

Assurity®

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 format

Assurity Life Insurance Company

Bills | Group Info | Profile | Log Out

TO BE RECONCILED

| Group | Group ID | Invoice No. | Bill Gen Date | Bill Date | Due Date | Amount Due | Reconciled Amount | Status |
|-------------------------------|------------|-------------|---------------|------------|------------|-------------|-------------------|----------------------------------|
| 3 RIVERSIDE FIDELITY COOP INC | 1100000089 | 4002546125 | 01/23/2019 | 01/31/2019 | 02/22/2019 | \$27,241.98 | \$27,241.98 | In progress by tammy Hairwell |

Upload File | Reconcile | Approve | Export

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 | 080000035 | 4002851822 | 08/08/2019 | 08/16/2019 | \$692.12 | \$692.12 | \$692.12 | 08/09/2019 | PDF / Excel |
| MAMO TRANSPORTATION | 080000035 | 4002851822 | 07/11/2019 | 07/19/2019 | \$346.06 | \$346.06 | \$346.06 | 08/09/2019 | PDF / Excel |
| MAMO TRANSPORTATION | 080000035 | 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

Assurity Life Insurance Company

MAMO TRANSPORTATION (4002900308) | Invoice No: 4002900308

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 | Filter | Refresh

| Payor Name | Employee ID | Insured Name | Policy Number | Insurance Type | Benefit Amt | Cov | Payroll Date | Premium Due | Policy Total | Reconciled Amount | Reason |
|-------------------------|-------------|----------------------|---------------|--------------------|--------------------|-----|--------------|-----------------|-----------------|-------------------|--------|
| BRANNON, CHRISTIANAN | | BRANNON, CHRISTIANAN | 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 | X |
| | | | 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 | X |
| GROUP TOTAL DUE: | | | | | | | | \$774.67 | \$774.67 | \$774.67 | |

Page 1 of 6 | Close

Reconciliation Page

Change payor information

1. Click on the employees name to update payor information

The screenshot shows the Assurity portal interface. At the top, it displays 'Assurity Life Insurance Company' and 'MAMO TRANSPORTATION (4002900366)'. Below this, there are fields for '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 table lists employees with columns for 'Payor Name', 'Employee ID', 'Insured Name', 'Policy Number', 'Insurance Type', 'Benefit Amt', 'Cov', 'Paid to Date', 'Premium Due', 'Reconciled Amount', and 'Reason'. A red circle with the number '1' highlights the 'Payor Name' column.

| 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)

The screenshot shows the same Assurity portal interface as before, but with a 'Change to Payor Information' dialog box open. The dialog box has a 'Reason for Change' dropdown menu with the following options: 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, and Other-Explain. A red circle with the number '2' highlights the dialog box.

Payor Information Portal

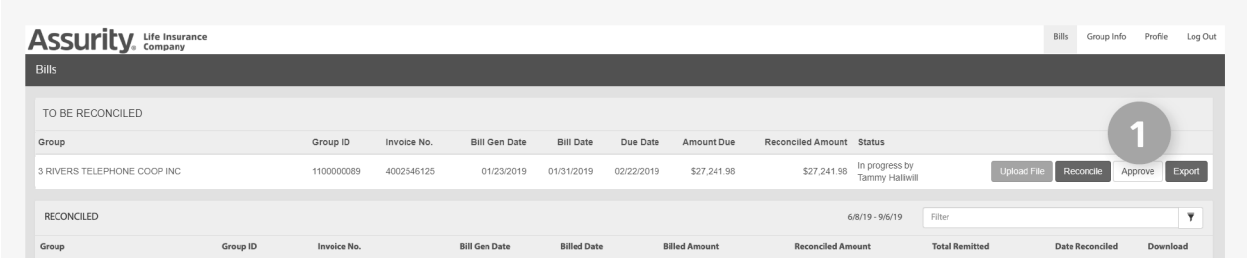
3. Click Save change

The screenshot shows the 'Change to Payor Information' dialog box with the following fields filled out: Name (Jane Smith), Address 1 (12345 Lakeview Lane), Address 2, Address 3, City (Lincoln), State (NE), and Zip (68508). There is a 'Notes' field at the bottom. At the bottom right of the dialog box, there are 'Cancel', 'Save change', and 'Close' buttons. A red circle with the number '3' highlights the 'Save change' button.

Payor Information Portal

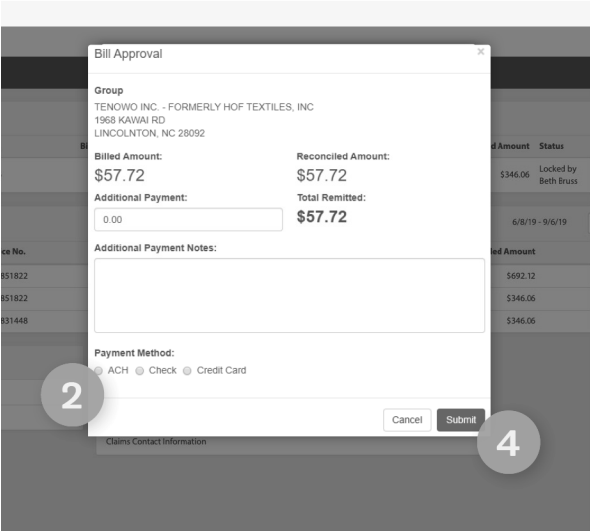
Pay your bill (new user)

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

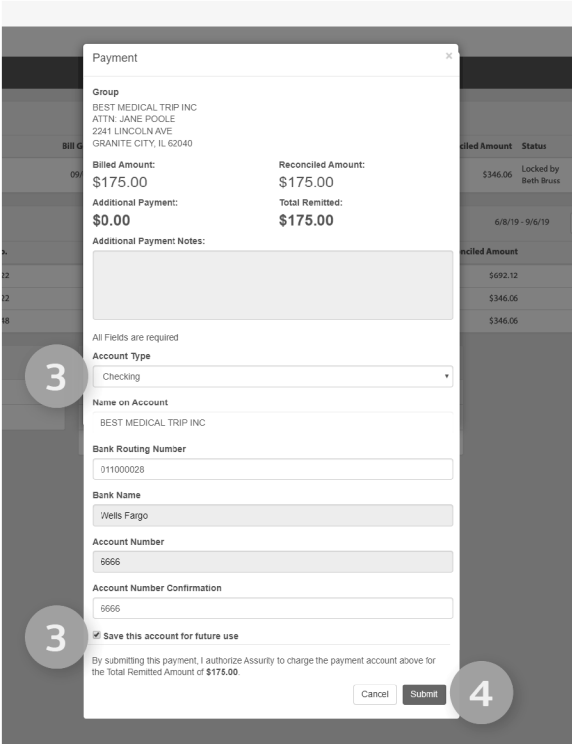


Bills Page

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**



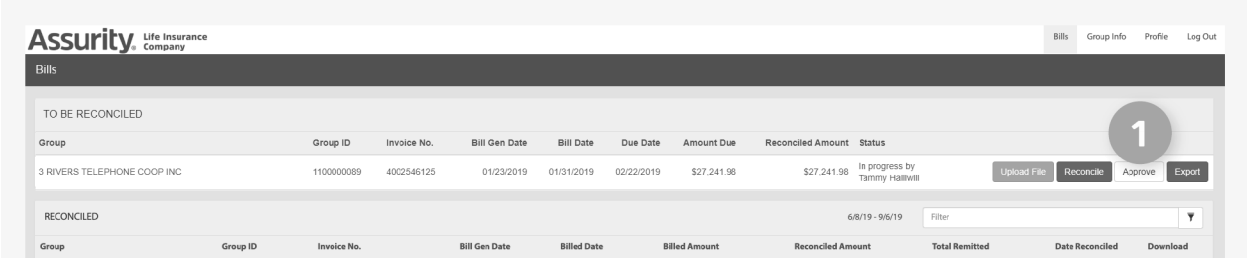
New User Payment Portal



New User Payment Portal

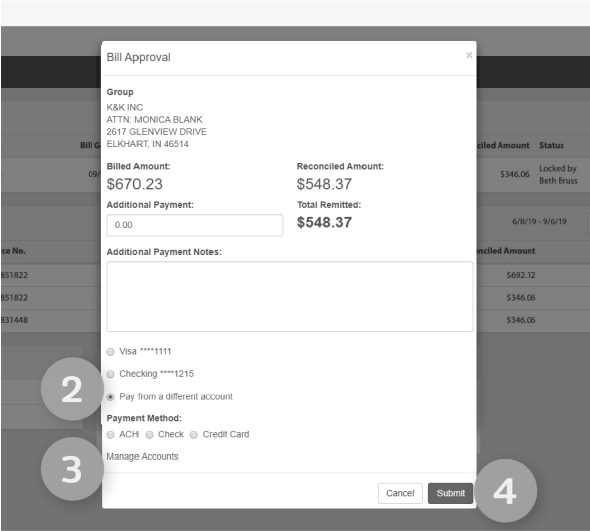
Pay your bill (existing ACH/Credit Card user)

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

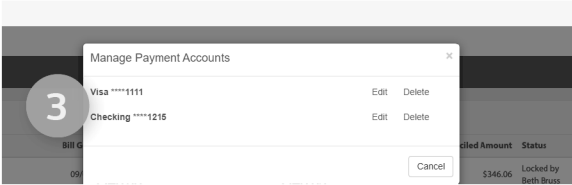


Bills Page

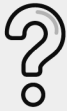
2. Review bill information and select **Payment Method**
3. (Optional) Click **Manage Accounts** to change or update payment info
4. Click **Submit**



Existing User Payment Portal



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.