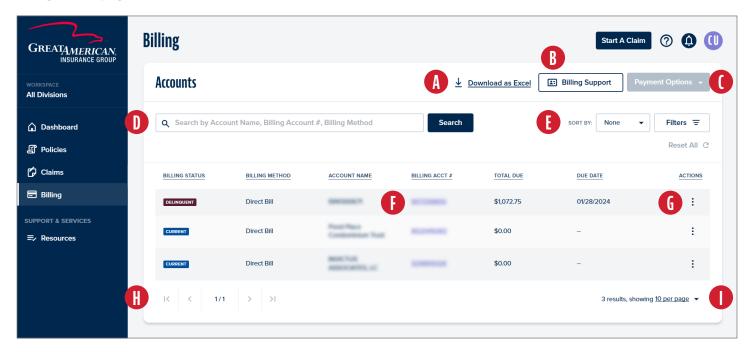
Billing Summary Page Overview

Billing in Insured Portal

From the Billing summary page, users can:

- Download their billing accounts as an Excel file
- Find contact information for billing support
- Make a payment
- Manage auto pay

Additionally, users can search, sort, and filter their billing accounts to quickly locate specific information and access the Billing Details page.

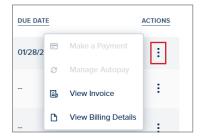


- Click **Download as Excel** to download all your billing accounts into an Excel spreadsheet.
- B Click **Billing Support** to find contact information or send a message to billing support.
- Click Payment Options to Make a Payment or Manage Autopay.
- To search for an account, enter the Account Name, Billing Account #, or Billing Method then click **Search**.
- Click **Sort By** to sort accounts by any of the column headers.

Click **Filters** to open the filters pane and select from the available criteria (i.e., Billing Status, Total Due, or Due Date).

Click the **Billing Account #** link to go directly to that account's Billing Details page.

Click the kabob (:) in the Actions column to Make a Payment, Mange Autopay, View Invoice, or View Billing Details.



- For users with several accounts, click the arrows to navigate between multiple pages.
- Users can also select to show 10, 25, or 50 accounts per page.

