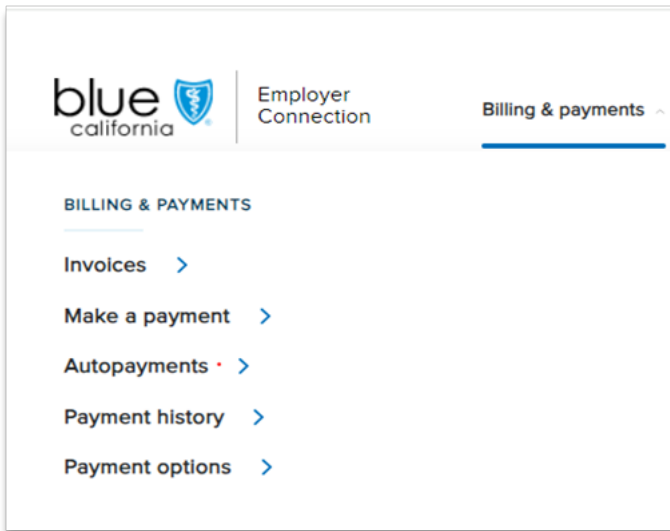


## Billing & Payments: Make a payment

At Blue Shield of California, we are dedicated to enhancing your management experience. The "Billing & Payments" page lets you efficiently make payments and we built this guide to help navigate that process.



**One-time payments:** Let's start with one-time payments by clicking on "Make a payment."

Billing & payments - Plan administration - Reports - Manage users

### MAKE A PAYMENT

Select subgroup  
W00056781000

Current billed amount \$15505.73  
Previous balance \$-1100.00  
Amount due ⓘ **\$14405.73**

Select bank account  
tetdg

Use a different bank account

Payment amount

Current billed amount (15505.73)  
 Amount due (14405.73)  
 Other amount:

Amount

I want to receive an email notification when payments are processed.

Continue

### Flexible payment amounts:

- The payment function allows for flexible amounts by choosing between "Current billed amount," "Amount due," or "Other amount."
- By selecting "Other amount" you can input your preferred amount. The system will ask to confirm the amount on the review page.

The payment amount you entered is greater than the total amount due. Do you want to proceed with this payment?

Cancel Continue

- If you exceed the due amount, a message gives you the choice to confirm or cancel.

WASHINGTON U... W0065256

Home > Make a payment

### REVIEW PAYMENT DETAILS

Subgroup	WASHINGTON UNIFIED SCHOOL DISTRICT W00652561000
Current billed amount	\$1599.66
Previous balance	\$142919.58
Amount due	\$144519.24
Payment amount	\$10.00
Bank account	TestWashScool2

You'll receive an email notification regarding this payment. Send an additional notification of this payment to the following email address.

Email

< Back Make payment

W00652561000

### Payment Successful

Payment was successfully submitted.

OK

WASHINGTON U... W0065256

Home > Make a payment

### PAYMENT CONFIRMATION

Thank you!

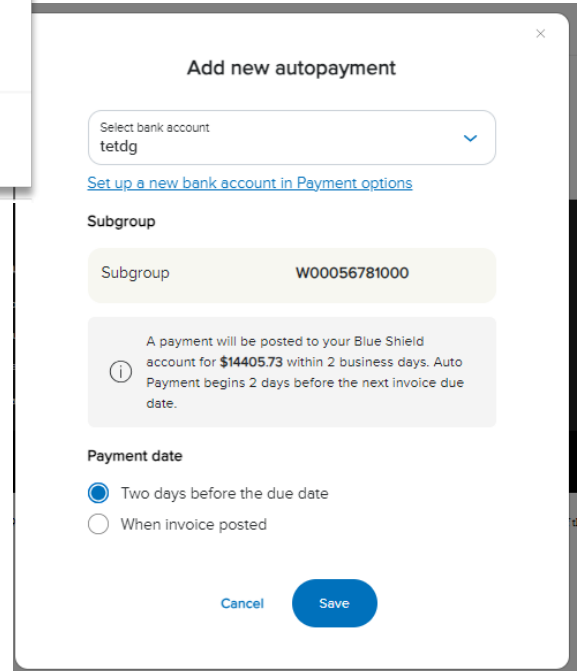
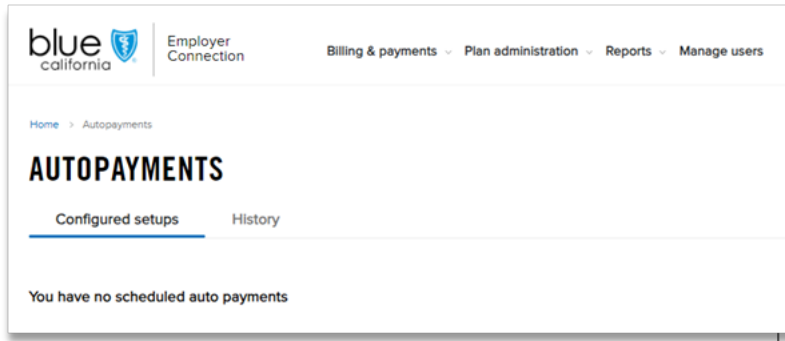
Your payment of \$1599.66 has been received and will be processed in 3-5 business days. After that time, check your payment history for status.

Subgroup	WASHINGTON UNIFIED SCHOOL DISTRICT W00652561000
Payment date	07/06/2023
Payment method	Checking Account TestWashScool2 ****5678

Print page Back to my invoices

#### Payment submission:

- Click "Make Payment" and a notification screen will verify a successful submission.
- After clicking "OK" you'll be directed to a payment confirmation page.
- Click "Print Page" to print a formatted payment confirmation for your records.
- The "Back to My Invoices" button returns you to your invoices.
- Add an extra email address during payment review to notify others in your organization.



## Autopayments:

Next, let's cover autopayment which is a great option for streamlined, simplified payment scheduling.

- If a payment is already scheduled, you'll be informed during the payment process. If no autopayments are currently configured, select "Add new autopayment" to create one.
- Then, choose your funding bank account, enter the subgroup number, and select the preferred payment date. When the process is completed, click "Save."

Home > Autopayments

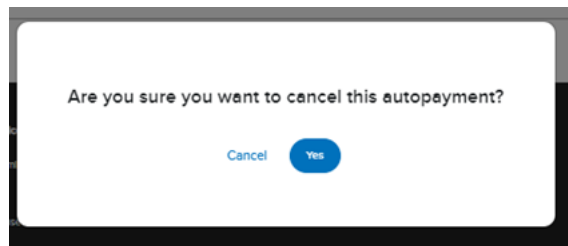
## AUTOPAYMENTS

[Add new autopayment](#)

[Export](#)

Subgroup	Last paid date	Last paid amount	Invoice due	Account nickname	Account number	Payment date	Action
W00543511000	06/08/2023	\$385,100.0	\$144.48	erereee	*****1111	Two days before due date	<a href="#">Cancel</a>

[Notice of grace period](#) [Appeals process](#)



### Cancelling autopayments:

- To cancel a scheduled autopayment, click the "Cancel" button under the "Action" column and confirm cancelation by clicking "Yes" in the pop-up window.
- When an autopayment is canceled it's moved to the "History" section.

### Sorting and cancelling autopayments for a subgroup:

- You can sort "Configured Setups" or "History" by categories like "Last paid date" and "Last paid amount."
- Sorting by "Subgroup" is the default option.
- Select the "Cancel" button to cancel the autopayment for the subgroup. A confirmation message appears to confirm or cancel this option.

The screenshot shows the 'AUTOPAYMENTS' section of the blue Employer Connection interface. At the top, there are navigation links for 'Billing & payments', 'Plan administration', 'Reports', and 'Manage users'. The user is logged in as 'FOX RENT A CA., W0054351'. The page has two tabs: 'Configured setups' and 'History', with 'History' selected. Below the tabs is a search bar with the text 'Find an autopayment by date range, action, or user name'. There are two date input fields: 'Start date (MM/DD/YYYY)' set to '07/06/2021' and 'End date (MM/DD/YYYY)' set to '07/06/2023'. There are also dropdown menus for 'Action' (set to 'ALL') and 'Username' (set to 'ALL'). A blue 'Search' button is located to the right of the filters. Below the search bar is an 'Export' button. The results section shows 'Showing 1 - 7 of 7 Results' and a '25 results per page' dropdown. The table below has the following data:

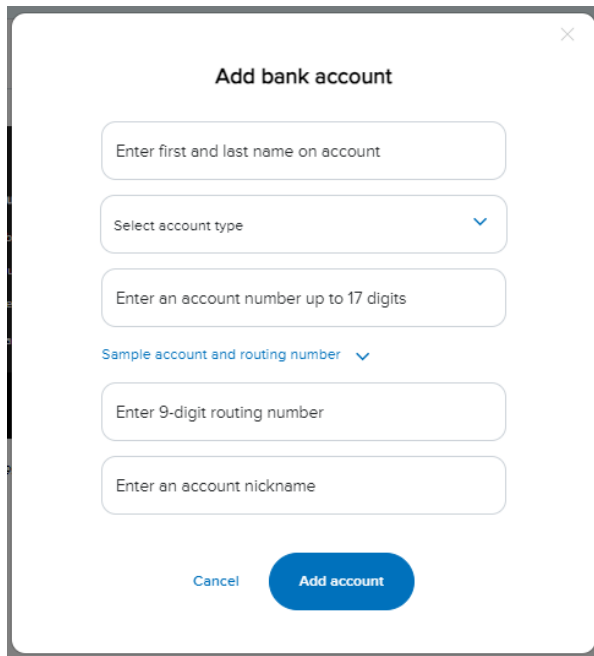
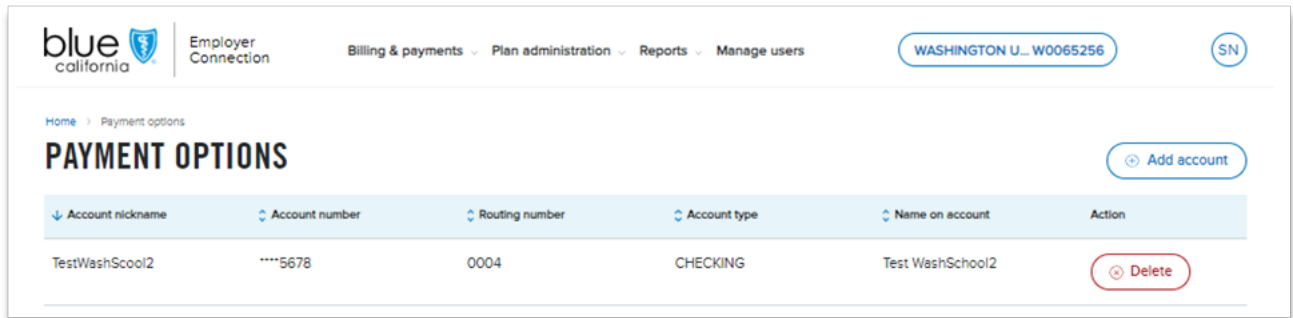
Date	Username	Subgroup	Bank number	Bank routing	Action
05/09/2023	Testgen01	W00543511000	*****2992	0004	Created
06/08/2023	Testgen01	W00543511000	*****2992	0004	Canceled
06/08/2023	Testgen01	W00543511000	*****6789	0004	Created
06/19/2023	Testgen01	W00543511000	*****6789	0004	Canceled
06/26/2023	Testgen01	W00543511000	*****2992	0004	Created
06/28/2023	Testgen01	W00543511000	*****2992	0004	Canceled
06/28/2023	Testgen01	W00543511000	*****1111	0004	Created

**Manage and track autopayments:**

- Click the "Export" button below the blue "Search" button to export payment details to an Excel file.
- You can use filters such as "Date", "Username," and "Subgroups" to sort through the autopayments history list.
- You can view search results in sets of 25, 50, or 100 per page.
- Stay informed with the grace period policy, linked at the bottom.

**Payment history options:**

- In the "Payment History" section, search for completed, canceled, or pending payments.
- Click the "Export" button on the right side of the page to export the autopayment history list to an Excel file. Then you can sort the fields by "Subgroup" and "Paid date."



**Manage payment options:**

- Manage bank accounts from the "Payment Options" section in the "Billing and payments" menu.
- There, you can easily view, sort, add, or delete accounts.

We hope this guide has provided insights into the billing and payment process. If you have any questions or need further assistance, please refer to this guide or contact [Employer Services](#) for assistance.