View and Pay Invoice Gets a New Look

Sales Audience: Small Group, Large Group

View and Pay Invoice, which provides online access for employers to manage their invoices and make payments, will get an upgrade on Monday, December 4. The look and feel has been redesigned to be simpler and more user-friendly.

Employers will continue to get to View and Pay Invoice by clicking on the “Billing” node in EmployerPoint.

New Interface

1. Click on Billing in EmployerPoint to get to View and Pay Invoice
2. Pay or print your current invoices with the click of a button
3. Easily view past and pending payments
Old Interface

Employer Outreach

To let employers know about this update, Florida Blue will send an email to Small and Large Group benefit administrators with access to View and Pay Invoice. The email will be sent on December 1. You can view a copy of the email below:

Updated View and Pay Invoice Interface – BA Email

Call to Action

- For groups that already have access to View and Pay Invoice:
  - Help groups navigate the new look and feel of View and Pay Invoice with updated Group eBilling Training Videos.
  - Provide this link to your employers who may have questions, and use it to familiarize yourself with the new steps: [http://start.benefitfocus.com/Group-eBilling-Training/](http://start.benefitfocus.com/Group-eBilling-Training/)

- For groups that don't yet have access to View and Pay Invoice:
  - Send the below email to your groups to encourage them to get access to View and Pay Invoice.
  - BA Email for Groups Without View and Pay Invoice
  - Besides making it easier to pay your Florida Blue premiums, View and Pay Invoice also provides:
    - Privacy protection when retrieving the invoice online instead of receiving it in the mail
    - Access the invoice as soon as it’s ready
    - Same day payment processing
    - Automatic adjustments for groups that process employee terminations electronically
    - Easy to view your invoice, pay your premium and see past and pending payment information.

You can also use this time to remind employers of the importance of paying their bill on-time to ensure continuous coverage for their employees.
Dear Valued Customer,

View and Pay Invoice, which provides online access for employers to manage their invoices and make payments, will get an upgrade on Monday, December 4. The look and feel has been redesigned to be simpler and more user-friendly.

**How to Find View and Pay Invoice**
When you log in to EmployerPoint, you'll access View and Pay Invoice the same way you do now—by clicking on the Billing node. From the Billing home screen, it's easy to view your invoice, pay your premium and see past and pending payment information.

[Click here for a sneak peak](#)

While you’re there, you can also sign up for auto-draft. This will help ensure that your employees have uninterrupted access to their health coverage.

**Getting Ready for View and Pay Invoice**
To help you navigate the new look and feel of View and Pay Invoice, there are updated Group eBilling Training Videos to walk you through the tool.

To take the training, [click here](#).

If you have any questions or are having trouble logging in to your account, please contact Group Enrollment, Maintenance & Billing by [email](#) or by phone at 866-946-2583.

Thank you,
Your Florida Blue Team
Please do not reply to this email notification. This is an automated email that does not accept replies.

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Florida Blue HMO and Florida Combined Life Insurance Company, Inc. do not discriminate on the basis of race, color, national origin, disability, age, sex, gender identity, sexual orientation, or health status in the administration of the plan(s), including enrollment and benefit determinations. You may access the Nondiscrimination and Accessibility notice here.
Directions for Using:

- Open a new email message
- Paste the text below the line into the email
- Add the Subject line
- Update the information highlighted in yellow.
- Add your signature.

**Subject:** Move to View and Pay Invoice Today!

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Dear <Group Contact>,

View and Pay Invoice provides online access to manage your Florida Blue invoices and make payments. And now, it’s simpler and easier to use than ever. Now is the perfect time to sign up

**Benefits of View and Pay Invoice**

Besides making it easier to pay your Florida Blue premiums, View and Pay Invoice also provides:

- Privacy protection when retrieving the invoice online instead of receiving it in the mail
- Access the invoice as soon as it’s ready
- Same day payment processing
- Automatic adjustments for groups that process employee terminations electronically
- Easy to view your invoice, pay your premium and see past and pending payment information

[Click here for a sneak peak](#)

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**Sign Up Today**

To get access to View and Pay Invoice, or if you have any questions, please contact Group Enrollment, Maintenance & Billing at 866-946-2583.

Thank you,

<Sales Rep Contact Info>
Need some training? Once you’re signed up to access View and Pay Invoice, you can check out the Group eBilling Training Videos to walk you through the tool.

To take the training, [click here](#).

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