

AvMed Employer Portal - Paying Invoices

Purpose

This guide provides step-by-step instructions for employers to **view, select, and pay invoices** using the **Employer Web Portal**.

Login to the Employer Web Portal

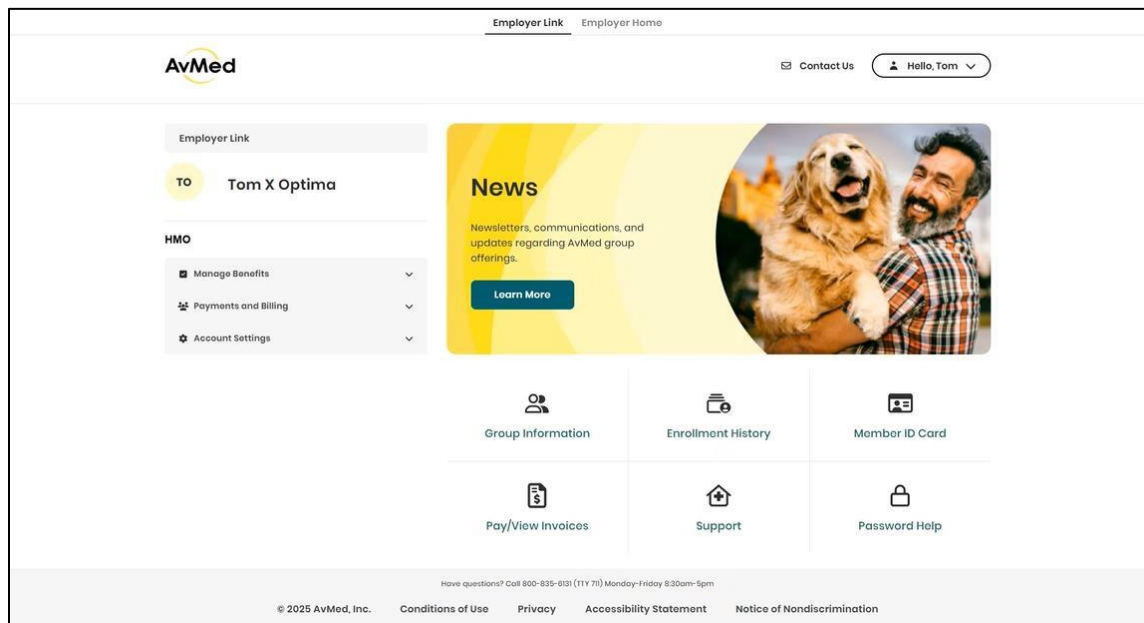
1. Go to www.AvMed.org
2. Select **Log In/Register**
3. Select **Employer**
4. Enter your username and password
5. Complete the Microsoft Authenticator verification

You will be directed to the secure AvMed Employer Portal homepage.

Navigate to the Invoices Page

1. From the main navigation menu, select **Payment and Billing**.
2. Select **Pay Monthly Invoices**

✅ **Important:** The **Wells Fargo Online Payment Center** opens in a separate browser tab or window. If the page does not open, verify that pop-ups are enabled for the AvMed Employer Portal.



AvMed Employer Portal - Paying Invoices

Selecting a Group

On the **Pay My Bills** page, select the appropriate **Reference Number** from the dropdown menu. If you have access to multiple groups, choose the group you want to manage. After a selection is made, the Wells Fargo Online Payment Center will display the invoices, balance due, and payment information associated with that group.

 **Tip:** Always verify the selected **Reference Number** and **Group Name** before proceeding with payment to ensure invoices are applied to the correct account.

To Select a Group:

1. Locate the **Reference Number** dropdown.
2. Select the dropdown arrow to view available groups.
3. Choose the group you wish to manage.

Understanding the Pay My Bills Page

After selecting a group, the **Pay My Bills** page will display invoice information associated with the selected account.

The page includes the following fields:

Field	Description
Reference Number	The account or group selected for invoice payment.
Group Name	The employer group associated with the invoice.
Invoice Number	The unique invoice identifier.
Invoice Due Date	The date payment is due.
Invoice Amount	The amount billed on the invoice.
Outstanding Balance	The amount currently owed.
Payment Status	Indicates whether an invoice is unpaid, pending, or paid.
Selected Payment Total	The running total of invoices selected for payment.

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Sentara Health Plans

Home Pay My Bills Recurring Payments RESHMA MAHARJAN

Pay My Bills Due Date: [] Advanced Search

UNPAID AND PARTIA [Show Account Groupings](#) [Export](#)

☐	Invoice Date	Due Date	Invoice Number	Amount Due	Payment Amount	Payment Code
☐	5/9/2025	6/1/2025	9874354	6,728.86	6,728.86	
☐	5/9/2025	6/1/2025	9874282	111,769.06	111,769.06	
☐	9/5/2024	10/1/2024	9067186	5,943.44	5,943.44	
☐	9/5/2024	10/1/2024	9067105	119,863.85	2,000.00	

MESSAGES View

Access your member ID card, benefits and claims information, and more—anywhere, anytime, anytime—with the Sentara Health

PAYMENT SUMMARY

0 Invoices \$0.00

[Remove All](#)

* Payment Method [Add](#)

* Pay Date 4/1/2026

ONE-TIME payments confirmed before BPM ET will be posted today. ONE-TIME payments confirmed after BPM ET will be posted tomorrow. A fee for payments returned for Insufficient Funds will be appropriated.

[Cancel](#) [Continue to Payment](#)

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Selecting Invoices for Payment

On the Pay My Bills page, you have the following filter options to select which invoices you want to view under the **Unpaid and Partially Paid** menu:

- **All** - Displays all invoices
- **Unpaid** - Displays unpaid invoices only
- **Partially Paid** - Displays invoices with a remaining balance
- **Unpaid and Partially Paid** - Displays invoices requiring payment
- **Paid in Full** - Displays invoices that have been fully paid

Sentara Health Plans

Home Pay My Bills Recurring Payments RESHMA MAHARJAN

Pay My Bills Due Date: [] Advanced Search

UNPAID AND PARTIALLY PAID [Show Account Groupings](#) [Export](#)

HISTORY

☐ ALL

☐ UNPAID

☐ PARTIALLY PAID

☒ UNPAID AND PARTIALLY PAID

☐ PAID IN FULL

☐	Invoice Date	Due Date	Invoice Number	Amount Due	Payment Amount	Payment Code
☐	5/9/2025	6/1/2025	9874354	6,728.86	6,728.86	
☐	5/9/2025	6/1/2025	9874282	111,769.06	111,769.06	
☐	9/5/2024	10/1/2024	9067186	5,943.44	5,943.44	
☐	9/5/2024	10/1/2024	9067105	119,863.85	2,000.00	

MESSAGES View

Spend your healthcare dollars wisely. Get an estimate before you see the doctor. Sign in at [sentarahealthplans.com](#) and select Treatment

PAYMENT SUMMARY

0 Invoices \$0.00

[Remove All](#)

* Payment Method [Add](#)

* Pay Date 4/1/2026

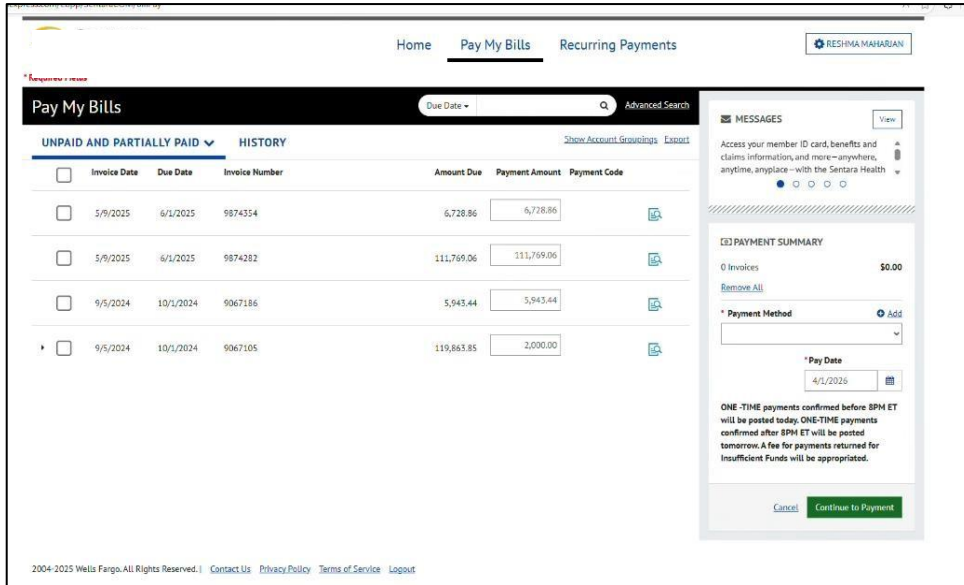
ONE-TIME payments confirmed before BPM ET will be posted today. ONE-TIME payments confirmed after BPM ET will be posted tomorrow. A fee for payments returned for Insufficient Funds will be appropriated.

[Cancel](#) [Continue to Payment](#)

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1. From the displayed list, **select the checkbox** next to each invoice you want to manage.
2. Enter payment amounts in the **Payment Amount** Field.

 **Tip:** You can select multiple invoices at one time if paying in bulk.



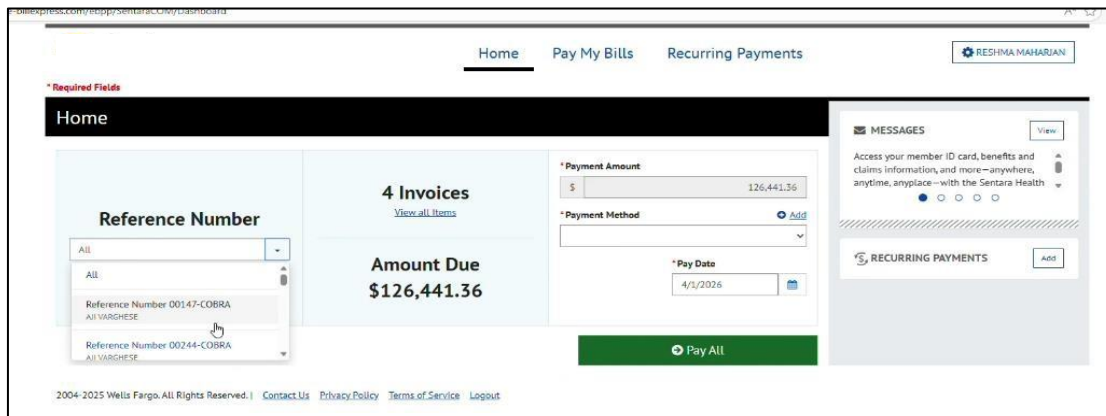
Reviewing Payment Details

Before submitting payment:

- Verify the **invoice numbers**
- Confirm the **total amount due**
- Ensure you selected the **correct client or group**

If changes are needed:

- Uncheck invoices you do not want to include
- Select additional invoices if required



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Pay My Bills

UNPAID AND PARTIALLY PAID

Invoice Date	Due Date	Invoice Number
5/9/2025	6/1/2025	9874354
5/9/2025	6/1/2025	9874355
5/9/2025	6/1/2025	9874356
5/9/2025	6/1/2025	9874357

Coverage Period: 06/01/2025 TO 06/30/2025

Thank you for making your monthly insurance premium payment. For Billing Questions (757)512-8349 option 1. Questions regarding eligibility and enrollment option 2. If premiums paid are different than listed, for the reconciliation page to (757)227-5162. Enrollment changes can be emailed to: Large_Group_Enrollment@sentara.com.

Reference Number: 8402
Invoice Number: 9874354
Invoice Date: 5/9/2025
Due Date: 6/1/2025

Current Balance: \$6,728.86
Retro Adjustments: \$0.00
Amount Due: \$6,728.86

Buttons: [Pay Now](#) [Cancel](#)

MESSAGES

Sentara Health Plans has your covered. It's time to pay with \$6,728.86. Scan for a mobile verified check via phone or video, whenever.

PAYMENT SUMMARY

1 Invoice: \$6,728.86

Buttons: [Remove All](#) [Add](#)

* Payment Method: [Add](#)

* Pay Date: 6/1/2025

ONE-TIME payments confirmed before 5PM ET will be posted today. ONE-TIME payments confirmed after 5PM ET will be posted tomorrow. A fee for payments returned for Insufficient Funds will be appropriated.

Buttons: [Cancel](#) [Continue to Payment](#)

Submitting Payment

1. After selecting the desired invoices, click **Pay** or **Continue** (button label may vary).
2. Review the payment summary screen.
3. Confirm the payment details.
4. Select **Submit Payment**.

Home **Pay My Bills** Recurring Payments [RESHMA MAHARIAN](#)

* Required Fields

Pay My Bills

UNPAID AND PARTIALLY PAID HISTORY

Invoice Date	Due Date	Invoice Number	Amount	Balance
5/9/2025	6/1/2025	9874354		
5/9/2025	6/1/2025	9874282	111,769.06	111,769.06
9/5/2024	10/1/2024	9067186	5,943.44	5,943.44
9/5/2024	10/1/2024	9067105	119,863.85	2,000.00

Coverage Period: 06/01/2025 TO 06/30/2025

No payments made against this invoice.

Buttons: [Cancel](#) [OK](#)

MESSAGES

Get social with Sentara Health Plans! Connect with us on Facebook, Twitter, LinkedIn, and YouTube.

PAYMENT SUMMARY

1 Invoice: \$6,728.86

Buttons: [Remove All](#) [Add](#)

* Payment Method: [Add](#)

* Pay Date: 4/1/2026

ONE-TIME payments confirmed before 5PM ET will be posted today. ONE-TIME payments confirmed after 5PM ET will be posted tomorrow. A fee for payments returned for Insufficient Funds will be appropriated.

Buttons: [Cancel](#) [Continue to Payment](#)

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Payment Confirmation

After payment is submitted:

- A **confirmation message** appears on screen
- Paid invoices may no longer appear as outstanding

It is recommended that you:

- Save or print the confirmation
- Take note of the confirmation number for your records

The screenshot shows the 'Pay My Bills' interface. At the top, there are tabs for 'Home', 'Pay My Bills', and 'Recurring Payments'. The 'Pay My Bills' tab is active. Below the tabs, there's a search bar and an 'Advanced Search' link. The main section is titled 'UNPAID AND PARTIALLY PAID' and 'HISTORY'. It displays a table of invoices with columns: Invoice Date, Due Date, Invoice Number, Amount Due, Payment Amount, and Payment Code. The first invoice is highlighted with a green checkmark. Below the invoice table, there's a 'Coverage Period' section. At the bottom, a table shows payment confirmation details, which is highlighted with a red box. To the right, there's a 'MESSAGES' section and a 'PAYMENT SUMMARY' section.

Invoice Date	Due Date	Invoice Number	Amount Due	Payment Amount	Payment Code
5/5/2025	6/1/2025	9874354	6,728.86	6,728.86	Select Op
5/6/2025	6/1/2025	9874282	111,769.06	111,769.06	
9/5/2024	10/1/2024	9067386	5,843.44	5,843.44	
9/5/2024	10/1/2024	9067105	119,863.85	2,000.00	

Confirmation #	Payment Method	Name	Payment Date	Total Amount	Status
5100214295	ACH	Other	9/6/2024	117,863.85	Paid

When finished, you can close the Wells Fargo Online Payment Center tab and return to the AvMed Employer Portal.