AdminEASE Bill Pay Customer Support Job Aid

Table of Contents (Control + Click on the links below to review individual sections)

AdminEASE Self-Administered Online Payments	
Customer Account Management – Managing Access	

AdminEASE Self-Administered Online Payments

Log into AdminEASE with your User name and Password. Click 'Log In'	Log In If you're new here, create an account. Log In Show LOG IN Cancel
Click 'Go to AdminEASE'	Wy Home Life & Disability Administration . Make changes to employee coverages . View contract documents Op to AdminEAGE
Click 'Self-Administered Billing Statement'	WA STATE HCA SEBB Manage Employee Coverage Active Policies Manage Employee Coverage Policy 756494 (Effective: 01/01/2020) Manage Billing Long Term Disability Buy Up • Sign Up for Paperless Billing View more information: • Billing and Payment Details Active Billing Divisions by Policy • Self-Administered Billing Statement

All active billing divisions will appear in the 'Billing Division' dropdown menu. Users select the appropriate Self-Administered division from the 'Billing Divisions' dropdown menu.

lropdown	Billing: BillBay		
n from the	Chasse policy and/or division	c l	
	Choose policy and/or division		
	Policy: Billing Division:		
	0001 BEHAVIORAL		
	0002 H CENTER		
	POICY: 0003 BEHAVIORAL		
	Warning 0005 BEHAVIORAL		
	You must first select a Billing Division. Use the Choose policy and/or division selection tools above	6 I	
		_	
anding			
	Descriver Due Dates Tanuary 1 2010		
	Premium Due Date: January 1, 2019		
is evamnle	March 1 2019		
the	March 1, 2019		
the	April 1, 2019		
hey will	Warning		
	 Online BillPay is available for the earliest open bill for a BillPay user and if the last calculation i 	ncluded no errors.	
to the Self-	ThrsStandard" Wikome kina Doe wa stati Krik Katelo Overview Resources Account Management	My Home Site Map Contact	Us Help Loge
	Empore Weinger seinig Connects Cames Forms Billing: Billing Statement		
	Closes policy and/or division Policy: Billing Division:		
	[198494] V [2002 Bik STATE RCA SERS V] Policy: 75644 Billing Division: 0002 Billing Division: 0002 Billing Division: 0002		
	Warning Centre BillPy is available for the earliest open bit for a BilPy user and if the last calculation included no errors.		
	Policypener: Remittance Addess: VIA STATE HCA SSBB STANDHID INSURANCE COMPANY		
	EVENUMEER FOLD AS AND LIST POBA 591 121 MAN ST PORTAGO ST PORTAGO ST SEATTLE IVA 0000 USA		
	Premium Due Date: (Second y 1, 2022 V Deseti Plan Rate Per		
	LTD09% VARES LTD53 HSURED ANCUNT BIL Calegory Prior Pipares: 120 275.00 0100		
	Actual Figures This Month:	\$0.00	
	LTD8/h VARES Bit/Clinity Bit/Clinity LTD8/h VARES Bit/Linity Bit/Linity	Total Amount Due	
	Pore Figures: 50 50,000 0100 Actual Figure Time North:	\$0.00	
	Amount Due Back Charge Elack Credit	Total Amount Due	
	Becell Premium Totals: Total Amoru Totals Total Biting-Fees	\$ \$	0.00
	Amount to be Paid Reset Print/27 Calculate and Save Amount Discrete	\$	0.00

The 'Premium Due Date' drop down menu will show all outstanding bills.

Note: The oldest bill must be calculated and paid first. In this example, the customer must pay January 1, 2019 before they can pay the February, March and April bills.

If they attempt to pay the February, March or April bill first they will receive a warning notice.

Once the 'Premium Due Date' is selected you will be routed to the Self-Administered Billing Statement.



Make Payment: Takes the customer to the US Bank site to pay their bill.

When selecting 'Make Payment' a new browser tab will open and navigate from AdminEASE to the US Bank site.

The 'Payment Amount' cannot be altered for a Self-Administered bill.

Select 'Pay Now' or' Pay on a future date' and add the date you want the bill to be paid.

Select the payment account in the 'Saved Payment Methods' drop down menu.

Select 'Continue'.

Self-Admin One Time	
Amount Due	\$128,000.00
Due Date	01/01/2020
Name	WA STATE HCA SEBB SEATTLE SCHOOL DISTRICT
Policy Number	756494
Billing Division	0001
Login Name	John Doe
Login ID	JD756494
Bill Due Date	20200101
Bill Sequence Number	002
Bill Trans ID	SI75649400012020010100220190703161127
Payment Information	
Frequency	One Time
Payment Amount	\$128,000.00
Payment Date	Pay Now
	O Pay on a future date
	Ample Check 1215 23 Main Sc 12345 Cent Pro Set Personal Check <u>Business Check</u>
Bank Routing Number	
Bank Account Number	
Bank Account Type	Checking Osavings This is a business account
	Save this payment account for future use
Email Address	 ☑ Save this email address to My Profile
Continue	

A review page will populate.	Review Payment
Click 'I accept the Terms and Conditions' box. Click 'Confirm'.	Rease review the information below and select Clorifirm to process your payment. Select Back to return to the previous page to make changes to your payment. Payment Dotable Descriptions Standards Parm Thet Ellier for SIC The Standards Blary Payment Amount Payment Date Sign 200 Payment Method Billing Division (001) Logins 10 Billing Division (001) Descriptions Standards Parm Thet Siller for SIC The Standards Parm Test Payment Method Billing Division (001) Logins 10 Billing Division (001) Bank Routing Number Billing Division (001) Bank Routing Payment, this anthritasion is valid for this transaction contin this second to the test
The 'Confirmation' page will populate and an email confirmation will be sent for your records. Click 'Exit'.	Permet Method Accurate Minimum Research Markey to for using The Standard's Bill Pay service. Prove Successfully constituted sytuames. Total Successfully constituted sytuames. Permet Details Description Standards Rem Tree Biller for SIC The Standard Standards Payment Amount \$27,080-45 Status ScittCoccol Remen Billing Delvision 0001 Login Name: USBBIITry Tet Delvis Minimes Billing Delvision 0001 Login Name: USBBIITry Tet Billing Delvision 0001 Login Name: USBBIITry Tet Billing Delvision 0001
Repeat the steps above to pay the next outstanding bill if you are paying for multiple due dates at one time.	Back to Top

Customer Account Management – Managing Access

To add, modify, deactivate a user profile or run user profile reports, click the 'Account Management' tab.	TheStandard Welcome SABillPay Test Overview Resources Account Management Employee Coverage Billing Contracts Claims Forms Welcome to AdminEASE SM
Click 'Manage Access', 'E Service Administration'.	Discrete Melcome SABiliPay Test Overview Resources Account Manage Account Management My Profile Manage Access Group Profile E Service Administration Account Management Add and update user access to Online Services. Links to help you keep security settings and contact information current. My Profile: Change your password. Manage Access: Set up, maintain and customize access to our online services for individuals based on the business need within your organization. Group Profile: Keep The Standard up to date about your organization's address, contacts and affiliates.
Create a New User Profile	TheStandard" Welcome SABillPay Test Ny Home Contact Us Holp Logout
To create a new user profile, click 'Create New User'.	Create New User Manage Users: Manage Active Users Manage Inactive Users 6 B Q D E E Q H I J K L M N Q P Q B S I U Y W X Y Z all View User Status Report 5 B Q D E E Q H I J K L M N Q P Q B S I U Y W X Y Z all Primary Administrator User Profile E Services Isans Report Body Deachvala Users User Profile E Services Users User Profile E Services
At minimum, populate the required fields on the form.	Manage Users: Create New User
Click 'Continue'.	Fields marked with an * (astenik) are required. User Profile Middle Inflat: *Last Name: Business Address: Othy: StateProvince: SalateProvince: ZiPPostal Code: Phone (winkrea code): • Email: • Cogin Ibitermation • Cogin Ibitermation • Continue Image: Image:

Review the information in the 'Confirm Create New User' Profile screen.

Select Cancel, Modify or Submit.

End of process.

Note: For Self-Administered bills, the user MUST be granted access to the EBA/SATemplate feature if you are giving them access to BillPay.

See example to the right.

	Cancer	 	ncinue
Modify User Profiles			
To modify the Drimer, Administrator profile or money optive years	Create New User Manage Active Users Manage Inactive Users	Manage Users: Manage /	Active Users
click 'Manage Active Users'	View User Status Report		
Click Manage Active Users .		Primary Administrator Test. SABillPay	User Profile Modify

The Primary Administrator and all active users will populate.

User Profile			
Name (First,MI,Last):			
Business Address:			
Phone:			
E-mail:		i@standard.com	
Login ID:	Te	st1234	

The following services are available to your organization. Please select the e-services that this user may ad

AdminEASE (required)					
Bill Pay					
 € 631541 □ 0001 □ 0003 	lf assi policy also b	gning the user BillPay /division, E-Billing/Sel be assigned to the use	for a Self Admin f Admin Template mus r for that division.		
Billing And Payment Det	ails				
 € 631541 □ 0001 □ 0003 					
E-Billing/Self Admin Tem	plate				
 € 631541 □ 0001 □ 0003 					
E-Contract Documents					
-					
Evidence Reporting					
Reports Online - Life	y				
PATHWAYS COMMUN	ITY BEHAVORIAL				
E-Services Administration					
Does this employee have the a	authority to administer other	employees' access to e-se	ervices? 🔍 No 💌 Yes		
Cancel		Continue			
				_	
Create New User	Manage Users: Mar	nage Active Users			
Create New User Create New User Manage Active Users View User Status Report	Manage Users: Mar	ABCDEEGHIJK	LMNOPQRSIUXWXXZall		
Create New User Manage Active Users Manage Inative Users View User Status Report	Manage Users: Mar	age Active Users	LMNOPORSIUVWXYZall	lau un	
Create New User El Banaga Active Users Managa Inactive Users View User Status Report	Manage Users: Mar	Anage Active Users	LMNOPORSIUVWXXZaW E-Services Modity	Status Deactivate	
Create New User 21 Banaga Active Users Managa Inactive Geers View User Status Report	Manage Users: Mar Primary Administrator Text. SASUPPay Users	A B C D E F G H I J K	L M N O P O B S I U Y W X Y Z All E-Services Modity E-Services	Status Deactivate Status	

To view the 'Primary Administrator' or a 'User' p in the corresponding box.

To view the 'Primary Administrator' or a 'User' profile, click on the link in the corresponding box. The Manage Users window will open. <i>This is informational only and</i> <i>cannot be edited.</i>	Primary Administrator Test, SABillPay
	Ime Standard - Internet Explorer Ime Frank Ime (First, Mi, Last): SABillPay Test Business address: Phone number: E-mail address: Ostandard.com Login ID User role: Primary Administrator Assigned E-Services: E-Contract Documents AdminEASE Bill Pay Bill Pay Bill Pay
To modify a user profile, click the 'Modify' link in the 'User Profile' box.	User Profile Modify
At minimum, populate the required fields on the form.	Manage Users: Modify User Profile
Click 'Continue'.	Fields marked with an * (asterik) are required. User Profile * First Name: State Middle initia: * Last Name: Teat: Business Address: City: StateProvince: StateProvince: StateProvince: StateProvince: StateProvince: StateProvince: StateProvince: StateProvince: Batandard.com Login Information Login Information Continue Continue

Review the information in the 'Confirm Modify User Profile' screen. Select Cancel, Modify or Submit. End of process.	Manage Users: Confirm Modify User Profile Please verify the information below. Select Submit to save these changes. Select Modify to make further changes to this user record. Select Cancel to cancel this transaction and return to the list of users. User Profile Name (FirstMILast): SABIIIPay Test Business Address: Phone: E-mail: kgraves@standard.com Login ID: SABR642521
	Cancel Modify Submit
Modify User E-Services Profile	E-Services
To modify a user e-services profile, click the 'Modify' link in the E-Services box.	Modify
Check or un-check the e-services the user may access.	Manage Users: Administer User E-Services SABillPey Text
Click 'Continue'.	Te following services are serilable to your organization. Please select the e-services that this user may access. Image: Additional Content Image: Additional Content </td
Review the information in the 'Confirm Administer User E-Services' screen.	Manage Users: Confirm Administer User E-Services SABIIPey Test Please winty the information below. Select Submit to save these changes. Select Modify to make further changes to this user's e-services profile. Select Cancel to cancel this transaction and return to the list of users.
Select Cancel, Modify or Submit.	Autimaticate (sequence) Bit Pay 242551 Biting And Payment Details 242551 242551
End of process.	reversion of the second

View User Status Report

Click 'View User Status Report'.

Create New User
Manage Active Users
Manage Inactive Users
View User Status Report

Select 'Active', 'Inactive' or 'Active & Inactive' to select the report type.

Click 'Download User Status Details' button.

The report will download into an Excel spreadsheet.

End of process.

View Users :	 Active 	O Inactive	Active & Inactive	
		Download User Status Details		
Active Users	Assigned E-Services	SubUnits	Service Role	
Test, SABillPay	E-Billing/Self Admin Template	642521	Primary Administrator	_
		0001		
		0002		
		0003		
		0004		
		0005		
	EB E-Services Administration		Primary Administrator	
	E-Contract Documents		Primary Administrator	
	AdminEASE		Primary Administrator	
	Billing And Payment Details	642521	Primary Administrator	
		0001		
		0002		
		0003		
		0004		
		0005		
	Bill Pay	642521	Primary Administrator	
		0001		
		0002		
		0003		
		0004		
		0005		
Inactive Users				

Back to Top