

## Managing Online Payments

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

- Go to [healthoptions.org](http://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.

COMMUNITY  
Health Options

### Members

EMAIL  
[Input Field]

PASSWORD  
[Input Field]

Remember me?

Sign in

First time user? Sign up for an account

Forgot password?

Managing your Employer account? Log in here

Are you a Provider? Log in here

Are you a Broker looking to manage your clients? Log in here

COMMUNITY  
Health Options

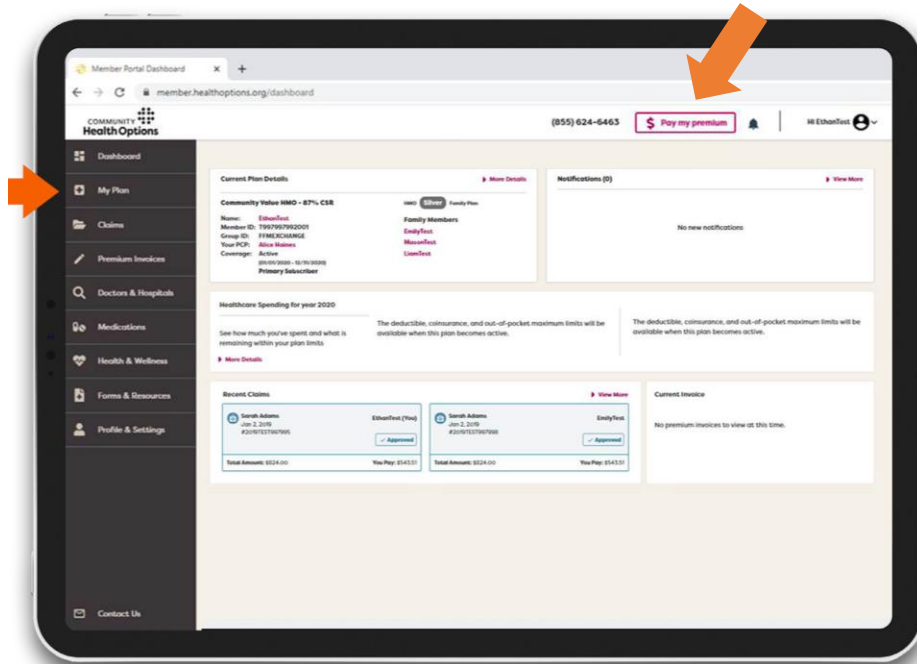
Member Name: John Doe  
Member ID: 123456789 001  
Group ID: 0123456789

SIN: 001234  
PCN: AA  
Tax ID: COMMHD0

John Doe 002

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

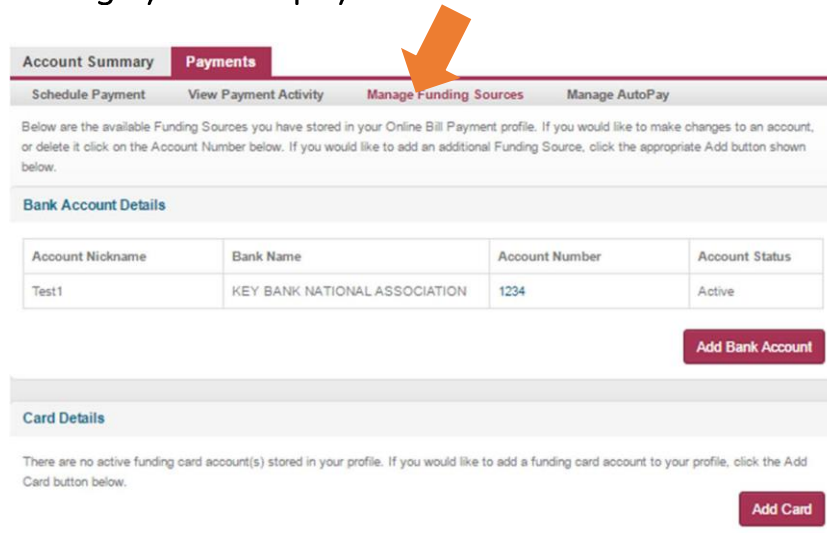
- From your dashboard, click the “Pay my premium” button as shown in the image below.



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

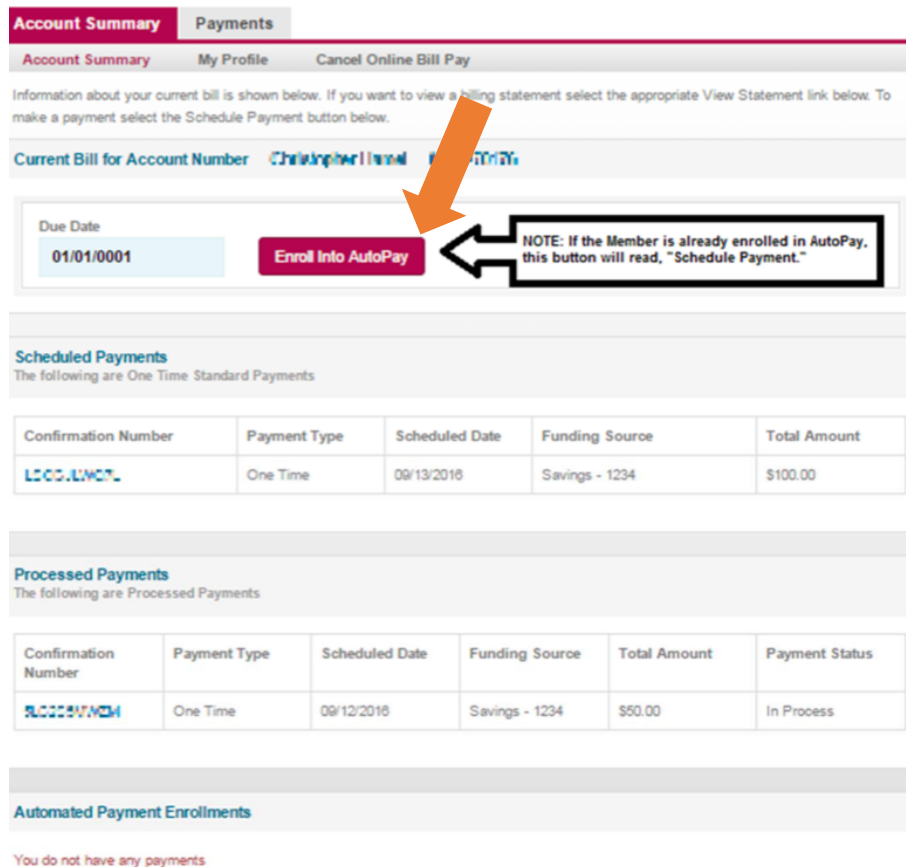
Use the Payments tab to Schedule and View payments, Manage Funding Sources and Manage your autopayments.



- To make any online payments, you must first enter funding sources, (credit card, debit card, bank 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.



**Account Summary** | Payments

Account Summary | My Profile | Cancel Online Bill Pay

Information about your current bill is shown below. If you want to view a billing statement select the appropriate View Statement link below. To make a payment select the Schedule Payment button below.

Current Bill for Account Number Christopher | |

Due Date: 01/01/0001

**Enroll into AutoPay**

NOTE: If the Member is already enrolled in AutoPay, this button will read, "Schedule Payment."

**Scheduled Payments**  
The following are One Time Standard Payments

Confirmation Number	Payment Type	Scheduled Date	Funding Source	Total Amount
123456789	One Time	09/13/2016	Savings - 1234	\$100.00

**Processed Payments**  
The following are Processed Payments

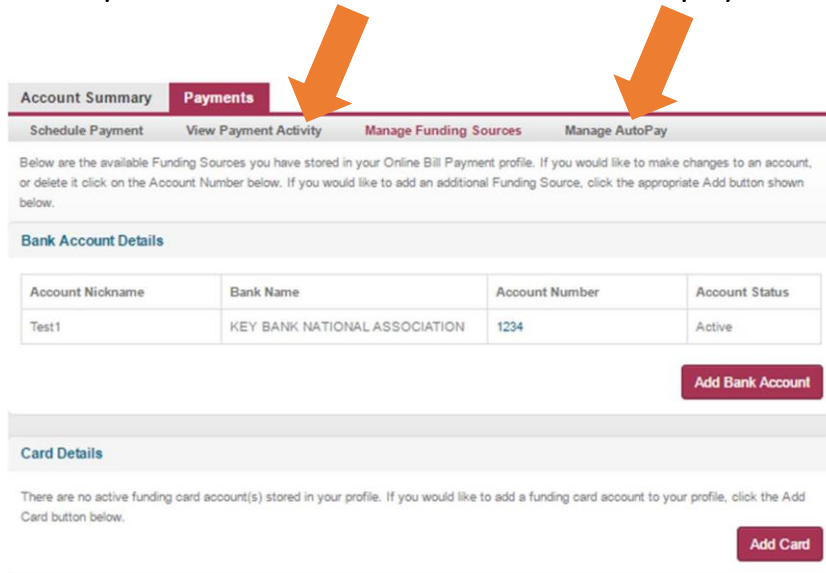
Confirmation Number	Payment Type	Scheduled Date	Funding Source	Total Amount	Payment Status
123456789	One Time	09/12/2016	Savings - 1234	\$50.00	In Process

**Automated Payment Enrollments**

You do not have any payments

## View Payment Activity

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



Account Summary **Payments** Schedule Payment View Payment Activity Manage Funding Sources Manage AutoPay

Below are the available Funding Sources you have stored in your Online Bill Payment profile. If you would like to make changes to an account, or delete it click on the Account Number below. If you would like to add an additional Funding Source, click the appropriate Add button shown below.

**Bank Account Details**

Account Nickname	Bank Name	Account Number	Account Status
Test1	KEY BANK NATIONAL ASSOCIATION	1234	Active

[Add Bank Account](#)

**Card Details**

There are no active funding card account(s) stored in your profile. If you would like to add a funding card account to your profile, click the Add Card button below.

[Add Card](#)

## 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, bank 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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