

INVOICING!

fyi

MAY 2010

DID YOU KNOW that through the robust reporting tools in **benefitsCONNECT**® you are able to bill employer groups by building invoices in the system?

Invoicing in **benefitsCONNECT**® works by pulling information from the consolidated billing & carrier billing reports in the company reporting section. In order to create an invoice for a company, start by clicking on the Company Reporting icon on the Company Administration Menu and select the Invoice Report from the list. (If you would like to build invoices for multiple companies at once, you may go to the System Reporting icon on the System Administration Menu.) Choose the report date span, consortium, address, and division, and then click the Select button.

The invoice will open as a PDF, but can also be exported in CSV or HTML format. Fees will

be itemized by carrier and may also be edited to include additional fees. A remittance page is included at the end of the document to be detached by the employer group and sent to you with their payment. Once you have created and sent the invoice to your employer groups, their payments may also be tracked in the system.

For more information on **benefitsCONNECT**® invoicing capabilities, please contact the **benefitsCONNECT**® support team at 877.426.8750 or support@benefitsCONNECT.net.

benefitsCONNECT® 
www.benefitsCONNECT.net