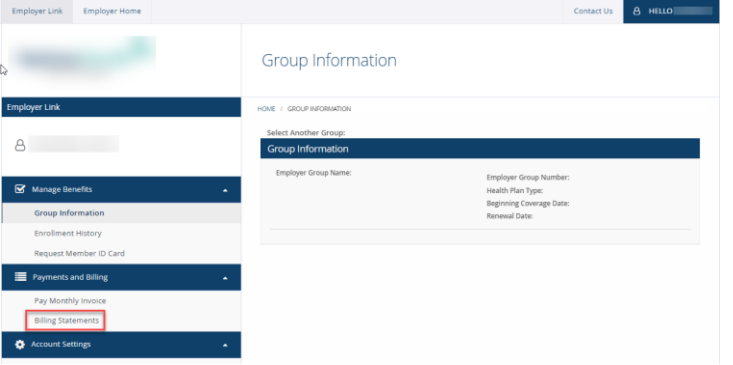
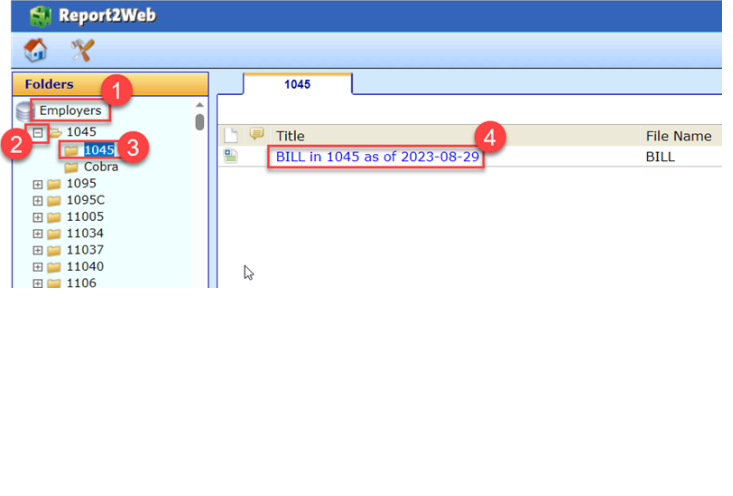
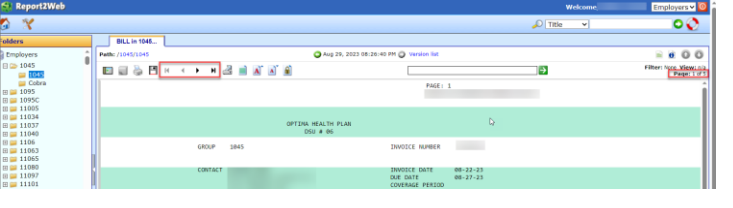
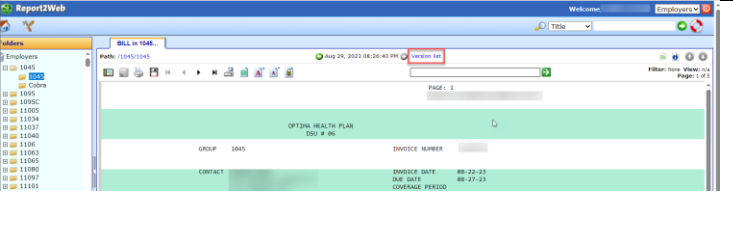
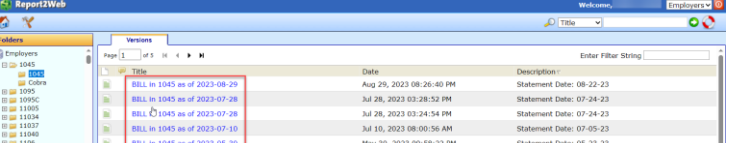
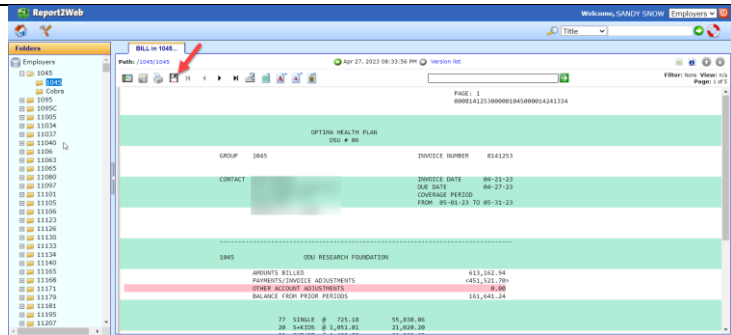


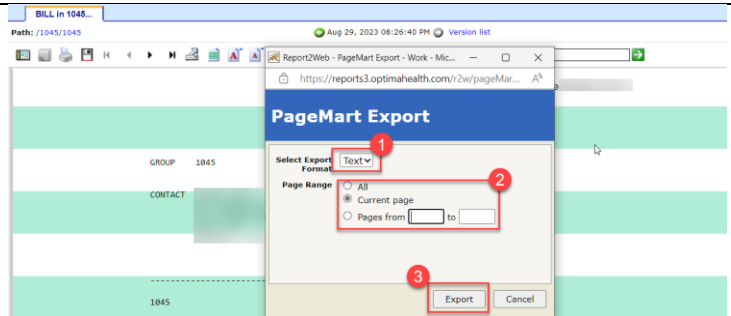
<p>Purpose</p>	<p>Outline the functionality available to Employers when accessing monthly Billing Statements in Report2Web.</p>																		
<p>After you login, the Sentara Health Plans landing page displays. Under the Payments and Billing Section, click on Billing Statements.</p>																			
<p>After you click on the Billing Statement link, the Report2Web dashboard displays.</p> <ol style="list-style-type: none"> 1. Click on Employers on the left to generate a list of your Group numbers. This list takes a moment to generate. <p>Note: You will only see your groups and not what is displayed in this example.</p> <ol style="list-style-type: none"> 2. Click on the “+” icon in front of the Group number to create the file. 3. Click on the Group number. 4. Click on the hyperlink to open the Billing Statement. 																			
<p>The Billing Statement is displayed.</p> <p>Click on the arrows at the top of the page to move through the different pages of the statement (if there are multiple pages).</p>																			
<p>To access different versions of the Billing Statement, click on the hyperlink Version List at the top.</p>																			
<p>The Version List displays providing all the available versions of the document.</p>	 <table border="1"> <thead> <tr> <th>Title</th> <th>Date</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>BILL in 1045 as of 2023-08-29</td> <td>Aug 29, 2023 08:26:40 PM</td> <td>Statement Date: 08-22-23</td> </tr> <tr> <td>BILL in 1045 as of 2023-07-28</td> <td>Jul 28, 2023 03:28:52 PM</td> <td>Statement Date: 07-24-23</td> </tr> <tr> <td>BILL in 1045 as of 2023-07-28</td> <td>Jul 28, 2023 03:24:54 PM</td> <td>Statement Date: 07-24-23</td> </tr> <tr> <td>BILL in 1045 as of 2023-07-10</td> <td>Jul 10, 2023 08:00:56 AM</td> <td>Statement Date: 07-05-23</td> </tr> <tr> <td>BILL in 1045 as of 2023-05-30</td> <td>May 30, 2023 09:58:22 PM</td> <td>Statement Date: 05-23-23</td> </tr> </tbody> </table>	Title	Date	Description	BILL in 1045 as of 2023-08-29	Aug 29, 2023 08:26:40 PM	Statement Date: 08-22-23	BILL in 1045 as of 2023-07-28	Jul 28, 2023 03:28:52 PM	Statement Date: 07-24-23	BILL in 1045 as of 2023-07-28	Jul 28, 2023 03:24:54 PM	Statement Date: 07-24-23	BILL in 1045 as of 2023-07-10	Jul 10, 2023 08:00:56 AM	Statement Date: 07-05-23	BILL in 1045 as of 2023-05-30	May 30, 2023 09:58:22 PM	Statement Date: 05-23-23
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