

Managing Online Payments

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

- Go to <u>healthoptions.org</u> 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.

ustru 188 h Options		
Aembers		
NAM. Nacionality Remember me ¹	COMMUNITY Health Options Basedor Rome, An Der Masson Er (2018) 191 Orap D. Ord/Hellon Ann Dan 60	Bills 20103H PCN AA Bill 03th COMBHON
This Line use (* 2009 up for an account, longs) parameter Infanciging your Employer account,* Log in here Infanciging to Physical (* Log in here		
Managing your Employer roccount? Log in here Inte pou o Provider? Log in here Inte pou o Broker fooking to manage your clients? Log in here		

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

COMM	UNITY III				(855) 624-6463	S Pay my premium	H EtherTest
Healt	hOptions				(3 retritorion 1	
E Dos	Abound						
61 M	Ban	Current Plan Details		More Desats	Nutifications (0)		a Vice Mar
		Community Value HMO - 87% CSR					
🖀 0s	-	Name: Etheritest Mender ID: 19929939982001	Family Members EmilyText		No new additions		
1	al an inclusion	Tour PCP: Alice Halters Coverage: Active	Lines	fleet.			
		Primary Salascriber					
Q Dec	tors & Hospitch	Inclusion Francisco State					
0.a. Mr.	Acres 1	second density to be total	The deductible, colesarance, and out-of-pocket maximum limits will be The deductible, colesarance, and out-of-pocket maximum				i movimum limits will be
		See how much you've spent and what is remaining within your plan limits	available when this plan becomes active.			valiable when this plan becomes active.	
💝 Hee	alth & Wollness	# Nov Details					
D For	na & Resources	Recent Claims			\$ Non-Marc	Current, Involce	
		C Send Adams	EtherBest (Yes)	C Seret Allen	Endplied	No reemism inspires to slew of this time.	
Profile & Setting	ner a bettanga	ADDRUGT MILLION	· Approval	820701237067838	Approved		
		Total Amount: \$124.00	Nov Page (543.57	Tabal Annuali, \$124.50	You Page \$543.57		

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.

d like to make changes to an accour ok the appropriate Add button shown
Account Status
Active

• 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.

Accounts Summary Tab

- To set up your AutoPay account, click the red button "Enroll into Auto Pay."
- Use the "My Profile" link to review and/or change your email 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	My Pro	file	Cancel Online Bill I	av			
formation along during	a mark hill in a	have being	. If we cannot be along	a hillion states	and raise	The encoded a View	Cistomer Lei balan
ake a payment selec	t the Schedule	Payment b	outton below.	a sung state	nent select	t the appropriate view	Statement link below.
Current Bill for Acc	count Number	Chik	inpher linuxel e	20126			
Due Date				ALC.			
01/01/0001		Enrol	Into AutoPay		OTE: If the	Member is already will read, "Schedule	Payment."
se following are One	Time Standard	Payments					
Confirmation Num	ber	Payment	Type Schedu	ed Date	Funding	Source	Total Amount
LCCC.EWO7L		One Time	09/13/20	18	Savings - 1234		\$100.00
Processed Paymer	nts cessed Paymer	ts					
Processed Paymer The following are Pro	n ts cessed Paymer	ts					
Processed Paymer he following are Pro Confirmation Number	nts cessed Paymer Payment T	its ype	Scheduled Date	Funding	Source	Total Amount	Payment Status
Processed Paymer The following are Pro Confirmation Number SLODOSTINEM	nts cessed Paymer Payment T One Time	ype	Scheduled Date 09/12/2018	Funding Savings -	Source 1234	Total Amount \$50.00	Payment Status In Process
Processed Paymer he following are Pro Confirmation Number SLODESTINEM	nts cessed Payment Payment T One Time	its ype	Scheduled Date 09/12/2016	Funding Savings -	Source 1234	Total Amount \$50.00	Payment Status In Process
Processed Paymer The following are Pro Confirmation Number SLC0259/742M	nts cessed Payment Payment T One Time	its ype	Scheduled Date	Funding Savings -	Source 1234	Total Amount \$50.00	Payment Status In Process



View Payment Activity

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

Schedule Payment	View Payment Activity	Manage Funding So	uroes Manage Auto	Pay
Below are the available F or delete it click on the Ar below.	unding Sources you have stored i count Number below. If you wou	n your Online Bill Paymer Id like to add an additiona	nt profile. If you would like to I Funding Source, click the a	make changes to an accoun ppropriate Add button shown
Bank Account Details				
Account Nickname	Bank Name		Account Number	Account Status
Test1	KEY BANK NATIO	NAL ASSOCIATION	1234	Active
				Add Bank 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.

