Getting Started Enrolling and Paying Health Insurance Electronically

You can now make an electronic payment for your health insurance. The payment can be set up as a one-time payment or as a recurring payment. A $3.00 service fee will apply to credit and debit card payments. No fee will be assessed to bank transfers (ACH).

The link shown below will direct you to the BSD website, where you will be able to access the Online Billpay. To get started, you will need to enroll as a new user (see instructions below).

benefitoptions.az.gov/benefit-premium

To make a payment, you will need to have your credentials available, such as your Account number, or EIN for active employees.

This document contains instructions for enrolling as a new user, making a payment and managing your account.

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Enrolling as a New User

1. First time users will need to click on the enroll button.

1. Click I Agree to accept the terms and conditions to proceed with online setup of your account.
1. Enter account number from your Statement (AD+EIN), or enter your EIN for an active employee.
2. Enter zip code to confirm.

1. Create a unique Login ID and Password with the given specifications.
2. Select a security question from the drop-down menu and provide an answer in the designated field.

As part of the enrollment process, select a funding type (one or more). Here are the types of cards accepted:

- Visa
- MasterCard
- Discover Card
1. Select the funding type of either a Bank Account or a Credit Card Account.

**Bank Account as a Funding Type**

- Select Funding Type: Bank Account
- Personal Account Nickname
- Name on the Account
- Account Type: Select
- Routing Number
- Confirm Routing Number
- Account Number
- Confirm Account Number

[Image of bank account details form]

[Continue button]
1. By selecting “Bank Account” as your funding type, this screen will appear and you will need to populate the required fields.

1. Verify the bank account information to ensure that it is accurate. Click Continue to proceed.

1. You have successfully added a new funding source account and may proceed to managing your payments electronically.
Credit Card as a Funding Type

1. Under the Payments tab> Manage Funding Sources, Click on Add Card on the bottom right-hand corner.
1. Fill in the required fields with the credit or debit card information.
1. Verify the funding source account information to ensure that it is accurate. Click confirm to proceed.

1. There is now more than one funding source for your account and you may select either source when making an electronic payment.
2. At this point you can make a payment or log out of your account.

**Make a One-Time Payment**

<table>
<thead>
<tr>
<th>Schedule Payment</th>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Payment Activity</td>
<td>Manage Funding Sources</td>
</tr>
</tbody>
</table>

**Please note:** A $3 fee will apply to credit/debit card payments, but not to a bank transfer. Online Bill Pay will NOT process payments and related fee without your authorization. Today's date MUST be used for the payment date. In the event that an ACH refund is necessary, it will not be refunded until after ten (10) calendar days following the date of payment.

**Enter Information**

- Select Payment Type: Recurring
- Invoice Description & Code: 176228M0819
- Invoice Amount: $671.87
- Paid Amount: $0.00
- Payment Amount: $ 

<table>
<thead>
<tr>
<th>Invoice Description &amp; Code</th>
<th>Invoice Amount</th>
<th>Paid Amount</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCER1 BCBS EPO RETIREE ONLY W/O MED AUG 2019</td>
<td>$671.87</td>
<td>$0.00</td>
<td>$</td>
</tr>
</tbody>
</table>

1. Under the Payments tab, select the invoice payment radio button
2. You will be able to view your current and outstanding invoices as well as schedule a payment.
3. If you are an active employee, there will be additional details when you click the check box
1. On the left-hand side you may select to pay for all the invoices by clicking on the first box or indicate the specific invoice you wish to pay for by selecting the box next to the invoice. Pay the invoices with the oldest due dates first, to avoid having your insurance terminated.

2. The payment amount on the column furthest to the right will be populated automatically with the full payment amount of the invoice and cannot be changed.

3. You may then select the exact funding source type you wish to use and the funding account number. The payment date must be entered as today’s date, otherwise you will receive an error at the next step.
1. Review the information to ensure that it is accurate and select “Confirm”.

1. Congratulations, you have now made an electronic payment. You may elect to check your payment status or make another payment.
Setup a Recurring Payment

1. Select the radio button for recurring
2. Pick the funding account that you would like to use for this recurring payment
3. Select the frequency of either monthly or semi-monthly
4. Select the number of payments
5. Select the option of either Current Balance or Enter amount in the box
6. Optionally set a payment limit
7. Once the form is completed. Select Continue.
Delete a Recurring Payment

You can delete a recurring payment schedule at any time.

1. Log into your account
2. Go to the Payments tab
3. Go to View Payment Activity Tab
4. Scroll down to Automated Payment Enrollments
5. Click on the confirmation number of the recurring payment you’re trying to remove
6. Click on the mouse next to Made Via:
7. Click on delete button under the mouse icon in order to delete the recurring payment
8. Once you have completed this step, the recurring payment schedule will no longer be in place
Reset Your Password or Login

If you cannot remember your password or login, or need to reset your password, you can initiate this through the Online Billpay website. Select the appropriate option of either Forgot Login or Forgot Password, below the sign in box.

Forgot Password:

Click on the option of Forgot Password. Enter Login ID, Account Number and your zip code and Continue.
Create and enter a New Password. Re-enter the password under Confirm Password and then click Submit.

You will be taken back to the main login screen and be required to enter your Login ID and new password, in order to login to your account. You will see a message at the top of the screen indicating that the change password action was successful.

Forgot Login:
Click on the option of Forgot Login. Enter Login ID, Account Number and your Zip Code and Continue.

<table>
<thead>
<tr>
<th>Forgotten Login ID - Verify Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please enter your customer number as printed on your billing statement, and your zip code to start the password reset process.</td>
</tr>
</tbody>
</table>

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<th>Forgotten Login ID - Verify Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number* :</td>
</tr>
<tr>
<td>First 5 digits of ZIP*:</td>
</tr>
</tbody>
</table>

I'm not a robot

You will be reminded of your login. Click on the Home button to return home, where you can login.

<table>
<thead>
<tr>
<th>Forgotten Login ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login ID linked to your account profile is shown below. Use this to Login.</td>
</tr>
</tbody>
</table>

Login ID: [Redacted]
Inactivate Your Account

1. On the home screen when you first log in to your account, navigate to the sub header labeled as “Cancel Online Bill Pay” and click on it.

1. You will then be directed to the screen that asks you to confirm the request to cancel the online Bill Pay Service. Click “Cancel Enrollment” on the bottom right hand corner.
1. If you later decide to use the Online Billpay after deactivating your account, you will need to enroll once again in the system.