

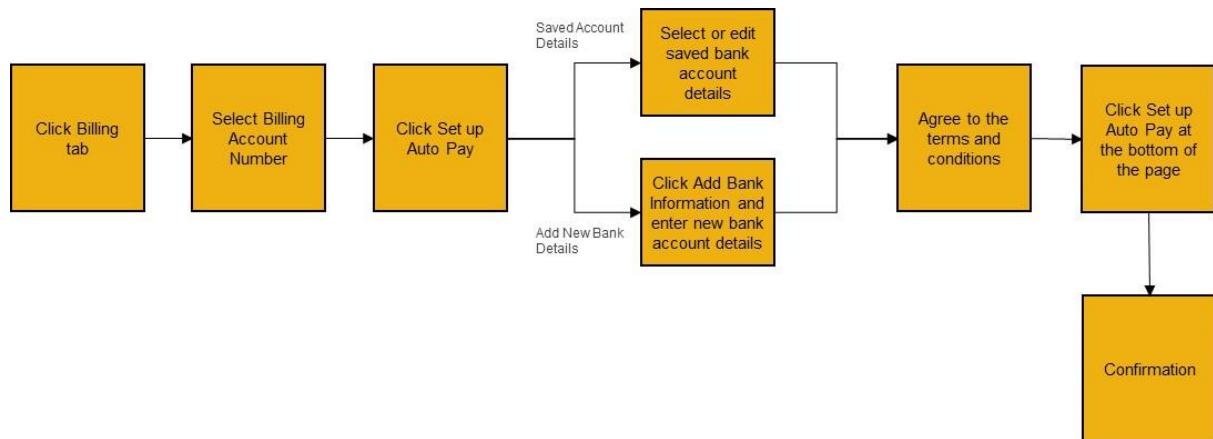
Billing – Set Up Auto Pay

Quick Reference Guide (QRG)



Billing – Set Up Auto Pay

This Quick Reference Guide (QRG) will provide an overview on the process of setting up an auto payment.



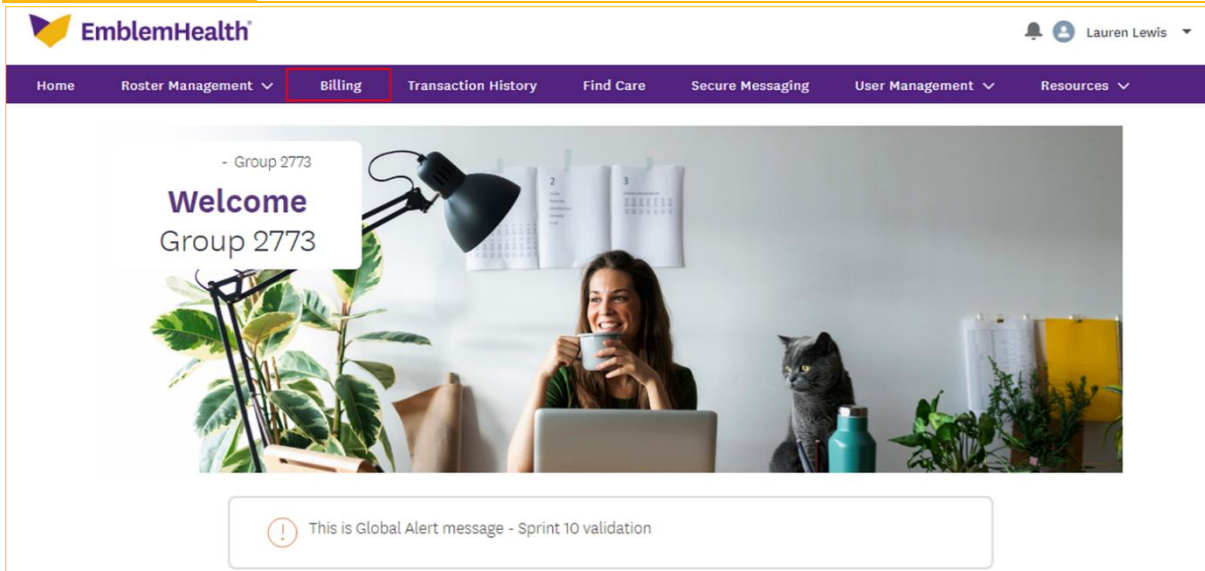
Let us look at the steps in detail for setting up auto pay.

Purpose: To set up an auto payment.



Step 1:

1. From the **EmblemHealth Home** page, click the **Billing** tab.
Note: Users from terminated groups or users with read-only access can also make payments.





Step 2:

The Billing screen displays.
1. Click the **Billing Account** number.

Home > Billing

- GROUP 2773
Billing

Billing Accounts

Search

Billing Account	Billing Name	Billing Level	Past Amount Due*
1124041000	Group 2773	Group	\$0.00

*Information is based on the latest payment processed.
TOTAL RECORDS: 1



Step 3:

The Billing & Payments History screen displays.
1. Click **Set up Auto Pay** to initiate the auto payment process.
Note: A payment can be scheduled for a future date by setting up auto pay. The Set up Auto Pay option displays only if there are no existing auto payments scheduled.

Home > Billing Details

- GROUP 2773
Billing & Payments History

Billing

Billing Account 1124041000	Billing Account Name Group 2773	Billing Level Group	Billing Frequency Monthly
Invoice Number 000406242477	Invoice Date 10/01/2021	Invoice Due Date 10/01/2021	Status Paid in Full
Total Amount Due \$346,958.28	Billed Amount \$43,242.16	Adjustment Amount \$0.00	Balance Forward \$303,716.12
Last Payment Amount* \$346,958.28	Payment Date* 10/26/2021	Days Past Due* 0	Past amount due* \$0.00

*Information is based on the latest payment processed.

① If you recently made a payment, it may take up to three (3) business days to see it displayed here.

Set up Auto Pay
Make a Payment

Invoice History ▼

Payment History ▼

Ask A Question



Step 4:

The SET UP AUTO PAY screen displays.

Note: The amount due in the current invoice can only be paid using auto pay.

1. Select your preferred **Bank Account Details** from the Saved Account Details section.

Note: You can also add bank account details by clicking on **Add Bank Information**. (Refer to Step 5).

2. Read the Terms & Conditions and click the **I accept the Terms & Conditions** checkbox.
3. Click **Set up Auto Pay**.

SET UP AUTO PAY

Automatic Payment Details

Your auto pay set up must be completed 6 business days prior to your payment due date. If you do not have 6 business days before your payment due date, make a one time payment if necessary and your auto pay will begin the next month.

Auto Pay Information

Billing Account Name	Total Amount Due	Payment Date
Group 2773		10/01/2021

Your autopayment will be deducted on your due date.

Payment Method

Saved Account Details

Bank Account Details **** * 1231	Edit	Delete
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Add Bank Information

Terms & Conditions

Please read and approve the following authorizations:

By scheduling this payment, you are authorizing EmblemHealth to electronically debit your bank account for your full billed amount on your due date every month. This authorization is valid until you cancel auto pay.

In the event that the payment is returned for insufficient funds, you authorize EmblemHealth to electronically debit your account for the original amount of the transaction, plus any returned item fee, up to the maximum amount allowed by law.

If the auto payment cannot be processed due to insufficient funds, or expiration of your selected payment method, please make sure you continue to make your monthly billed amount payments to avoid any loss of coverage.

You can cancel auto pay at any time.

I accept the Terms & Conditions.

Set up Auto Pay

Cancel



Step 5:

(Optional) If you clicked **Add Bank Information**, the Add Bank Information screen displays.

1. Enter **Bank Routing Number**.
2. Enter **Bank Account Number**.
3. **Re-enter Bank Account Number** for confirmation.
Note: Bank Account number should be manually entered and cannot be copy-pasted from the previous field.
4. Enter **Bank Account Nickname**.
5. Select the **Bank Account Type**.
6. Select the **Bank Account Category**.
7. Click **Submit**.

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SET UP AUTO PAY

Add Bank Information

EmblemHealth partnered with JPMorgan Chase to give you a safe and secure online payment option.

Add New eCheck Account

Bold fields with * are required.

eCHECK ACCOUNT INFORMATION

Bank Routing Number*:
041215032

Bank Account Number*:
XXXXXXXXXXXX9999

Re-enter Bank Account Number*:
XXXXXXXXXXXX9999

Bank Account Nickname:
New Account

Bank Account Type*:
 Checking Savings

Bank Account Category*:
 Consumer Business

Submit

Cancel



Step 6:

The SET UP AUTO PAY screen displays.

1. Select the new **Bank Account Details** from the Saved Account Details section.
2. Read the Terms & Conditions and click the **I accept the Terms & Conditions** checkbox.
3. Click **Set up Auto Pay**.

SET UP AUTO PAY

Automatic Payment Details

Your auto pay set up must be completed 6 business days prior to your payment due date. If you do not have 6 business days before your payment due date, make a one time payment if necessary and your auto pay will begin the next month.

Auto Pay Information

Billing Account Name	Total Amount Due	Payment Date
Group 2773		10/01/2021

Your autopayment will be deducted on your due date.

Payment Method

Saved Account Details

- Bank Account Details
**** * 1231 [Edit](#) [Delete](#)
- Bank Account Details
**** * 9999 [Edit](#) [Delete](#)

[Add Bank Information](#)

Terms & Conditions

Please read and approve the following authorizations:

By scheduling this payment, you are authorizing EmblemHealth to electronically debit your bank account for your full billed amount on your due date every month. This authorization is valid until you cancel auto pay.

In the event that the payment is returned for insufficient funds, you authorize EmblemHealth to electronically debit your account for the original amount of the transaction, plus any returned item fee, up to the maximum amount allowed by law.

If the auto payment cannot be processed due to insufficient funds, or expiration of your selected payment method, please make sure you continue to make your monthly billed amount payments to avoid any loss of coverage.

You can cancel auto pay at any time.

I accept the Terms & Conditions.

[Set up Auto Pay](#)

[Cancel](#)



Step 7:

The Confirmation screen displays.

1. Click **Done**.

Confirmation

Thank you for setting up your automatic payments.

Please make note of this transaction ID, V21FGCR00014708, for your records. You can check the details of your payment in the [Transaction History](#)

As well as the Automatic Payments section in the Billing & Payments History.

Done



Step 8:

The Billing & Payments History screen displays.

1. View Auto Payments details.

Note: To change existing auto pay information, the existing auto payment must be cancelled. The auto payment can be cancelled by clicking **Cancel Auto Pay**.

Home > [Billing Details](#)

- GROUP 2773

Billing & Payments History

Billing Account 1124041000	Billing Account Name Group 2773	Billing Level Group	Billing Frequency Monthly
Invoice Number 000406242477	Invoice Date 10/01/2021	Invoice Due Date 10/01/2021	Status Paid in Full
Total Amount Due \$346,958.28	Billed Amount \$43,242.16	Adjustment Amount \$0.00	Balance Forward \$303,716.12
Last Payment Amount* -	Payment Date* 10/26/2021	Days Past Due* 0	Past amount due* \$0.00

*Information is based on the latest payment processed.

① You have set up auto pay. Your next payment will be made on the first of next month.

Make a Payment Request Updated Bill

Auto Payments

Auto Pay Information

You can only have one automatic payment set up at a time. If you need to update the information below, please cancel it first and then set up a new automatic payment.

Total Amount Due \$0.00	Payment Method Bank Account	Bank Account Details **** * 9999
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TOTAL RECORDS: 1

① Your automatic payment will be made on the due date listed on your invoice.

Cancel Auto Pay

Invoice History

Payment History

Ask A Question

Thank
You

