Navigation A: Getting to Payment process from Account log-in page.

If you haven't registered for an Employer Group Portal Account, you will need to do so prior to making a one-time Premium Payment Online.

You as an Employer Group have the ability to make a one-time premium payment online, they can select "Employers DeanConnect Login" This will direct you to Login A {Below}

# **Employers**

# **Employers portal**

- · Enroll new employees
- · Add or delete an employee's dependents
- · Remove existing members
- · Print temporary ID cards and order new ID cards
- · See step-by-step instructions

Employer login

### Login A: Once you've has registered for an Employer Group Portal Account, you can use the Login

Once the Employer Group has registered, they will be asked to Login.

This will direct you to Step 1 {Below}



#### Monday, 08/10/2020 #KRPF5E





### Welcome

Prevea360 Health Plan is pleased to offer our employer groups a variety of online services tailor made to make maintaining your health plan enrollment information easy and hassle free.

Prevea360 Health Plan is pleased to offer this online service to our members, which will allow you to better understand your health care coverage and perform online transactions.

## Attention

If you have 3 unsuccessful login attempts in a row, your account will be disabled.

## Step 1: If you are the Group Administrator

Select profile (Employer Group ID) you would like to make a one-time premium payment for.

Once you have selected your Employer Group ID you'd like to make a one-time premium payment for.

This will direct you to Step 2 {Below}

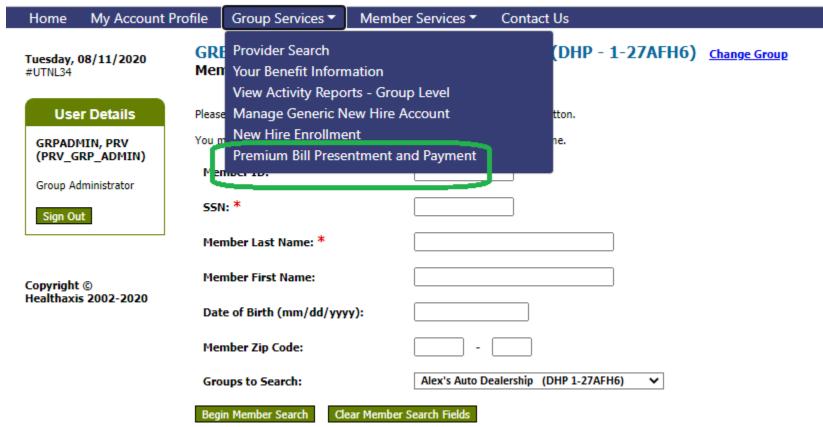


Home My Account	t Profile Group Services ▼ Memb	ber Services ▼ Contact Us								
Tuesday, 08/11/2020 #UTNL34	GREEN BAY AREA CHAME Member Search	BER OF COMMERCE (DHP - 1-27AFH6) Change Group								
User Details	Please enter your search criteria, then clic	ick the 'Begin Member Search' button.								
GRPADMIN, PRV (PRV_GRP_ADMIN)										
Group Administrator	Member ID: *									
Sign Out	SSN: *									
	Member Last Name: *									
Copyright © Healthaxis 2002-2020	Member First Name:									
	Date of Birth (mm/dd/yyyy):									
	Member Zip Code:									
	Groups to Search:	Alex's Auto Dealership								
	Begin Member Search Clear Member	er Search Fields								

### Step 2: <u>Employer Groups:</u> Navigating my portal splash page.

To view your bill and/or make a premium payment, select the "Premium Bill Presentment and Payment". This will direct you to Step 3 {Below}

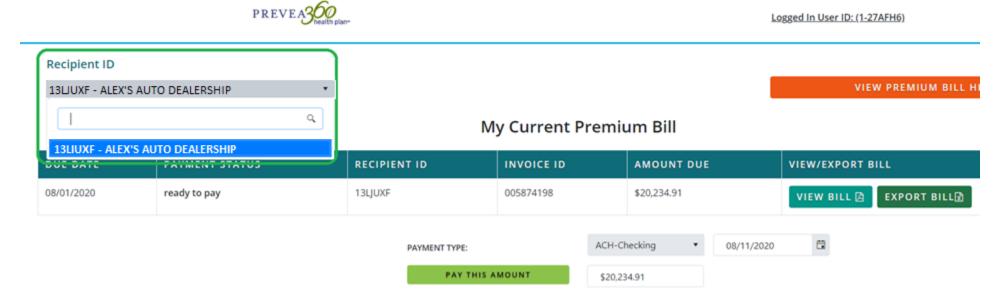




### Step 3: **Employer Groups:** My Current Premium Bill.

To make a one-time premium payment, first select the Recipient ID in the drop-down

Note: If there is only one Recipient ID tied to the Employer Group, then the record will be selected by default in the drop-down menu



Select a Payment Type (ACH-Checking or ACH-Savings), enter the payment date (Same day or Future Dated), enter amount to pay, and select the "Pay This Amount".

This will direct you to Step 4 (Below)



Logged In User ID: (1-27AFH6)

#### Recipient ID 13LJUXF - ALEX'S AUTO DEALERSHIP VIEW PREMIUM BILL HISTORY My Current Premium Bill RECIPIENT ID **DUE DATE PAYMENT STATUS** INVOICE ID AMOUNT DUE VIEW/EXPORT BILL 08/01/2020 ready to pay 13LJUXF 005874198 \$20,234.91 VIEW BILL A EXPORT BILL ACH-Checking 08/11/2020 PAYMENT TYPE:

Note: Paying less than the balance due could result in coverage termination. If you pay more than the balance due it will be reflected on the next premium bill.

\$20,234.91

PAY THIS AMOUNT





Logged In User ID: (1-27AFH6)

### Recipient ID

13LIUXF - ALEX'S AUTO DEALERSHIP

### My Current Premium Bill

DUE DATE	PAYMENT STATUS	RECIPIENT ID	INVOICE ID	ICE ID AMOUNT DUE					VIEW/EXPORT BILL				.t
08/01/2020	ready to pay	13LJUXF	005874198		\$20,234.91					EW BI	ILL [	<b>(4)</b>	EXPORT BILL
		PAYMENT TYPE:		ACH-CI	hecking •	06	8/21/2	020					
		PAY THIS A	MOUNT	\$20,23	34.91	•		Au	gust 20	20		•	
						SU	МО	TU	WE	TH	FR	SA	
		Note: Paving less th	nan the balance due	could res	ult in coverage term	26	27	28	29	30	31	1	
		If you pay more than t					3	4	5	6	7	8	
						9	10	11	12	13	14	15	
						16	17	18	19	20	21	22	
		262	Holoful	Links		23	24	25	26	27	28	29	
	PREVI	EA300 health plan-	Helpful			30			2		4		
			Rights & Resp	onsibilitie	rs .	30	31		6	9	7	,	
			Terms & Co	nditions			Tue	sday, i	August	t 11, 20	020		

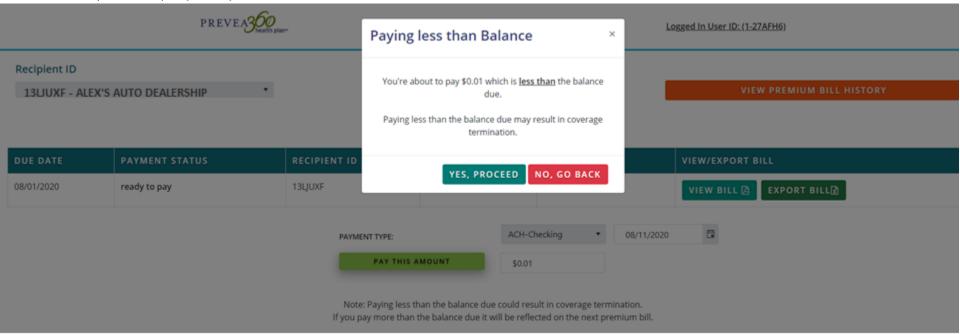
### Step 4: Payment Validation pop-up

To continue with your premium payment, select "Yes, Proceed".

This will direct you to Step 5 {Below}

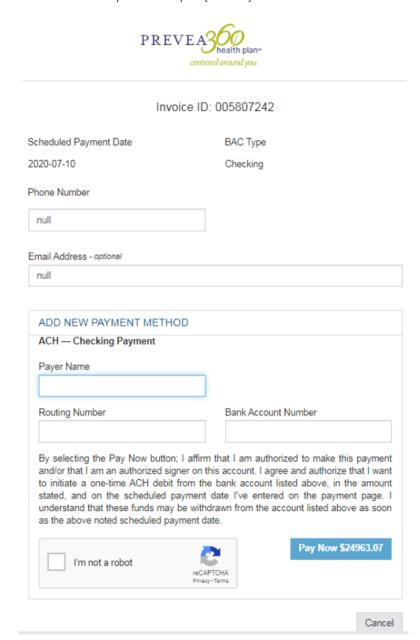
To return to the prior screen, to adjust your payment amount, select "No, Go Back".

This will direct you to Step 3 {Below}



## Step 5: Entering Account information

Enter all of the pertinent Bank information, confirm you're not a robot by completing reCaptcha, then select "Pay Now". This will direct you to Step 6 {Below}



### Step 6: Retrieving your Confirmation Message

You can capture a screen-print of this page. You will also receive an email confirmation, if the payment is not scheduled into the future. To return to your account page "My Current Premium Bill" you can select the "Go Back" button.

This will direct you to Step 3 {Above}



Logged In User ID: (1-27AFH6)



## Thank you for making your payment

An email confirmation will be delivered to the email account provided.

Transaction Date: 08/11/2020 Transaction ID: 038-0070342567 Payment Scheduled Date: 08/11/2020

Your account ending with 21 was authorized for ¤0.01 by Dean Health Plan.

### Transaction Detail

Name on the Card: John Smith

ACH Type: Checking

Account Number: XXXXXXXXXX21

Action: Sale

Status: ACCEPTED - SUBJECT TO BANK APPROVAL

Transaction Amount: ¤0.01

### STEP 7: Submitting an additional one-time Premium Payment

- A. To submit a one-time Premium Payment for a different Recipient ID within the same Employer Group go to STEP 3; OR
- B. To submit a one-time Premium Payment for a different Employer Group then go to STEP 1A or STEP B depending on the user type (i.e. Group Admin, Client Admin or CSR)