

Paying by eBill is quick, convenient, and secure

There's an easy way to simplify your administration and reduce costs — make secure eBill payments through our employer portal at ibxpress.com, anytime and anywhere.

Why pay by eBill?

- **Convenience.** No waiting for a paper bill to arrive. No paper checks to write or postage to buy.
- **Choice.** Pay anytime at ibxpress.com, right up to your due date.
- **Control and security.** You decide whether to make one-time or recurring payments from one or multiple bank accounts. Your banking information is securely encrypted.

What advantages does eBill offer?

As an eBill user you can:

- Schedule email reminders to avoid late payments.
- Verify that your payment was processed within 24 hours.
- View current and prior invoices in one place.
- View and download reports directly from your invoice summary.
- Review up to 17 months of billing and payment history, depending on your funding arrangement.

How do I start using eBill?

To use eBill, you must have access to our employer portal at ibxpress.com:

- Not a registered portal user? Contact your broker or Independence Blue Cross account executive to get access to our employer portal.
- Registered but not using eBill yet? Follow these simple instructions to get started:
 1. Log in at ibxpress.com, and click the *Billing* tab.
 2. From the eBill screen, click the *Payments* tab.
 3. Click *Add* to enter your bank account information. You have the option to add multiple bank accounts.
 4. From the *Payments* tab, you can link different bank accounts to a billing account and set up recurring payment arrangements. View a demo at ibx.com/groupdemos to learn more about using eBill.



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