A DELTA DENTAL[®]

Employer Services Portal Quick Guide

How to view fully-insured billing reports

View your most recent AR Summary (aka consolidated) invoices and supporting billing reports (subscriber listings).

- 1. Select billing from the left navigation menu on the ESP home page.
- The AR Summary screen displays:
 a. Your assigned client.
 - b. Most recent billing transactions at the top of the page. (*Image 1*)
- 3. If you have access to more than one client/ group, select a client at the top line of the application to reveal AR data for an alternative client.
- 4. Select alternative time periods to view historical billing events.
- Each billing event provides a corresponding invoice (PDF icon) and invoice details (XLS icon).
 - a. Select either report icon at the line
 - item level to view the supporting invoice and reports.
 - b. Documents will download to your browser upon selection.

NOTE: Some reports will take longer to generate. If so, you will be prompted to access the report in the Report Queue.

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6. Click on billing on the left navigation bar to return to the billing screens to access additional reports and information. (*Image 2*)



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View Your Historical Billing Reports (Dec 2019 and Current)

You can access AR Summary level (consolidated) as well as sub-client specific (non-consolidated) billing reports on the billing reports tab.

- Select the reporting level you are interested in running. (Image 3)
 - a. AR Summary reports combine defined sub-clients into one report.
 - b. Sub-client level reports generate a separate report for each sub-client requested.
- 2. Select which sub-client(s) you are interested in running reports for.
 - a. You may select one or many.
 - b. The list is defaulted to show only active sub-clients.
 - c. If you are looking for reports for an inactive sub-client, deselect the active only check box and search for the sub-client you are interested in.
- 3. Select the month and year for the report set you are interested in. *NOTE: The system is restricted to running one month at a time.*
- 4. Select the type of report and format.a. Available types and formats are displayed based on the report level and your security access.
- 5. Select export reports.

a. Documents will download to your browser upon selection. NOTE: Some reports will take longer to generate. You will be prompted to access the report(s) in the report queue in those situations.

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