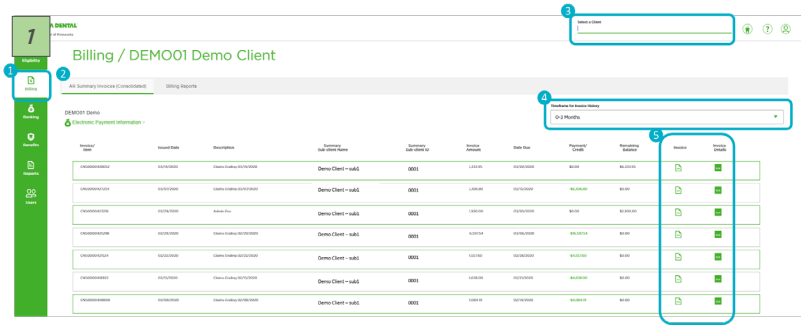
Employer Services Portal Quick Guide

How to view self-funded billing reports

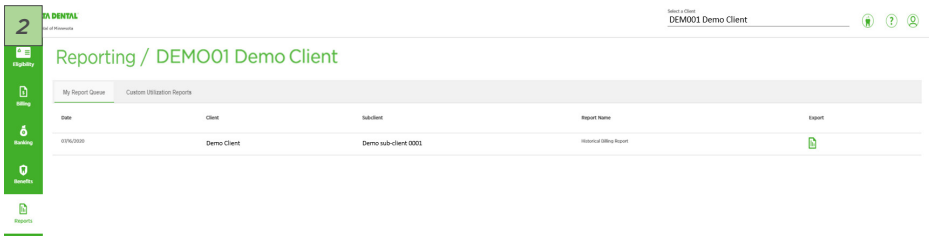
View your most recent AR Summary (aka consolidated) invoices (claims and admin) and supporting billing reports (claims details and subscriber listings)

1. Select billing from the left navigation menu on the ESP home page.
2. The AR Summary screen displays:
   a. 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.
5. 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.
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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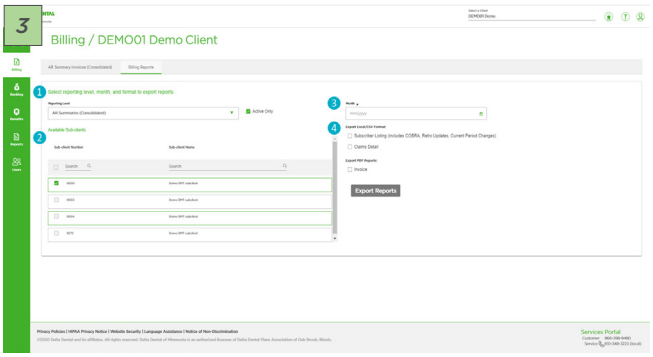
View your historical billing reports (Dec 2019 and current)

You can access AR summary level (consolidated) as well as sub-client specific (non-consolidated) billing reports on the billing reports tab. ***(Image 3)***



1. Select the reporting level you are interested in running.
   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 clients.
   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.