# **Assurity**<sub>®</sub>

# Bill Reconciliation System

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















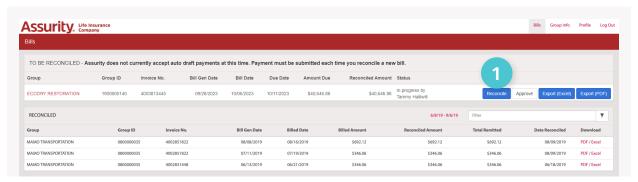
- 1. View and reconcile your bill
- 2. Change payor information
- 3. Pay your bill (new user)
- 4. Pay your bill (existing user)

## View and reconcile your bill

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

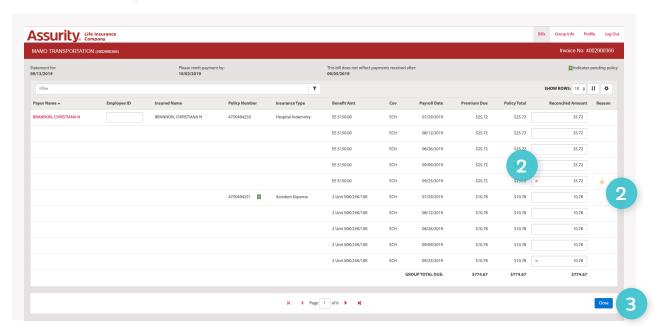
Click on the link inside the email to log in with your unique User ID and Password.

- 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.



Bills Page

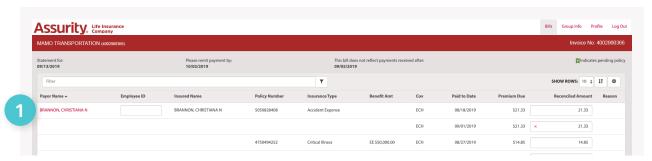
- 2. (Optional) Click on the **X icon** to indicate you will not be including a premium and select the **Reason** button to enter an explanation for the different premium.
- 3. After completing reconciliation, click the Close button.



Reconciliation Page

# **Change payor information**

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



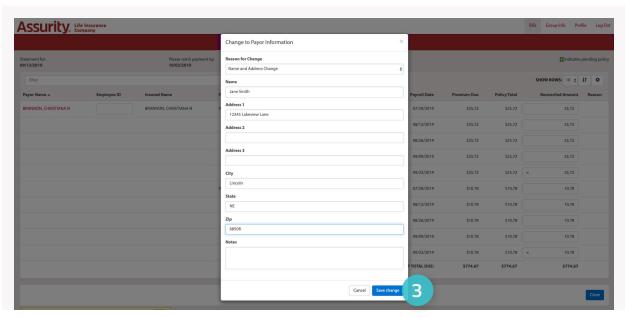
Reconciliation Page

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



Payor Information Portal

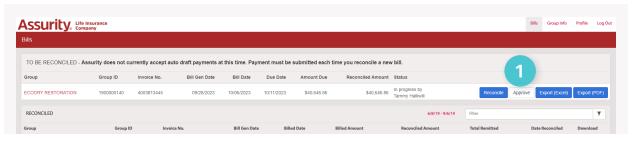
3. Click Save change.



Payor Information Portal

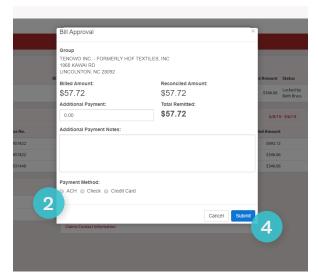
# Pay your bill (new user)

1. Click Approve to pay the current bill.

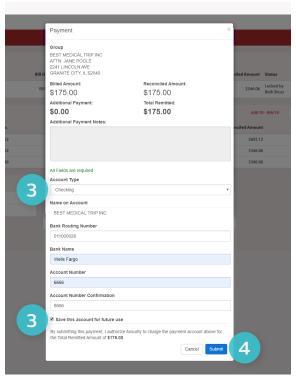


Bills Page

- 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.



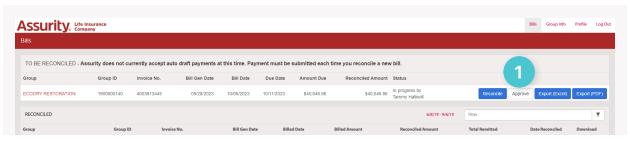
New User Payment Portal



New User Payment Portal

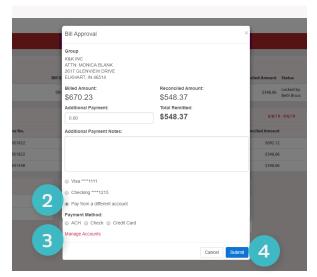
### Pay your bill (existing ACH/Credit Card user)

1. Click Approve to pay the current bill.



Bills Page

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





Manage Accounts Portal

Existing User Payment 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.

H137-0217 (Rev. 02/24) 4