EBILL REGISTRATION INSTRUCTIONS

For Groups

HM INSURANCE GROUP

Guarding Financial Health

Overview

This presentation will provide information about **eBill** registration for your group.

Follow the step-by-step instructions to access the **eBill** page, create a new User ID and Password and view your **eBill** information.

About eBill

HM Insurance Group **eBill** services are available to self-administered Stop Loss customers.

It offers customers a convenient way to calculate and pay monthly premiums in a secure environment.

Self-administered customers can simply login and enter administrative information, and the system calculates the premium due.

Payments are made electronically through a bank account established by the customer.
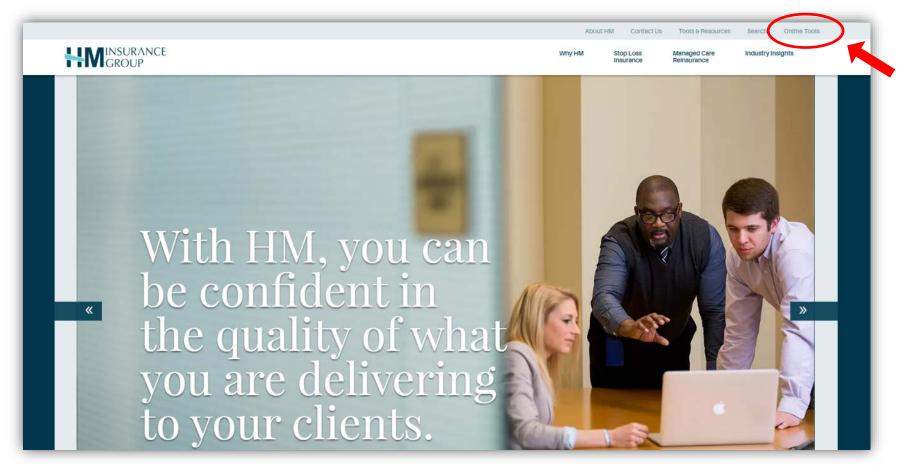
About eBill

eBill requires the same information as the traditional paper bill, but adds the convenience of auto-calculation and an online, six-month history of past payments.
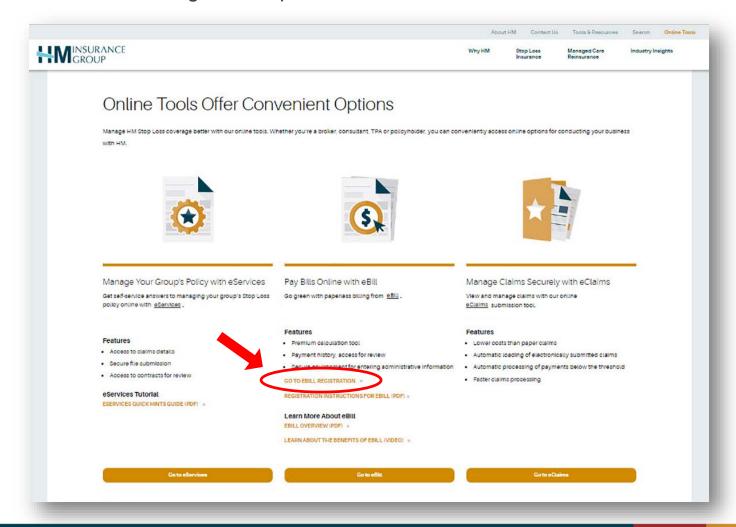
For ease of administration, **eBill** offers customers two different levels of access, so that payments may be calculated by one individual and electronically paid by another.

How to Access eBill

Access **eBill** from the hmig.com website.

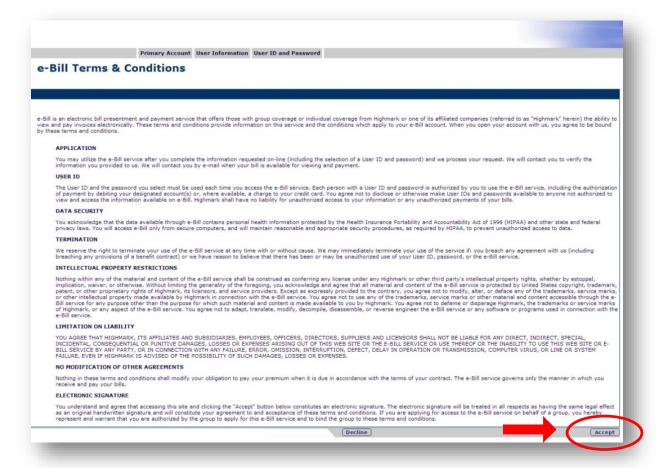Click the **Online Tools** link located in the upper right navigation bar on the homepage.

How to Access eBill

Find the **Pay Bills Online with eBill** section and click on the **Go To eBill Registration** link to start the registration process.
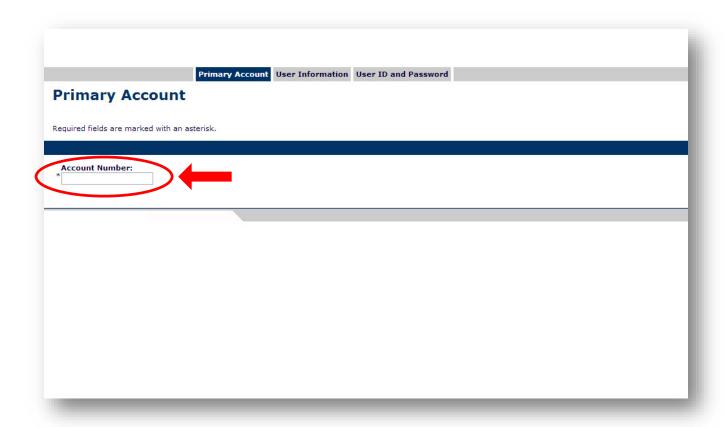
How to Access eBill

Review the **eBill Terms & Conditions** page and choose to **Accept** or **Decline.**

In order to move forward with the registration process, you must click **Accept.**

How to Access eBill

If you clicked **Accept**, enter your group's **Account Number,** including the suffix (i.e., policy number 4042000010).

Click **OK** to continue.

How to Access eBill

Please provide your user information for whoever will be accessing the bills for payment.

Create a unique **User ID** and **Password** specific to your **eBill** account.

After your login information is created, you will have access to **eBill**.

NEED HELP?

For more information about the online tools available to you or if you are having trouble with your user ID and password, contact a billing representative at **hmigbilling@hmig.com** or call **800-328-5433**.

Calls are received Monday through Friday 8:30 a.m. to 4:45 p.m. ET.

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