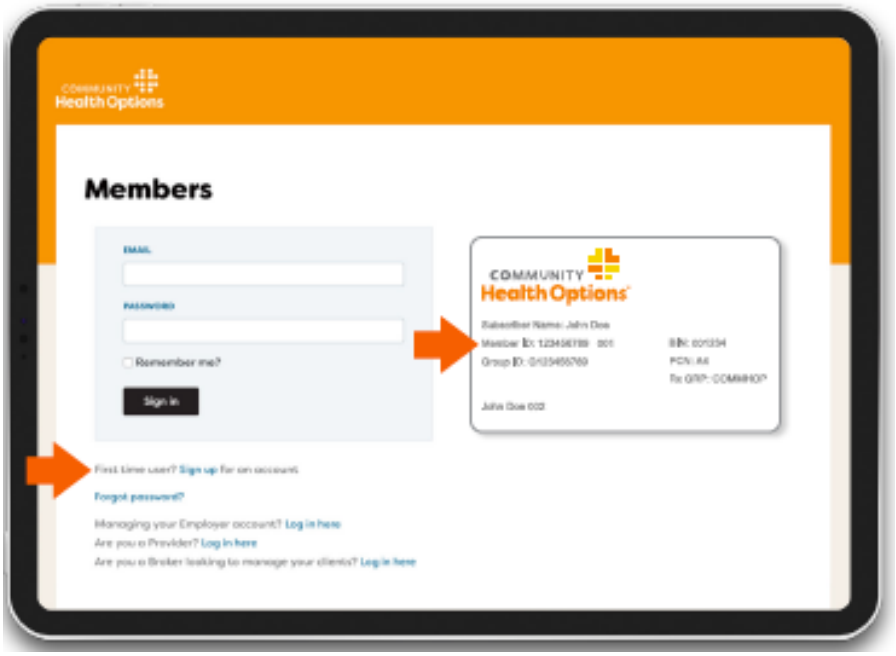
Managing Online Payments

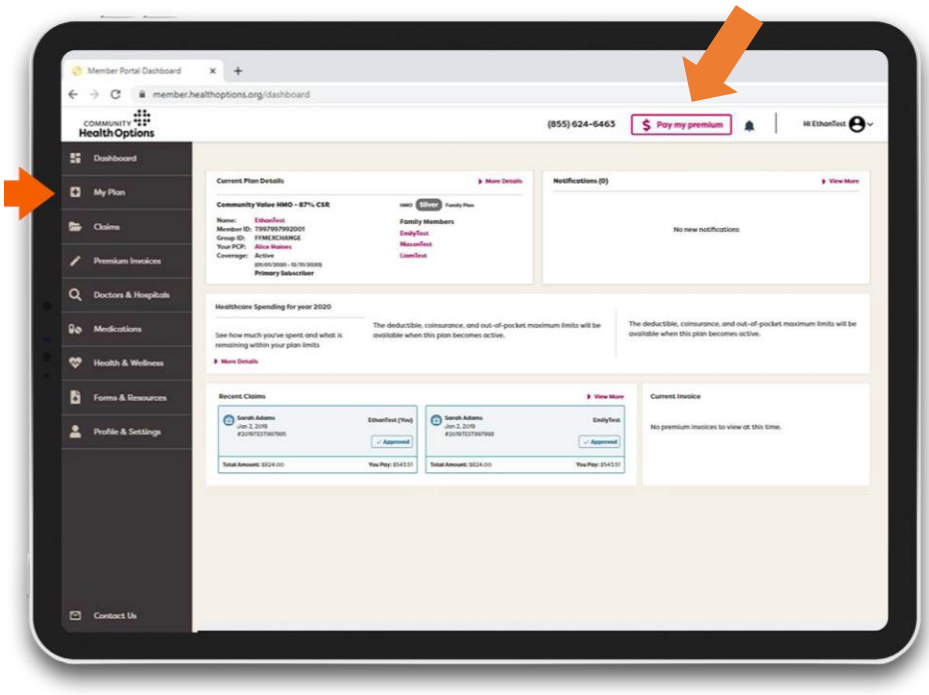
Members can access the Health Options Online Payment System by logging into the Member Portal.

- Go to healthoptions.org and click on “Sign in” at the upper right side of the screen.
- Select Member Login.
- If you are new to the portal, Click on First Time User? Sign up for an account.
- At the next screen, enter your Member ID number, last name and date of birth, as shown below.



- Use your Member Portal to access our Health Options Online Payment System.

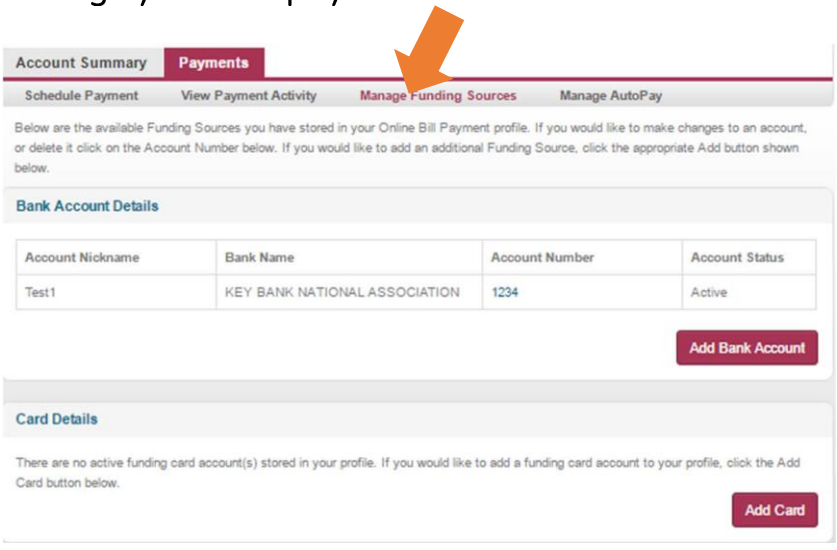
- From your dashboard, click the **"Pay my premium"** button as shown in the image below.



Please Note: The first time you enter the new payment portal, you will be asked to read and acknowledge our Terms and Conditions. You will have to do this only once.

Payments Tab

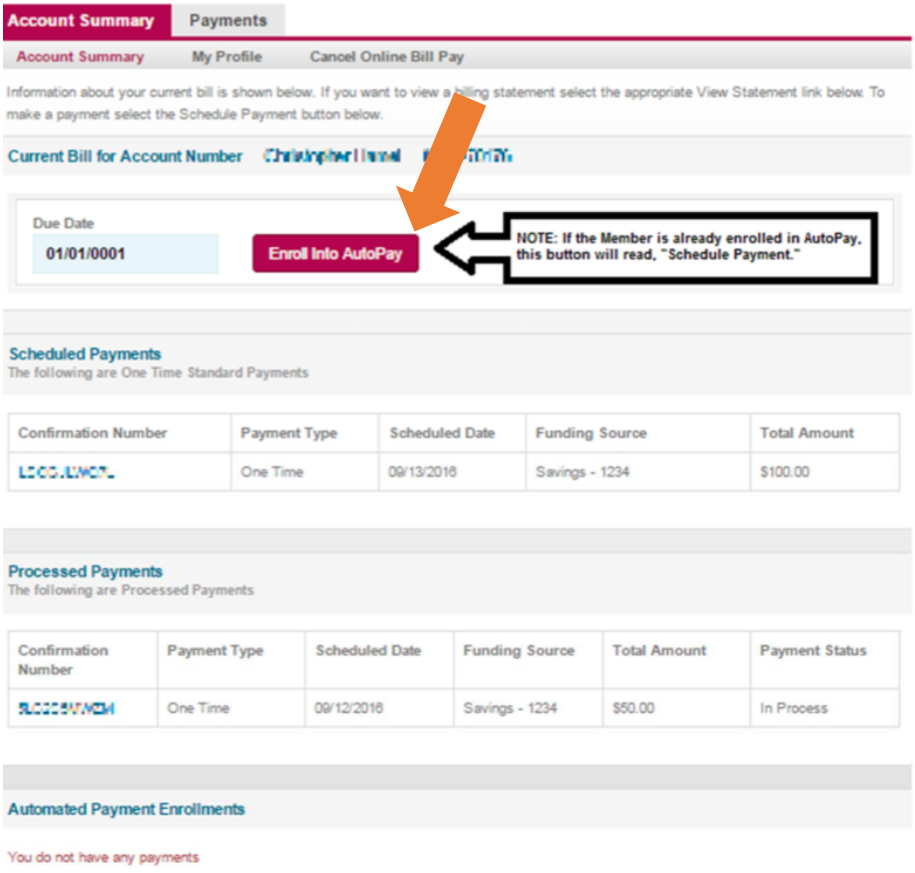
Use the Payments tab to Schedule and View payments, **Manage Funding Sources** and Manage your autopayments.



- To make any online payments, you must first enter funding sources, (credit card, debit card, back account), in the **Manage Funding Sources** tab. Here you can also update, view, edit, or delete funding sources associated with your account.
- Once this step is done, you can choose the tabs to schedule a one-time online payment or set up Autopayment for monthly premium payments by following the prompts.

Account Summary Tab

- To set up your **AutoPay** account, click on the red button: "**Enroll into AutoPay.**"
- Use the "My Profile" link to review and/or change your e-mail address.
- Use the "Cancel Online Bill Pay" link to stop AutoPay on your account. Any unprocessed payments, including Auto Pay, will be cancelled.



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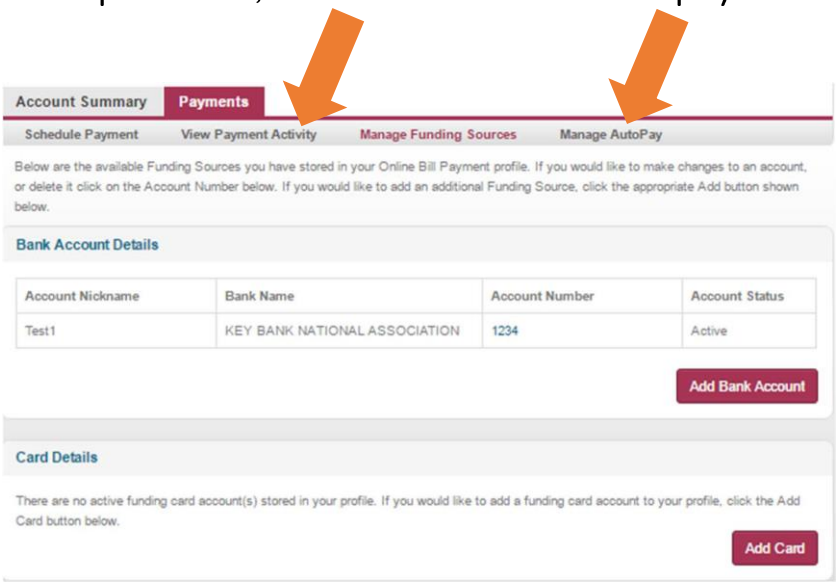
View Payment Activity

- Use the “View Payment Activity” tab shown below to view scheduled, processed, automated and refunded payments on your account.



Manage Auto Pay

- Auto Pay allows you to use your funding sources to pay your monthly premium automatically or cancel an existing Auto Pay enrollment. Please note: If you try to schedule a single payment or use AutoPay but have not previously added a funding source, (credit card, debit card, back account), you will be redirected to the “Manage Funding Sources” screen where you can update, view, edit, or delete funding sources associated with your account.

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