## An improved billing system and easier-to-understand invoice.

## How to read your invoice.

Use this guide to get more information about the summary page of your invoice.

Manage your account.

**Invoice number:** The number for each invoice.

**Invoice date:** The date the invoice

is created.

**Customer number:** This is the number we gave to the account.

**Bill group number:** This number is based on the billing address. There will only be one bill group number.

**Coverage period:** These are the dates being paid for.

**Due date:** The date the payment is due, subject to the grace period in your Group Enrollment Agreement and Group Policy.

2 Account summary.

**Previous balance:** The total due on the last invoice.

**Payments:** The amount paid since the last invoice.

Account and current adjustments:

You can find more information about adjustments made to the account on the Details page of the invoice.

**Current charges:** New amounts you owe since the last invoice.

**Total balance due:** This is the amount you owe.

3 About your payment.

Choose the payment option that best works for you.

- 4 Send payments to this address.
- 5 The amount you need to pay.
- 6 Please write the amount (dollars and cents) being paid in the boxes.

Be sure to write the customer number on the check.

Your invoice also includes more details about the coverage selected. If you have any questions, please call us toll-free at **1-888-201-4216**, TTY **711**, 8 a.m. – 5 p.m. ET, Monday – Friday.



