



Bill Reconciliation System

A fast and easy way to reconcile bills and review coverage online.



1. View and reconcile your bill
2. Change payor information
3. Pay your bill (new user)
4. Pay your bill (existing user)

View and reconcile your bill

To log in, you'll receive an email when your bill is ready to be reconciled.

Click on the link inside the email to log in with your **unique User ID** and **Password**.

1. Click **Reconcile** to review and reconcile the current bill.

(Optional) Click **Upload File** for employers wanting to self-bill and send as a monthly deduction file

(Optional) Click **Export** to view or print bill in excel or PDF format.

****Please note**** Assurity does not currently accept auto draft payments at this time. Payment must be submitted each time you reconcile a new bill.

The screenshot shows the Assurity Life Insurance Company Bills Page. At the top, there's a navigation bar with 'Bills', 'Group Info', 'Profile', and 'Log Out'. Below the header, a message states: 'TO BE RECONCILED - Assurity does not currently accept auto draft payments at this time. Payment must be submitted each time you reconcile a new bill.' A red circle with the number '1' highlights the 'Reconcile' button in the table below.

Group	Group ID	Invoice No.	Bill Gen Date	Bill Date	Due Date	Amount Due	Reconciled Amount	Status
ECODRY RESTORATION	1900000140	4003813445	09/28/2023	10/06/2023	10/11/2023	\$40,646.86	\$40,646.86	In progress by Tammy Halliwell

Buttons: Reconcile, Approve, Export (Excel), Export (PDF)

RECONCILED 6/8/19 - 9/6/19

Group	Group ID	Invoice No.	Bill Gen Date	Billed Date	Billed Amount	Reconciled Amount	Total Remitted	Date Reconciled	Download
MAMO TRANSPORTATION	0800000035	4002851822	08/08/2019	08/16/2019	\$692.12	\$692.12	\$692.12	08/09/2019	PDF / Excel
MAMO TRANSPORTATION	0800000035	4002851822	07/11/2019	07/19/2019	\$346.06	\$346.06	\$346.06	08/09/2019	PDF / Excel
MAMO TRANSPORTATION	0800000035	4002831448	06/13/2019	06/21/2019	\$346.06	\$346.06	\$346.06	06/18/2019	PDF / Excel

Bills Page

2. (Optional) Click on the **X icon** to indicate you will not be including a premium and select the **Reason** button to enter an explanation for the different premium.
3. After completing reconciliation, click the **Close** button.

The screenshot shows the Assurity Reconciliation Page for 'MAMO TRANSPORTATION (4002900366)'. It includes a header with 'Statement for: 09/13/2019', 'Please remit payment by: 10/02/2019', and 'This bill does not reflect payments received after: 09/05/2019'. A red circle with the number '2' highlights the 'X' icon in the 'Reconciled Amount' column. Another red circle with the number '2' highlights the 'Reason' column. A third red circle with the number '3' highlights the 'Close' button at the bottom right.

Payor Name	Employee ID	Insured Name	Policy Number	Insurance Type	Benefit Amt	Cov	Payroll Date	Premium Due	Policy Total	Reconciled Amount	Reason
BRANNON, CHRISTIANA N		BRANNON, CHRISTIANA N	4750494250	Hospital Indemnity	EE \$150.00	ECH	07/29/2019	\$25.72	\$25.72	25.72	
					EE \$150.00	ECH	08/12/2019	\$25.72	\$25.72	25.72	
					EE \$150.00	ECH	08/26/2019	\$25.72	\$25.72	25.72	
					EE \$150.00	ECH	09/09/2019	\$25.72	\$25.72	25.72	
					EE \$150.00	ECH	09/23/2019	\$25.72	\$25.72	25.72	
			4750494251	Accident Expense	2 Unit 50K/25K/10K	ECH	07/29/2019	\$10.78	\$10.78	10.78	
					2 Unit 50K/25K/10K	ECH	08/12/2019	\$10.78	\$10.78	10.78	
					2 Unit 50K/25K/10K	ECH	08/26/2019	\$10.78	\$10.78	10.78	
					2 Unit 50K/25K/10K	ECH	09/09/2019	\$10.78	\$10.78	10.78	
					2 Unit 50K/25K/10K	ECH	09/23/2019	\$10.78	\$10.78	10.78	
GROUP TOTAL DUE:								\$774.67	\$774.67	\$774.67	

Reconciliation Page

Change payor information

1. Click on the **employees name** to update payor information.

Assurity Life Insurance Company

MAMO TRANSPORTATION (4002900366) Invoice No: 4002900366

Statement for: 09/13/2019 Please remit payment by: 10/02/2019 This bill does not reflect payments received after: 09/05/2019

Filter

SHOW ROWS: 10

Payor Name	Employee ID	Insured Name	Policy Number	Insurance Type	Benefit Amt	Cov	Paid to Date	Premium Due	Reconciled Amount	Reason
BRANNON, CHRISTIANA N		BRANNON, CHRISTIANA N	5050828408	Accident Expense		ECH	08/18/2019	\$21.33	21.33	
						ECH	09/01/2019	\$21.33	21.33	x
			4750494252	Critical Illness	EE \$50,000.00	ECH	08/27/2019	\$14.85	14.85	

Reconciliation Page

2. Provide Assurity with updated information and/or request the forms needed for a variety of situations (e.g. Name and Address Change).

Assurity Life Insurance Company

Statement for: 09/13/2019 Please remit payment by: 10/02/2019

Filter

SHOW ROWS: 10

Change to Payor Information

Reason for Change

- Name and Address Change
- Adding a Child
- Removing a Child
- Adding a Spouse
- Removing a Spouse
- Adding Benefit
- Removing Benefit
- Beneficiary Change
- Death
- Duplicate Policy
- Other-Explain

Payroll Date Premium Due Policy Total Reconciled Amount Reason

07/29/2019	\$25.72	\$25.72	25.72	
08/12/2019	\$25.72	\$25.72	25.72	
08/26/2019	\$25.72	\$25.72	25.72	
09/09/2019	\$25.72	\$25.72	25.72	
09/23/2019	\$25.72	\$25.72	25.72	x
07/29/2019	\$10.78	\$10.78	10.78	
08/12/2019	\$10.78	\$10.78	10.78	
08/26/2019	\$10.78	\$10.78	10.78	
09/09/2019	\$10.78	\$10.78	10.78	
09/23/2019	\$10.78	\$10.78	10.78	x
TOTAL DUE:	\$774.67	\$774.67	\$774.67	

Payor Information Portal

3. Click **Save change**.

Assurity Life Insurance Company

Statement for: 09/13/2019 Please remit payment by: 10/02/2019

Filter

SHOW ROWS: 10

Change to Payor Information

Reason for Change

Name and Address Change

Name

Jane Smith

Address 1

12345 Lakeview Lane

Address 2

Address 3

City

Lincoln

State

NE

Zip

68508

Notes

Cancel Save change

Payroll Date Premium Due Policy Total Reconciled Amount Reason

07/29/2019	\$25.72	\$25.72	25.72	
08/12/2019	\$25.72	\$25.72	25.72	
08/26/2019	\$25.72	\$25.72	25.72	
09/09/2019	\$25.72	\$25.72	25.72	
09/23/2019	\$25.72	\$25.72	25.72	x
07/29/2019	\$10.78	\$10.78	10.78	
08/12/2019	\$10.78	\$10.78	10.78	
08/26/2019	\$10.78	\$10.78	10.78	
09/09/2019	\$10.78	\$10.78	10.78	
09/23/2019	\$10.78	\$10.78	10.78	x
TOTAL DUE:	\$774.67	\$774.67	\$774.67	

Payor Information Portal

Pay your bill (new user)

1. Click **Approve** to pay the current bill.

Assurity Life Insurance Company

Bills

TO BE RECONCILED - Assurity does not currently accept auto draft payments at this time. Payment must be submitted each time you reconcile a new bill.

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RECONCILED

6/8/19 - 9/6/19

Filter

Group	Group ID	Invoice No.	Bill Gen Date	Billed Date	Billed Amount	Reconciled Amount	Total Remitted	Date Reconciled	Download
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Bills Page

2. Review bill information and select **Payment Method**.
3. If paying via **ACH** or **Credit Card**, fill in payment information form that will appear and select **Save this account** for future use. If paying by check select **Check**.
4. Click **Submit**.

Bill Approval

Group
TENOWO INC. - FORMERLY HOF TEXTILES, INC
1968 KAWAI RD
LINCOLN, NC 28092

Billed Amount: \$57.72
Reconciled Amount: \$57.72
Additional Payment: 0.00
Total Remitted: \$57.72

Additional Payment Notes:

Payment Method:
☒ ACH ☐ Check ☐ Credit Card

Buttons: Cancel, **Submit**

New User Payment Portal

Payment

Group
BEST MEDICAL TRIP INC
ATTN: JANE POOLE
2241 LINCOLN AVE
GRANITE CITY, IL 62040

Billed Amount: \$175.00
Reconciled Amount: \$175.00
Additional Payment: \$0.00
Total Remitted: \$175.00

Additional Payment Notes:

All Fields are required

Account Type
Checking

Name on Account
BEST MEDICAL TRIP INC

Bank Routing Number
011000028

Bank Name
Wells Fargo

Account Number
6666

Account Number Confirmation
6666

☒ Save this account for future use

By submitting this payment, I authorize Assurity to charge the payment account above for the Total Remitted Amount of \$175.00.

Buttons: Cancel, **Submit**

New User Payment Portal

Pay your bill (existing ACH/Credit Card user)

1. Click **Approve** to pay the current bill.

Assurity Life Insurance Company

Bills | Group Info | Profile | Log Out

Bills

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Reconcile Approve Export (Excel) Export (PDF)

RECONCILED 6/8/19 - 9/6/19

Group	Group ID	Invoice No.	Bill Gen Date	Billed Date	Billed Amount	Reconciled Amount	Total Remitted	Date Reconciled	Download
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Bills Page

2. Review bill information and select **Payment Method**.
3. (Optional) Click **Manage Accounts** to change or update payment info.
4. Click **Submit**.

Bill Approval

Group
K&K INC
ATTN: MONICA BLANK
2617 GLENVIEW DRIVE
ELKHART, IN 46514

Billed Amount: \$670.23
Additional Payment: 0.00
Additional Payment Notes:

Reconciled Amount: \$548.37
Total Remitted: \$548.37

Payment Method:
☒ ACH ☐ Check ☐ Credit Card

Manage Accounts

Cancel Submit

Existing User Payment Portal

Manage Payment Accounts

Visa ****1111 Edit Delete
Checking ****1215 Edit Delete

Cancel

Manage Accounts Portal



If you have questions about using Assurity's Bill Reconciliation System, contact us at 888-707-3987, Ext. 4210 or esselectronicbills@assurity.com.

NOT AVAILABLE IN NEW YORK.

Assurity is a marketing name for the mutual holding company Assurity Group, Inc. and its subsidiaries. Those subsidiaries include but are not limited to: Assurity Life Insurance Company and Assurity Life Insurance Company of New York. Insurance products and services are offered by Assurity Life Insurance Company in all states except New York. In New York, insurance products and services are offered by Assurity Life Insurance Company of New York, Albany, New York. Product availability, features and rates may vary by state.