

eBilling User guide

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What is eBilling?

eBilling is an online billing solution that provides the ability to view bills and make payments online.

eBilling allows you to:

- Receive and process bills quicker than waiting for paper invoices
- Ability to setup different payment methods
- Utilize multiple bank accounts
- View invoice summaries and member detail to reconcile bills

This guide will inform you on how to use the different features within eBilling to help you easily set up and make online payments.

Navigating through the application:

Please use the previous button to navigate through the application. Please use the Previous Button.

Previous

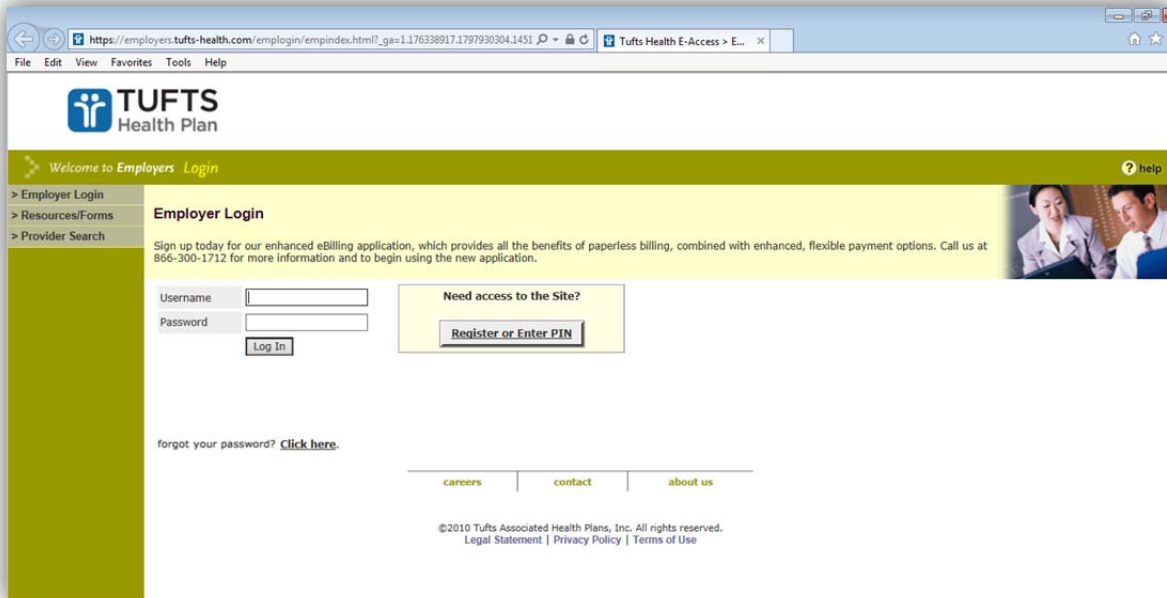
You can also click on the tabs to move to another screen



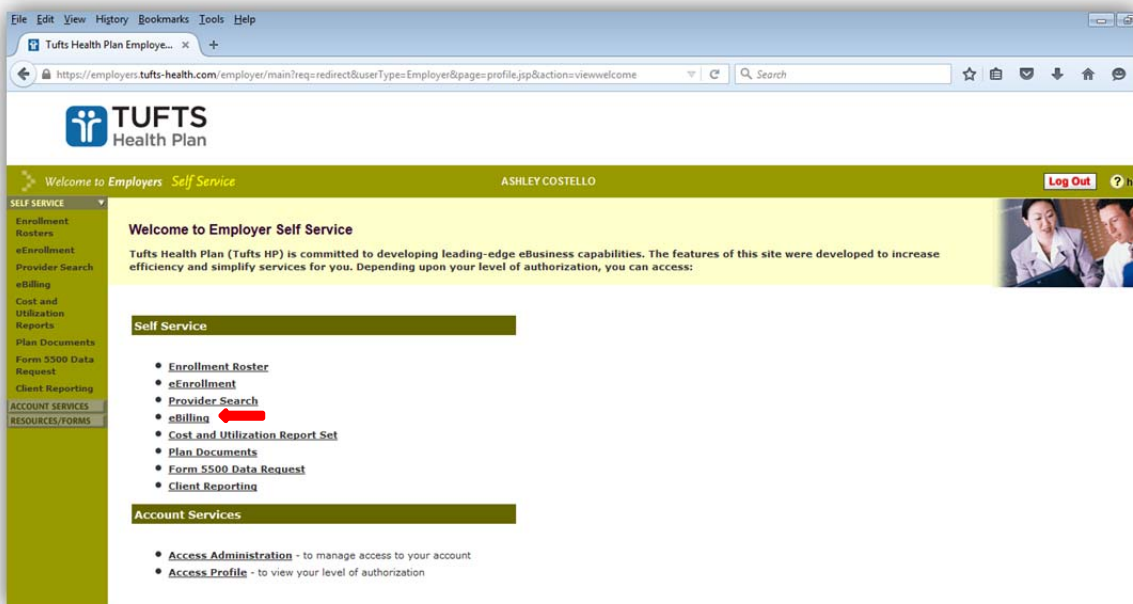
Billing History

HOW TO ACCESS eBILLING:

You can access eBilling through our online secure [Employer Portal](#).



Once you arrive at the home screen of the Employer Portal, **click on the eBilling** link.



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You'll arrive at the Monthly Statement page within the application if you manage one account.

The screenshot shows the 'Billing Summary' tab selected. It displays account information for 'WEB GROUP TEST' with Corp ID '030117073040'. A summary of all invoices shows a total of \$0.24 due on 2/1/2016. A 'Make a Payment' button and a link to 'Scheduled Payments/Payment History' are visible. A 'Due Date Search' dropdown is set to 2/1/2016. The 'Monthly Statement' section contains a table with the following data:

Invoice Number	000000003530955
Group Number	50316000
Previous Total Amount Due	\$0.53
Payments Received After 12/19/2015	\$0.00
Cash Adjustments After 12/19/2015	\$(0.53)
Current Invoice Total 2/1/2016 - 2/29/2016	\$0.13
Total Invoice Amount Due	\$0.13

Links for 'PDF Version' and 'Subscriber Detail' are located at the bottom right of the table.

If you manage multiple accounts, you'll arrive at a page with a list of accounts by corporation ids. Once you click on a corporation id, you'll land on the Monthly Statement Page.

The screenshot shows the 'Company List' page in the Tufts Health Plan BrokerLink application. The page header includes the Tufts Health Plan logo and the BrokerLink tagline 'Connect. Communicate. Relate.'. The main content area is titled 'Company List' and features a table with the following data:

Corp. ID
000000000001
000000000002
000000000003

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Monthly Statement Overview: The monthly statement provides at a glance overview of your account. From this page, you can make a payment, view your bill as a PDF, or review subscriber detail.

Billing Summary **Billing History**

WEB GROUP TEST
Corp ID: 030117073040

Summary of all Invoices: \$0.24
Due Date: 2/1/2016

Due Date Search: 2/1/2016

[Make a Payment](#)

[Scheduled Payments/Payment History](#)

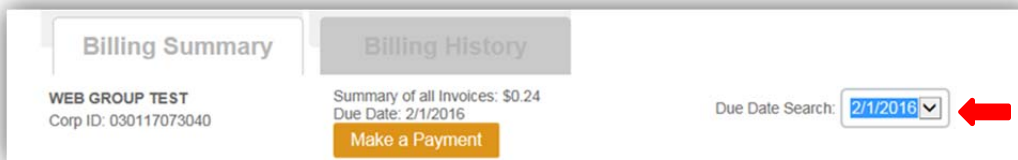
Monthly Statement

Invoice Number	000000003530955
1 Group Number	50316000
2 Previous Total Amount Due	\$0.53
3 Payments Received After 12/19/2015	\$0.00
4 Cash Adjustments After 12/19/2015	\$(0.53)
5 Current Invoice Total 2/1/2016 - 2/29/2016	\$0.13
6 Total Invoice Amount Due	\$0.13

[PDF Version](#)
[Subscriber Detail](#)

- 1 Group Number: Unique Tufts Health Plan number generated for your group
- 2 Previous Total Amount Due: Amount due prior to the current invoice
- 3 Payments Received After 12/4/2015: Shows amounts that were received after invoice data. This refers to payments received in between previous invoice (01/01/16) and current invoice (02/01/16).
- 4 Cash adjustments After 12/4/2015: If subscribers became effective or terminated, the transaction would be adjusted in the amount. This refers to cash adjustments made in between previous invoice (01/01/16) and current invoice (02/01/16).
- 5 Current Invoice Total: This is the amount due for the current invoice
- 6 Total Amount Due: This is the total amount due on your account including previous and current invoices

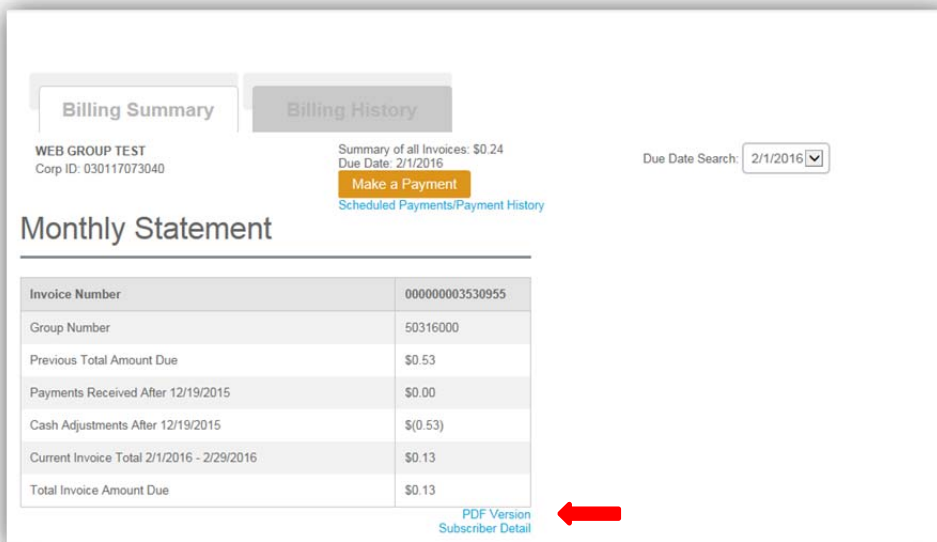
The drop down allows you to view your previous invoices up to the most current invoice



The image shows a web interface with two tabs: "Billing Summary" and "Billing History". Under "Billing Summary", it displays "WEB GROUP TEST" and "Corp ID: 030117073040". To the right, it shows "Summary of all Invoices: \$0.24" and "Due Date: 2/1/2016", with an orange "Make a Payment" button below. Further right is a "Due Date Search:" label followed by a dropdown menu currently set to "2/1/2016". A red arrow points to this dropdown menu.

View your invoice as a PDF:

To view your invoice as a PDF, simply click on **PDF Version**



The image shows a "Monthly Statement" page. It includes the same header information as the previous screenshot. Below the header is a table with the following data:

Invoice Number	000000003530955
Group Number	50316000
Previous Total Amount Due	\$0.53
Payments Received After 12/19/2015	\$0.00
Cash Adjustments After 12/19/2015	\$(0.53)
Current Invoice Total 2/1/2016 - 2/29/2016	\$0.13
Total Invoice Amount Due	\$0.13

Below the table, there are two links: "PDF Version" and "Subscriber Detail". A red arrow points to the "PDF Version" link.

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Your invoice will appear in another tab within your browser window. You can download this and email it to your accounting department or you print and cut the bottom of the invoice, attach a check and mail us your payment.

The screenshot shows a web browser window with the address bar displaying <https://tufts.staging.cnxmarketplace.com/eBilling/1/Modules/eBilling/BillingStatement/Generate>. The browser has tabs for 'Billing Summary' and 'tufts.staging.cnxmarketpla...'. The page content includes:

Group Number	50316-000
Due Date	Feb 1, 2016
Invoice Number	000000003530955
Period Covered	Feb 1, 2016 TO Feb 29, 2016
Invoice Date	Jan 9, 2016

WEB GROUP TEST
THOMAS MAHONEY FINANCIAL OPS
705 MOUNT AUBURN ST
WATERTOWN, MA 02472-0000

Payment Address:
Tufts Health Plan
PO BOX 9224
Chelsea, MA 02150-9224

Statement of Account:

Previous Amount Due	\$0.53
Payments Received After 12/19/2015	\$0.00
Cash Adjustments After 12/19/2015	(\$0.53)
Current Invoice 2/1/2016 - 2/29/2016	\$0.13
TOTAL AMOUNT DUE	\$0.13

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PLEASE PAY TOTAL AMOUNT DUE

IF THERE ARE ANY QUESTIONS REGARDING PREMIUM PAYMENTS OR ENROLLMENT,
CALL THE ENROLLMENT & PREMIUM BILLING DEPARTMENT AT (800) 818-4388

Invoice Includes Enrollment and Payment Activity Processed Through Jan 9, 2016

Please detach and remit payment, keep top portion for your records

☐ Address or contact name change? Please mark box and see reverse side.

No one does more to keep you healthy.

Total Amount Due	Current Invoice Amount	Due Date	Invoice Number	Period Covered		Group Number
				From	To	
\$0.13	\$0.13	Feb 1, 2016	000000003530955	2/1/2016	2/29/2016	50316-000

WEB GROUP TEST
THOMAS MAHONEY FINANCIAL OPS
705 MOUNT AUBURN ST
WATERTOWN, MA 02472-0000

Please mail this portion
with your check to :

Amount Remitted

Tufts Health Plan
PO BOX 9224
Chelsea, MA 02150-9224

50316000000000000000353095561000020099000000001300000000133



TUFTS
Health Plan

On the Make a Payment page, you can do the following actions:

1. Add new banking information
2. Edit your current banking information
3. Make a payment

WEB GROUP TEST

Payment Setup:

Select a bank account:*

Select invoices you would like to pay with this account

Select	Invoice #	Current Due	Total Due
<input type="checkbox"/>	000000003530955	\$0.13	\$0.13
<input type="checkbox"/>	000000003535682	\$0.11	\$0.11

Account Information:

Bank Name:*

ABA/Routing Number:*

Account Number:*

Account Type:*

Edit New

Previous

HOW TO SETUP A PAYMENT:

Click on the Make a Payment button on your Billing Summary page.

Billing Summary

Billing History

WEB GROUP TEST
Corp ID: 030117073040

Summary of all Invoices: \$0.24
Due Date: 2/1/2016

Due Date Search: 2/1/2016

Make a Payment

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Under Account Information, click on New

WEB GROUP TEST

Payment Setup:

Select a bank account:*

Account Information:

Bank Name:*

ABA/Routing Number: *

Account Number:*

Account Type:*

Select invoices you would like to pay with this account

Select	Invoice #	Current Due	Total Due
<input type="checkbox"/>	000000003530955	\$0.13	\$0.13
<input type="checkbox"/>	000000003535682	\$0.11	\$0.11

Edit New

Then enter your bank information, ABA/Routing Number (9 digits), Account Number (up to 11 digits), Account Type (Checking or Savings). Then click **Save**

WEB GROUP TEST

Payment Setup:

Select a bank account:*

Account Information:

Bank Name:*

Bank of Test

ABA/Routing Number: *

123456789

Account Number:*

111111111111| x

Account Type:*

Checking

Previous

Cancel Save

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Once your payment is setup, you'll notice the bank information on the left hand side under select a bank account

WEB GROUP TEST

Payment Setup:

Select a bank account:*

- Bank of America
- Bank of America
- Bank of America
- Bank of America
- Bank of America

Bank of America

Select Invoice # Current Due Total Due

<input type="checkbox"/>	000000003530955	\$0.13	\$0.13
<input type="checkbox"/>	000000003535682	\$0.11	\$0.11

Account Information:

Bank Name:*

Bank of Test

ABA/Routing Number: *

123456789

Account Number:*

11111111111

Account Type:*

Checking

Previous

Cancel Save

The system automatically stores your banking information. You can set up multiple bank accounts for payment.

HOW TO MAKE A PAYMENT:

All payments must be completed by 2pm EST in order for your bill to be paid on that day. If a payment is not made by 2pm, please select the next business day.

Select which bank account you'd like to make the payment from the drop box.

WEB GROUP TEST

Payment Setup:

Select a bank account:*
Bank of America

Account Information:

Bank Name:*
Bank of America

ABA/Routing Number: *
123456789

Account Number:*
11111111111

Account Type:*
Checking

Select invoices you would like to pay with this account

Select	Invoice #	Current Due	Total Due
<input type="checkbox"/>	000000003530955	\$0.13	\$0.13
<input type="checkbox"/>	000000003535682	\$0.11	\$0.11

Previous Edit Now

Then select which invoice you like to pay by clicking on the squares under select.

WEB GROUP TEST

Payment Setup:

Select a bank account:*
Bank of America

Account Information:

Bank Name:*
Bank of America

ABA/Routing Number: *
123456789

Account Number:*
11111111111

Account Type:*
Checking

Select invoices you would like to pay with this account

Select	Invoice #	Current Due	Total Due
<input checked="" type="checkbox"/>	000000003530955	\$0.13	\$0.13
<input type="checkbox"/>	000000003535682	\$0.11	\$0.11

Select payment type:*

Reset Save Edit Now

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Select your payment type:

Payment Setup:

Select a bank account:*

Select invoices you would like to pay with this account

Select	Invoice #	Current Due	Total Due
<input checked="" type="checkbox"/>	000000003448154	\$27,410.74	\$137,053.70
<input checked="" type="checkbox"/>	000000003448155	\$1,582.32	\$7,911.60
<input type="checkbox"/>	000000003449345	\$3,150.83	\$12,605.67
<input type="checkbox"/>	000000003449346	\$787.12	\$2,361.36
<input type="checkbox"/>	000000003449347	\$1,574.25	\$7,871.27

Select payment type:*

Monthly Recurring
Auto-draft
One Time Payment

Previous

Account Information:

Bank Name:*

ABA/Routing Number:*

Account Number:*

Account Type:*

Edit New

Recurring – This payment method allows you to make payments on the same day each month. You can set a date between 1-28th. The initial payment date cannot be a weekend date. This will withdraw the current invoice amount balance amount on the scheduled date.

Payment Setup:

Select a bank account:*

Select invoices you would like to pay with this account

Select	Invoice #	Current Due	Total Due
<input checked="" type="checkbox"/>	000000003530955	\$0.13	\$0.13
<input checked="" type="checkbox"/>	000000003535682	\$0.11	\$0.11

Select payment type:*

Monthly Recurring
Auto-draft
One Time Payment

Save

Account Information:

Bank Name:*

Test

ABA/Routing Number:*

123456789

Account Number:*

11111111111

Account Type:*

Checking

Edit New

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Autodraft – Allows you to use the invoice due date (1st or the 15th). This will withdraw the current invoice amount balance amount on the due date.

Payment Setup:

Select a bank account:*

Test

▼

Select invoices you would like to pay with this account

Select	Invoice #	Current Due	Total Due
<input checked="" type="checkbox"/>	00000003530955	\$0.13	\$0.13
<input type="checkbox"/>	00000003535682	\$0.11	\$0.11

Select payment type:*

Auto-draft

▼

This option can be used to pay future invoices only. The Current Amount Due will be pulled from your account on the next invoice Due Date.

Reset

Save

Previous

Account Information:

Bank Name:*

Test

ABA/Routing Number: *

123456789

Account Number:*

11111111111

Account Type:*

Checking

Edit

New

One time (quick pay) – allows you make a payment on the day you login to pay as long as it is before the cut-off date of 2pm EST. If you are making a payment after 2pm EST, please select the next business day. One-time payment allows you to pay your total due, current invoice, or other amount.

Select a bank account:*

Test

▼

Select invoices you would like to pay with this account

Select	Invoice #	Current Due	Total Due
<input checked="" type="checkbox"/>	00000003530955	\$0.13	\$0.13
<input type="checkbox"/>	00000003535682	\$0.11	\$0.11

Select payment type:*

One Time Payment

▼

This option can be used to pay past, current, or future invoices. If you make the payment after 2:00 EST, then you must use the next business day for your funds to be drawn.

Payment Date:*

MM/DD/YYYY

☐ Total Due: \$0.13

☐ Current Due: \$0.13

☐ Other:

Bank Name:*

Test

ABA/Routing Number: *

123456789

Account Number:*

11111111111

Account Type:*

Checking

Edit

New

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Then click **Save**.

Select	Invoice #	Current Due	Total Due
<input checked="" type="checkbox"/>	000000003530955	\$0.13	\$0.13
<input type="checkbox"/>	000000003535682	\$0.11	\$0.11

Account Number:*
1111111111

Account Type:*
Checking

Select payment type:*
One Time Payment

Payment Date:*
02/17/2016

☒ Total Due: \$0.13
☐ Current Due: \$0.13
☐ Other:

Reset Save **←** Previous Edit New

PAYMENT CONFIRMATION:

When you click save, you'll then be sent to the to the scheduled payment screen.

Scheduled Payment Payment History

WEB GROUP TEST
Corp ID: 030117073040

Select Invoices you would like to Edit or Cancel

Group Number	Invoice #	Bank Account	Payment Type	Date/Day	Payment	Actions
45967000	000000003535682	Test	One Time Payment	3/18/2016	0.11	Edit Cancel

Previous

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In addition, when you go back to the Make a Payment screen, you'll notice that the save button is grayed out. This also indicates that a payment was scheduled.

WEB GROUP TEST

Payment Setup:

Select a bank account:*

Test

Select invoices you would like to pay with this account

Select	Invoice #	Current Due	Total Due
<input checked="" type="checkbox"/>	000000003530955	\$0.13	\$0.13
<input type="checkbox"/>	000000003535682	\$0.11	\$0.11

Select payment type:*

Reset Save

Previous

Account Information:

Bank Name:*

Test

ABA/Routing Number: *

123456789

Account Number:*

11111111111

Account Type:*

Checking

Edit New

EDIT A PAYMENT:

To edit a payment, click on the edit button.

Scheduled Payment

Payment History

WEB GROUP TEST
Corp ID: 030117073040

Select Invoices you would like to Edit or Cancel

Group Number	Invoice #	Bank Account	Payment Type	Date/Day	Payment	Actions
45967000	000000003535682	Test	One Time Payment	3/18/2016	0.11	Edit cancel

Previous

This will bring you back to the make a payment screen to make any necessary changes.

Payment Setup:

Select a bank account:*

Test ☐

Select invoices you would like to pay with this account

Select	Invoice #	Current Due	Total Due
<input checked="" type="checkbox"/>	000000003535682	\$0.11	\$0.11

Select payment type:*

One Time Payment ☐

This option can be used to pay past, current, or future invoices. If you make the payment after 2:00 PM EST, then you must use the next business day for your funds to be drawn.

Payment Date:*

☐ Total Due: \$0.11
☒ Current Due: \$0.11
☐ Other:

Account Information:

Bank Name:*

Test

ABA/Routing Number: *

123456789

Account Number:*

11111111111

Account Type:*

Checking

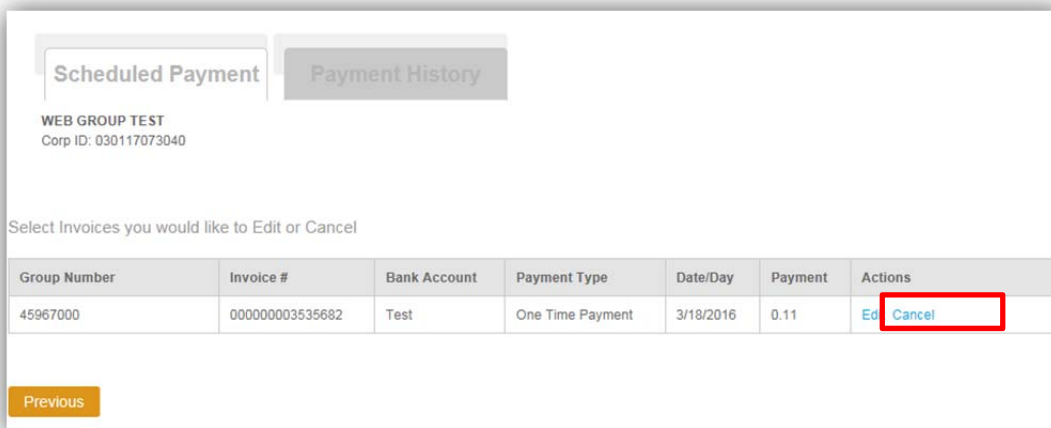
Edit

New

CANCEL A PAYMENT:

You can only use this functionality for payments scheduled in the future. If you are trying to cancel a payment setup on the same day, please contact us and we will assist you.

Click on the cancel button.



Scheduled Payment **Payment History**

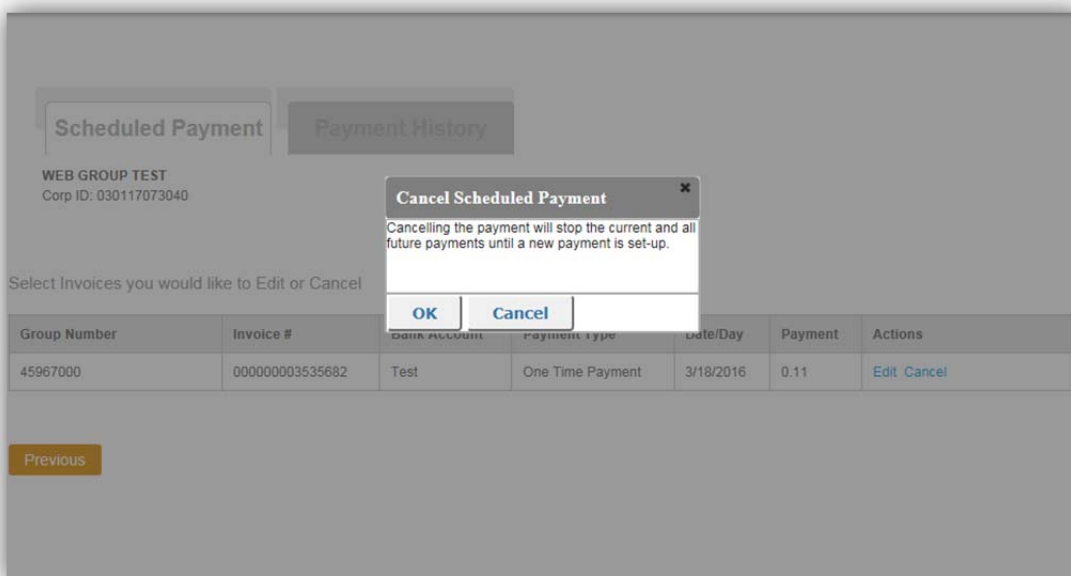
WEB GROUP TEST
Corp ID: 030117073040

Select Invoices you would like to Edit or Cancel

Group Number	Invoice #	Bank Account	Payment Type	Date/Day	Payment	Actions
45967000	000000003535682	Test	One Time Payment	3/18/2016	0.11	Edit Cancel

[Previous](#)

When you click cancel, the below prompt will appear to ensure that you want to cancel the current and all future scheduled payments. Simply click the cancel button.



Scheduled Payment **Payment History**

WEB GROUP TEST
Corp ID: 030117073040

Select Invoices you would like to Edit or Cancel

Cancel Scheduled Payment
Cancelling the payment will stop the current and all future payments until a new payment is set-up.
[OK](#) [Cancel](#)

Group Number	Invoice #	Bank Account	Payment Type	Date/Day	Payment	Actions
45967000	000000003535682	Test	One Time Payment	3/18/2016	0.11	Edit Cancel

[Previous](#)

PAYMENT HISTORY:

You can get to the payment history page by clicking on the Scheduled Payment/Payment History link on the Monthly Statement Page.

The screenshot shows the 'Monthly Statement' page. At the top, there are two tabs: 'Billing Summary' and 'Billing History'. Below the 'Billing Summary' tab, it says 'WEB GROUP TEST' and 'Corp ID: 030117073040'. To the right, it says 'Summary of all Invoices: \$0.24' and 'Due Date: 2/1/2016'. There is a 'Due Date Search:' dropdown menu set to '2/1/2016'. Below this, there is an orange button labeled 'Make a Payment' and a blue link labeled 'Scheduled Payments/Payment History' with a red arrow pointing to it. The 'Monthly Statement' title is at the bottom left.

Or by selecting the Payment history tab

The screenshot shows the 'Payment History' tab selected. At the top, there are two tabs: 'Scheduled Payment' and 'Payment History'. Below the 'Payment History' tab, it says 'WEB GROUP TEST' and 'Corp ID: 030117073040'. A red arrow points to the 'Payment History' tab.

The payment history page shows the group number, invoice number, Bank account, Payment type, date and the payment amount.

The screenshot shows the 'Payment History' page. At the top, there are two tabs: 'Scheduled Payment' and 'Payment History'. Below the 'Payment History' tab, it says 'WEB GROUP TEST' and 'Corp ID: 030117073040'. Below this is a table with 6 columns: Group Number, Invoice #, Bank Account, Payment Type, Date, and Payment. The table contains 5 rows of payment records. At the bottom left, there is an orange button labeled 'Previous'.

Group Number	Invoice #	Bank Account	Payment Type	Date	Payment
50316000	000000003530955	Bank of America	One Time Payment	2/8/2016	0.13
50316000	000000003530955	Bank of America	One Time Payment	2/9/2016	0.13
50316000	000000003530955	Bank of America	One Time Payment	2/10/2016	0.13
50316000	000000003530955	Bank of America	One Time Payment	3/3/2016	0.13
50316000	000000003530955	RBS Citizens	One Time Payment	3/8/2016	0.13

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VIEW SUBSCRIBER DETAIL:

To view Subscriber Detail, click on Subscriber Detail from the Monthly Statement page

Billing Summary

Billing History

WEB GROUP TEST
Corp ID: 030117073040

Summary of all Invoices: \$0.24
Due Date: 2/1/2016
[Make a Payment](#)
[Scheduled Payments/Payment History](#)

Due Date Search: 2/1/2016

Monthly Statement

Invoice Number	000000003530955
Group Number	50316000
Previous Total Amount Due	\$0.53
Payments Received After 12/19/2015	\$0.00
Cash Adjustments After 12/19/2015	\$(0.53)
Current Invoice Total 2/1/2016 - 2/29/2016	\$0.13
Total Invoice Amount Due	\$0.13

[PDF Version](#)
[Subscriber Detail](#)

SUBSCRIBER DETAIL PAGE:

Subscriber detail allows you to reconcile your bills based on membership. This page shows the Employee Number, Employee Name, Plan type and how much you are paying for their monthly medical premiums.

- Group Number: Unique Tufts Health Plan number generated for your group

Current Period

CURRENT PERIOD

Adjustment Detail

WEB GROUP TEST
Corp ID: 030117073040
Due Date: 2/1/2016
Invoice Number: 000000003530955
Period Covered: 2/1/2016 TO 2/29/2016
Invoice Date: 1/9/2016

1

10

entries

3

Search:

Employee Number	Employee Name	Plan	MEDICAL	AMOUNT
775656799	MANE, ERNANE	Family	\$0.01	\$0.01
888063222	MANE, LBONY	Employee	\$0.01	\$0.01
888873745	MANE, ELINOIS	Employee	\$0.01	\$0.01
888875935	MANE, OKUNTHERY	Employee	\$0.01	\$0.01
888977106	MANE, EREMAH	Employee	\$0.01	\$0.01
889223208	MANE, LEKSANDRE	Employee	\$0.01	\$0.01
889608156	MANE, ANFORD	Employee	\$0.01	\$0.01
889677189	MANE, RUITT	Employee	\$0.01	\$0.01
889887583	MANE, AZUHISA	Employee	\$0.01	\$0.01
991480607	MANE, ALYKAI	Employee & Spouse	\$0.01	\$0.01

Showing 1 to 10 of 13 entries

Previous
1
2
Next

- You can change how many entries you'd like to view by changing clicking on the arrow.

Show

10

entries

Invoice Date: 1/9/2016

Employee Number	Employee Name	Plan
775656799	MANE, ERNANE	Family

- You can sort the Employee Number either by ascending or descending order
- Search for a particular member by typing in their information

Show

10

entries

Period Covered: 2/1/2016 TO 2/29/2016
Invoice Date: 1/9/2016

Search: last

Employee Number	Employee Name	Plan	MEDICAL	AMOUNT
991786911	LASTNAME, FIRSTNAME	Employee	\$0.01	\$0.01
992220256	LASTNAME, FIRSTNAME	Employee	\$0.01	\$0.01

Showing 1 to 2 of 2 entries (filtered from 13 total entries)

Previous
1
Next

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The bottom of the Subscriber detail gives a breakdown by plan type. This allows you to quickly reconcile your bill by plan type.

Current Period

Adjustment Detail

CURRENT PERIOD

WEB GROUP TEST
Corp ID: 030117073040
Due Date: 2/1/2016
Invoice Number: 000000003530955
Period Covered: 2/1/2016 TO 2/29/2016
Invoice Date: 1/9/2016

Show 10 entries

Search: [last]

Employee Number	Employee Name	Plan	MEDICAL	AMOUNT
991786911	LASTNAME, FIRSTNAME	Employee	\$0.01	\$0.01
992220256	LASTNAME, FIRSTNAME	Employee	\$0.01	\$0.01

Showing 1 to 2 of 2 entries (filtered from 13 total entries)

Previous 1 Next

Plan Tier

Current Billed:

Employee : 11

Employee & Spouse : 1

Family : 1

Previous

ADJUSTMENTS ON ACCOUNT:

If there were any retro adjustments made on your account, these would appear under the Adjustment detail. For example, if you an enrollment transaction after the date the date showed on your invoice next to the statement Invoice Includes Enrollment and Payment Activity Processed Through, your credit or debits would appear on this page.

You can view adjustments made on your account, by clicking on the Adjustment Detail tab:

Current Period

Adjustment Detail

CURRENT PERIOD

WEB GROUP TEST
Corp ID: 030117073040
Due Date: 2/1/2016
Invoice Number: 000000003530955
Period Covered: 2/1/2016 TO 2/29/2016
Invoice Date: 1/9/2016

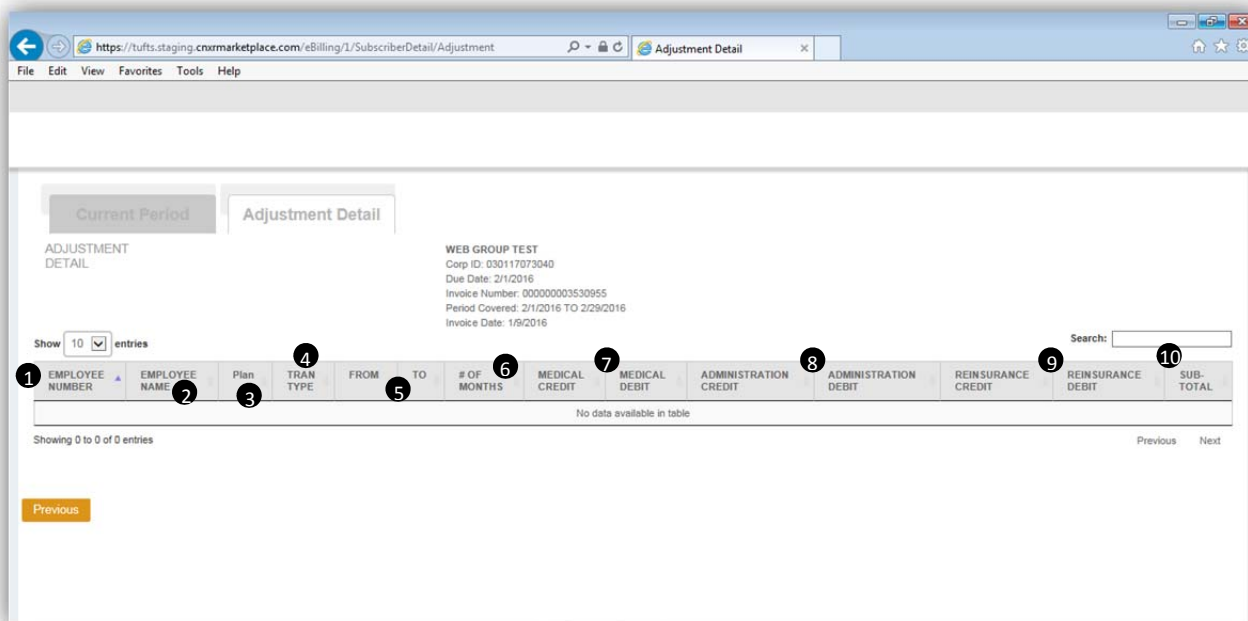
Show 10 entries

Search: [last]

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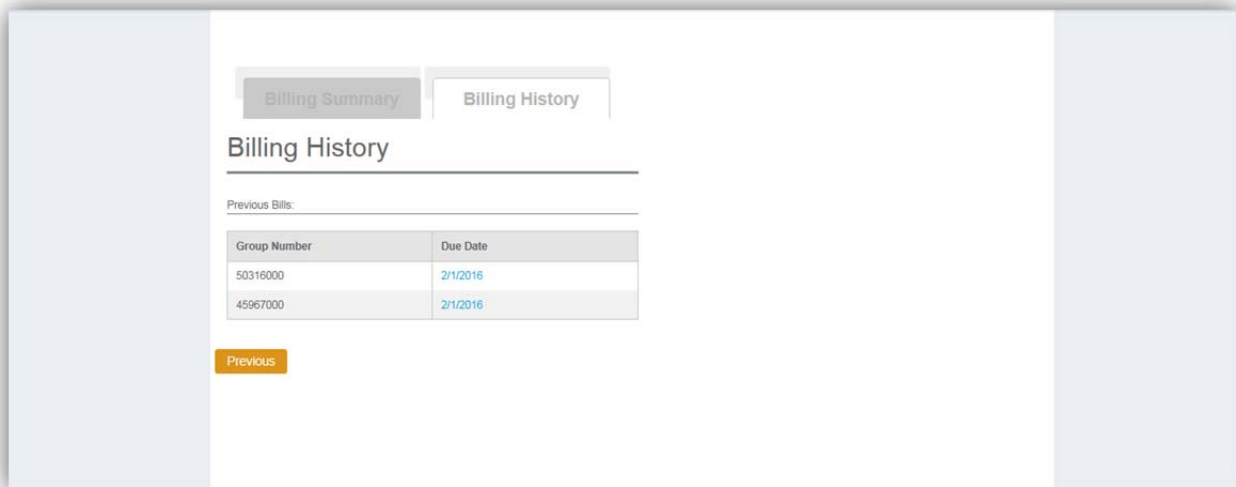
The following components make up the Adjustment Detail tab:



- ❶ Employee Number: This is the member's Tufts Health Plan id number. You can sort either ascending or descending.
- ❷ Employee Name: First name and last name of Member. Last name appears first.
- ❸ Plan type: Plan the member is on (family, individual, etc)
- ❹ Transaction Type: Type of enrollment transaction conduction (termination, new member, etc)
- ❺ From | To: Date the member was on the plan for this is the period affected by the retro enrollment transaction.
- ❻ # of Months: shows the # of months the retro enrollment transaction affected the corporation's billing.
- ❼ Medical Credit/Debit: Depending on the transaction type a credit or payment will show in these fields
- ❽ Administration Credit/Debit: Depending on the transaction type a credit or payment will show in these fields
- ❾ Reinsurance Credit/Debit
- ❿ Sub Total: Depending on the transaction type a credit or payment will show in these fields

VIEW BILLING HISTORY:

To view your billing history, click on the Billing History tab from the Billing Summary page.



The screenshot shows a web interface with two tabs: "Billing Summary" and "Billing History". The "Billing History" tab is selected. Below the tabs, the heading "Billing History" is displayed. Underneath, there is a section labeled "Previous Bills:" followed by a table. The table has two columns: "Group Number" and "Due Date". It contains two rows of data. Below the table is an orange button labeled "Previous".

Group Number	Due Date
50316000	2/1/2016
45967000	2/1/2016

Starting February 2016, the application will store your billing history for two years.

INVOICE NOTIFICATIONS:

The following is an example of the email notification you'll receive when your bill is ready.

Hello First Name,

Your current Tufts Health Plan invoice(s) are now available for online viewing in eBilling. To access eBilling, click [here](#) to log into your Tufts Health Plan Employer Portal account. For more information, please contact a customer service representative at (866) 300-1712.

Please note: If you have already established Auto-draft services within eBilling, your next invoice payment will automatically process on the effective date you have selected.