

Instructions for Employers to Access Monthly Billing Statements

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 .	Employer Link Employer Home Central th A: HILD Comployer Link Group Information Hold: F (2009 #000x00H) Series beformation Employer Complements Employer Complements Group Information Employer Complements Employer Complements Group Information Employer Complements Employer Complements Group Information Employer Complements Employer Complements Frequences and Billing Frequences and Billing Frequences and Billing Pay Monthly Impole Account Settings Frequences and Billing
 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. Note: You will only see your groups and not what is displayed in this example. 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. 	Folders 1045 Employers 1045 Cobra BILL in 1045 as of 2023-08-29 BILL BILL 1035 BILL 11037 11034 11038 In 1045 11037 In 1046 11038 In 1045 11039 In 1045 11034 In 1045 In 1045 In 1045 In 1045 In 1045 In 1045 In 1045 In 1040 In 1045
The Billing Statement is displayed. Click on the arrows at the top of the page to move through the different pages of the statement (if there are multiple pages).	Report 2004 Website Employers Image: Second and and and and and and and and and a
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