

Set up eBilling for easier down payment of binder checks!

Now there's a more convenient way to pay a group's initial premium deposit – and their regular monthly invoices. We're pleased to offer electronic funds transfer (eBilling), which saves time for you and your clients.

For initial premium deposit

1. Complete and submit the [Authorized Clearing House \(ACH\) Authorization Form](#), which authorizes Tufts Health Plan to make an electronic funds transfer to withdraw the first month's deposit premium for your client. This form is also now part of our Employer Application for both Small and Large Groups:

[MA Small Group Employer Application](#)
[MA Large Group Employer Application](#)

[RI Small Group Employer Application](#)
[RI Large Group Employer Application](#)

2. Attach a voided business check or a clear image of a voided business check.

For regular monthly invoices

eBilling provides groups with a choice of three easy ways to pay their regular monthly invoices. They can:

- Make a one-time payment at any time.
- Set up automatic bank drafts – funds are automatically withdrawn every month on the invoice due date (e.g. 1st of the month, 15th of the month).
- Set up monthly recurring payments – funds are automatically withdrawn every month on whatever day the employer chooses.

To enroll in eBilling, a group needs to follow these steps:

1. Complete and submit the Authorized Clearing House (ACH) Authorization Form. To opt-in for eBilling, the group should leave the second space BLANK at the bottom of the form. It states, "Initial here if you do **not** wish to be set up for eBilling access, which will allow you to make future monthly payments electronically."
2. Attach a voided business check or a clear image of a voided business check.
3. Complete and submit the [Web Authorization Form](#).
4. Call us at our billing phone queue number: **866-300-1712**.

Or the group can grant you access to set up eBilling on their behalf.

If you or your clients have any questions about eBilling, please contact your sales executive.