

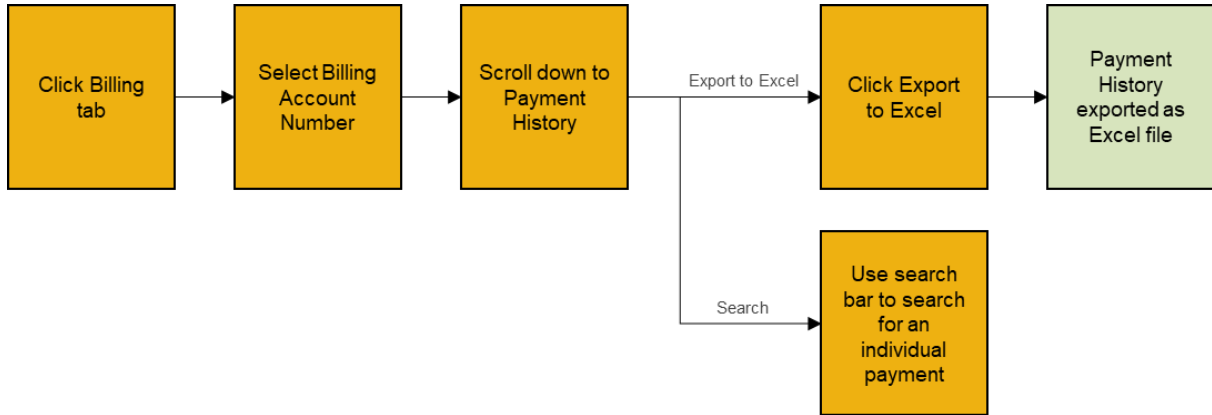
Billing – View & Export Payment History

Quick Reference Guide (QRG)



Billing – View & Export Payment History

This Quick Reference Guide (QRG) will provide an overview of the process to View and Export Payment History.



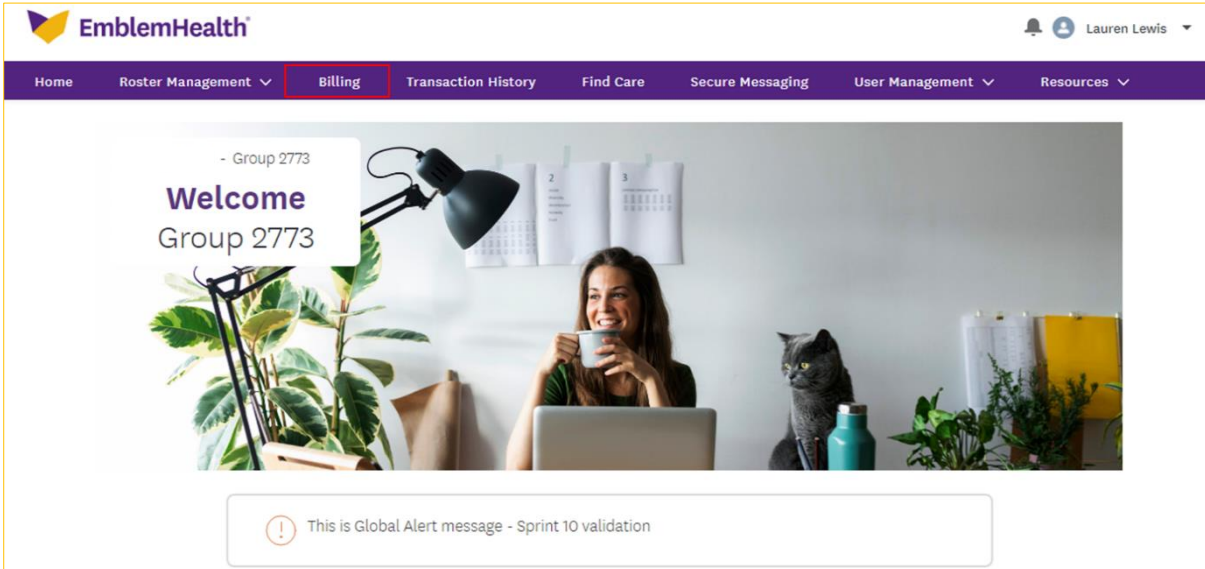
Let us look at the steps in detail to View and Export Payment History.

Purpose: View and Export Payment History.



Step 1:

1. From the **EmblemHealth Home** page, click the **Billing** tab.





Step 2:

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

Home > Billing

- GROUP 2773

Billing

Billing Accounts

Q 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 page displays.
1. Click Payment History to view up to 24 months of payment history.

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.

Set up Auto Pay
Make a Payment
Request Updated Bill

ⓘ If you recently made a payment, it may take up to three (3) business days to see it displayed here. There may be times when technical issues could prevent tasks from being completed. We thank you for your patience in these instances. Please see the transaction history page to confirm the initiation and status of your portal transactions. EmblemHealth takes no responsibility for, and is not liable for, the portal being temporarily unavailable due to technical issues.

Invoice History

Payment History

Ask A Question

Billing – View & Export Payment History



Step 4:

The Payment History table displays.

1. (Optional) Enter specific information in the **Search** bar to refine your search results.
2. Click **Export to Excel** to download the payment history as an Excel file.

Payment History

View up to 24 months of payment history.

Search Export to Excel

Payment Number	Payment Amount	Payment Date	Method of Payment
000004770237	\$346,958.28	10/26/2021	Mail
000004769475	\$127,877.63	01/29/2021	Mail
000004769468	\$268,379.45	01/28/2021	Mail

TOTAL RECORDS: 3



Step 5:

The payment history details are displayed in an Excel spreadsheet.

File Home Insert Page Layout Formulas Data Review View Help Micro Focus ALM Upload Add-in Share Comments

A1 Payment Number

Payment Number	Payment Amount	Payment Date	Method of
000004769476	\$153,558.82	12/10/2020	Mail
000004769194	\$276,014.40	08/15/2020	Mail
000004769179	\$0.00	08/11/2020	Mail
000004769153	\$1,300.00	07/28/2020	Mail
000004769157	\$9,663.68	07/28/2020	Mail
000004769608	\$5.00	03/05/2021	Mail
000004769528	\$26,137.54	02/02/2021	Mail



Step 6:

Return to the Payment History table.

1. Click the **Plus** icon next to an individual payment to **Ask A Question** about that specific payment.

Payment History

View up to 24 months of payment history.

Search Export to Excel

Payment Number	Payment Amount	Payment Date	Method of Payment
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000004769468	\$268,379.45	01/28/2021	Mail

TOTAL RECORDS: 3

Thank
You

