

HOW TO SEE YOUR BILLING INFORMATION ONLINE

For employers | For brokers

FOR EMPLOYERS

We are currently unable to print bills. You can still see your billing information through your online account in the **BCBSRI Employer Portal**.

We will inform you when we have reinstated normal processes. If you have questions, as always you can speak with your account representative.

This information will show you how to use your online account to find:

- **Amount due:** This will show you the amount you owe, including any unpaid balances.
- **Billing subscriber details:** Review this to determine enrollment and premium accuracy.

Sign in

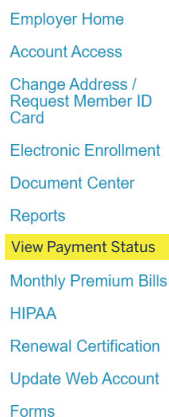
First, sign in to your online account in the Employer Portal.

[Sign in](#)

If you haven't already registered your online account, call the Employer Support Group at **(401) 459-1000 ext. 6064** or **1-800-637-3718 ext. 6064** or email **EmployerSupport@bcbsri.org**. Representatives are available to help Monday through Friday, 8:30 a.m. to 4:30 p.m. Eastern time.

How to find the amount due

Choose **“View Payment Status”**



Employer Home
Account Access
Change Address /
Request Member ID
Card
Electronic Enrollment
Document Center
Reports
View Payment Status
Monthly Premium Bills
HIPAA
Renewal Certification
Update Web Account
Forms

How to find the billing subscriber details

1. Choose **“Reports”** in the left-hand menu



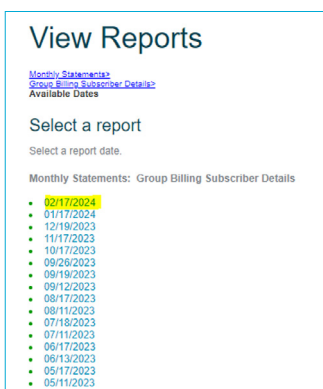
2. Choose **“Monthly Statements”**



3. Choose **“Group Billing Subscriber Details”**



4. Choose a **billing date**



FOR BROKERS

This information shows you how to use your online account to find a client's billing subscriber details.

First, sign in to your online account in the Broker Portal.

[Sign in](#)

How to find a client's billing subscriber details

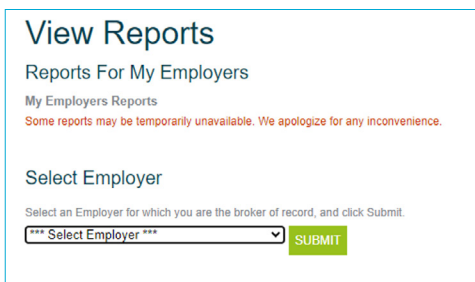
1. Choose **"Reports"** in the left-hand menu



2. Choose **"My Employers Reports"** in the left-hand menu



3. Choose a **specific employer**



4. Choose **“Monthly Statements”**

View Reports

Categories

Select category

Select a category to see a list of available report types.

- Financial Performance
- **Monthly Statements**
- Quarterly Statements

5. Choose **“Group Billing Subscriber Details”**

View Reports

Categories > Monthly Statements

Select report type

Select a report type to view available reports.

Monthly Statements

- Core Reporting Suite
- Deductible Report
- Dental Reporting Suite
- Form 5500 Schedule A for Dental
- Form 5500 Schedule A for Medical
- **Group Billing Subscriber Details**
- Product Reporting Suite
- Rx Reporting Suite

6. Choose a **billing date**

View Reports

[Monthly Statements](#)>
[Group Billing Subscriber Details](#)>
Available Dates

Select a report

Select a report date.

Monthly Statements: Group Billing Subscriber Details

- **02/17/2024**
- 01/17/2024
- 12/19/2023
- 11/17/2023
- 10/17/2023
- 09/26/2023
- 09/19/2023
- 09/12/2023
- 08/17/2023
- 08/11/2023
- 07/18/2023
- 07/11/2023
- 06/17/2023
- 06/13/2023
- 05/17/2023
- 05/11/2023