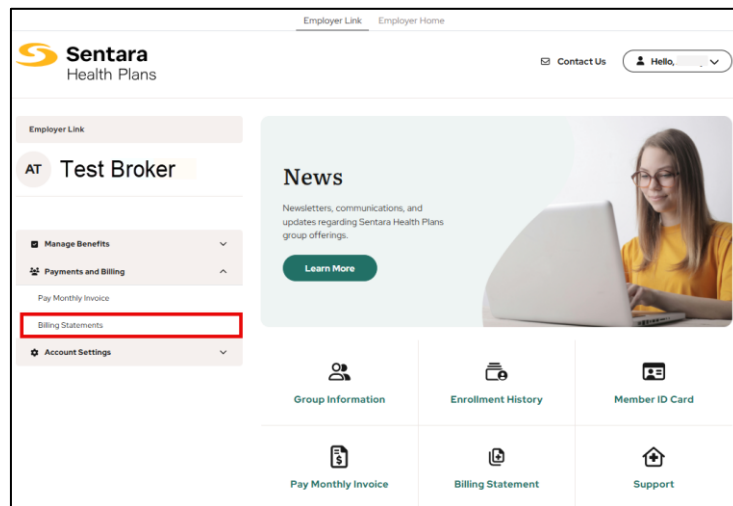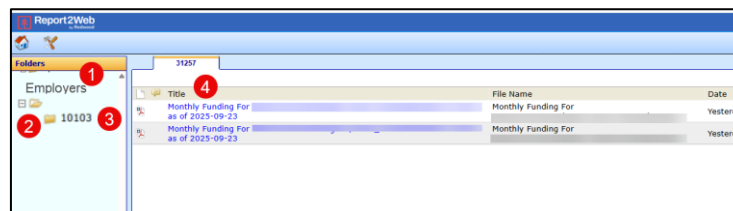**Purpose**: Outline the functionality available to Employers when accessing monthly Billing Statements in Report2Web.

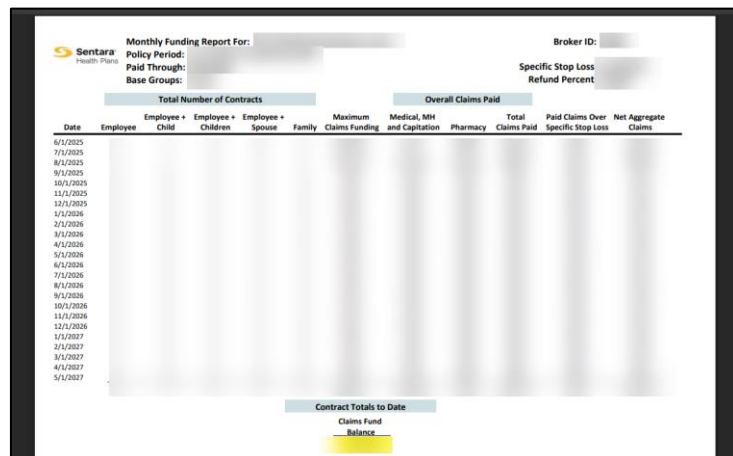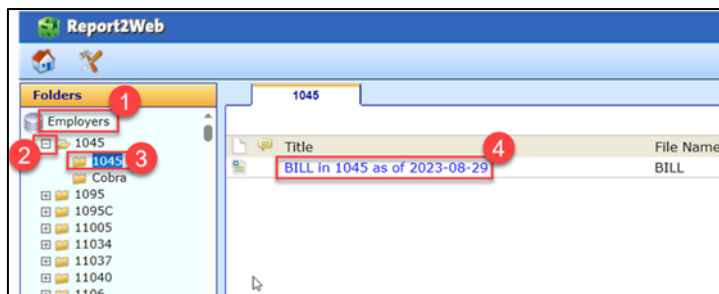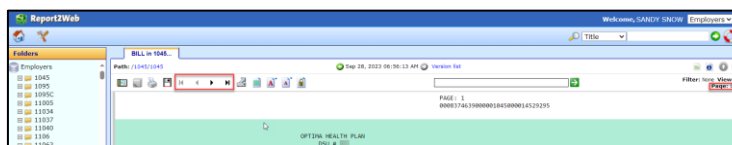|	
After you login, the Sentara Health Plans landing page displays. Under **the Payments and Billing** Section, click on **Billing Statements**.	
After you click on the **Billing Statement** link, the Report2Web dashboard displays. 1. Click on **Employers** on the left to generate a list of your **Group** numbers. *This list takes a moment to generate.* 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 **Monthly Funding Report**.	
The Monthly Funding Report will generate.	

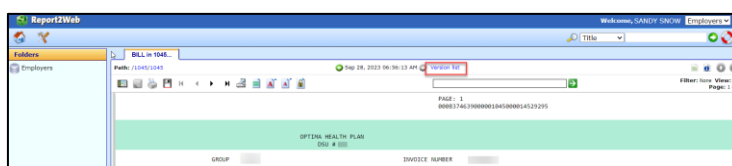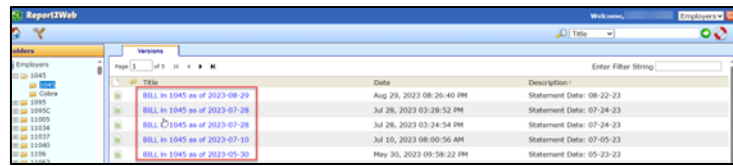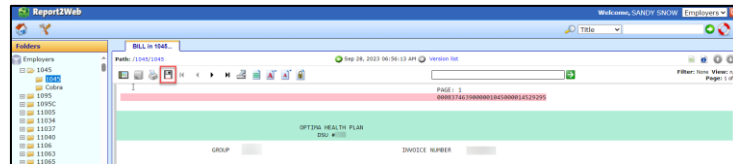|	

After you click on the **Billing Statement** link, the Report2Web dashboard displays.
 	
  5. Click on **Employers** on the left to generate a list of your **Group** numbers. This list takes a moment to generate.
  6. Click on the "**+**" icon in front of the **Group** number to create the file.
  7. Click on the **Group** number.
  8. Click on the hyperlink to open the **Billing Statement**.	

The **Billing Statement** displays. Click on the arrows at the top of the page to move through the different pages of the statement (if there are multiple pages).	
To access different versions of the **Billing Statement,** click on the hyperlink **Version List** at the top.	

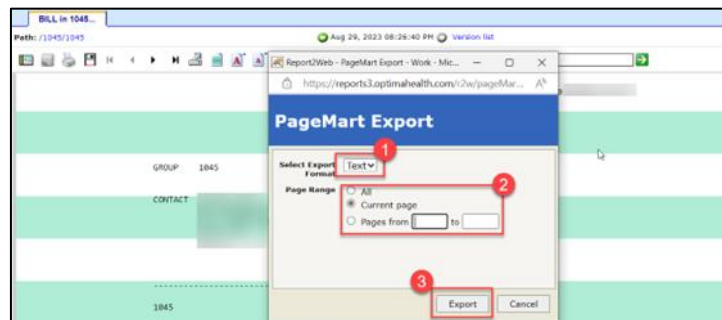|	
The **Version List** displays providing all the available versions of the document. Click on the desired Version to see the full document.	
Download or export the **Billing Statement** by clicking on the disc icon by the printer icon.	
The **PageMart Export** pop-up window displays, which gives you the option to export the document. 1. Choose **Text** or **PDF** 2. Select the Pages 3. Click **Export**	
If you choose **Text** as the **Page Export** option, a **Text** document displays. Click on **File** or **Edit** in the top left corner to access functionalities such as **Print** or **Save**.	
If you choose **PDF** as the **Page Export** option, a **PDF** document displays in a new window. In the upper right corner, you can choose to **Print** or **Save** the document by selecting the appropriate icon.	