

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.

The screenshot shows the HM Insurance Group website's 'Online Tools Offer Convenient Options' page. The page is divided into three main sections: 'Manage Your Group's Policy with eServices', 'Pay Bills Online with eBill', and 'Manage Claims Securely with eClaims'. The 'Pay Bills Online with eBill' section is highlighted with a red arrow pointing to the 'GO TO EBILL REGISTRATION' link, which is also circled in red. Below this link are links for 'REGISTRATION INSTRUCTIONS FOR EBILL (PDF)' and 'LEARN ABOUT THE BENEFITS OF EBILL (VIDEO)'. At the bottom of the page, there are three buttons: 'Go to eServices', 'Go to eBill', and 'Go to eClaims'.

HM INSURANCE GROUP

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Why HM | Stop Loss Insurance | Managed Care Reinsurance | Industry Insights

Online Tools Offer Convenient Options

Manage HM Stop Loss coverage better with our online tools. Whether you're a broker, consultant, TPA or policyholder, you can conveniently access online options for conducting your business with HM.

Manage Your Group's Policy with eServices

Get self-service answers to managing your group's stop loss policy online with [eServices](#).

Features

- Access to claims details
- Secure file submission
- Access to contracts for review

eServices Tutorial

[ESERVICES QUICK HINTS GUIDE \(PDF\)](#)

[Go to eServices](#)

Pay Bills Online with eBill

Go green with paperless billing from [eBill](#).

Features

- Premium calculation tool
- Payment history, access for review
- Secure environment for entering administrative information

GO TO EBILL REGISTRATION

[REGISTRATION INSTRUCTIONS FOR EBILL \(PDF\)](#)

Learn More About eBill

[EBILL OVERVIEW \(PDF\)](#)

[LEARN ABOUT THE BENEFITS OF EBILL \(VIDEO\)](#)

[Go to eBill](#)

Manage Claims Securely with eClaims

View and manage claims with our online [eClaims](#) submission tool.

Features

- Lower costs than paper claims
- Automatic loading of electronically submitted claims
- Automatic processing of payments below the threshold
- Faster claims processing

[Go to eClaims](#)

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**.

The screenshot shows a web page titled "e-Bill Terms & Conditions". At the top, there are three navigation tabs: "Primary Account", "User Information", and "User ID and Password". The main content area contains several sections of text, each with a bold heading: "APPLICATION", "USER ID", "DATA SECURITY", "TERMINATION", "INTELLECTUAL PROPERTY RESTRICTIONS", "LIMITATION ON LIABILITY", "NO MODIFICATION OF OTHER AGREEMENTS", and "ELECTRONIC SIGNATURE". At the bottom of the page, there are two buttons: "Decline" and "Accept". A red arrow points from the "Decline" button towards the "Accept" button, which is circled in red.

Primary Account **User Information** **User ID and Password**

e-Bill Terms & Conditions

e-Bill is an electronic bill presentation and payment service that offers those with group coverage or individual coverage from Highmark or one of its affiliated companies (referred to as "Highmark" herein) the ability to view and pay invoices electronically. These terms and conditions provide information on this service and the conditions which apply to your e-Bill account. When you open your account with us, you agree to be bound by these terms and conditions.

APPLICATION

You may utilize the e-Bill service after you complete the information requested on-line (including the selection of a User ID and password) and we process your request. We will contact you to verify the information you provided to us. We will contact you by e-mail when your bill is available for viewing and payment.

USER ID

The User ID and the password you select must be used each time you access the e-Bill service. Each person with a User ID and password is authorized by you to use the e-Bill service, including the authorization of payment by debiting your designated account(s) or, where available, a charge to your credit card. You agree not to disclose or otherwise make User IDs and passwords available to anyone not authorized to view and access the information available on e-Bill. Highmark shall have no liability for unauthorized access to your information or any unauthorized payments of your bills.

DATA SECURITY

You acknowledge that the data available through e-Bill contains personal health information protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other state and federal privacy laws. You will access e-Bill only from secure computers, and will maintain reasonable and appropriate security procedures, as required by HIPAA, to prevent unauthorized access to data.

TERMINATION

We reserve the right to terminate your use of the e-Bill service at any time with or without cause. We may immediately terminate your use of the service if: you breach any agreement with us (including breaching any provisions of a benefit contract) or we have reason to believe that there has been or may be unauthorized use of your User ID, password, or the e-Bill service.

INTELLECTUAL PROPERTY RESTRICTIONS

Nothing within any of the material and content of the e-Bill service shall be construed as conferring any license under any Highmark or other third party's intellectual property rights, whether by estoppel, implication, waiver, or otherwise. Without limiting the generality of the foregoing, you acknowledge and agree that all material and content of the e-Bill service is protected by United States copyright, trademark, patent, or other proprietary rights of Highmark, its licensors, and service providers. Except as expressly provided to the contrary, you agree not to modify, alter, or deface any of the trademarks, service marks, or other intellectual property made available by Highmark in connection with the e-Bill service. You agree not to use any of the trademarks, service marks or other material and content accessible through the e-Bill service for any purpose other than the purpose for which such material and content is made available to you by Highmark. You agree not to defame or disparage Highmark, the trademarks or service marks of Highmark, or any aspect of the e-Bill service. You agree not to adapt, translate, modify, decompile, disassemble, or reverse engineer the e-Bill service or any software or programs used in connection with the e-Bill service.

LIMITATION ON LIABILITY

YOU AGREE THAT HIGHMARK, ITS AFFILIATES AND SUBSIDIARIES, EMPLOYEES, OFFICERS, DIRECTORS, SUPPLIERS AND LICENSORS SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, LOSSES OR EXPENSES ARISING OUT OF THIS WEB SITE OR THE E-BILL SERVICE OR USE THEREOF OR THE INABILITY TO USE THIS WEB SITE OR E-BILL SERVICE BY ANY PARTY, OR IN CONNECTION WITH ANY FAILURE, ERROR, OMISSION, INTERRUPTION, DEFECT, DELAY IN OPERATION OR TRANSMISSION, COMPUTER VIRUS, OR LINE OR SYSTEM FAILURE, EVEN IF HIGHMARK IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, LOSSES OR EXPENSES.

NO MODIFICATION OF OTHER AGREEMENTS

Nothing in these terms and conditions shall modify your obligation to pay your premium when it is due in accordance with the terms of your contract. The e-Bill service governs only the manner in which you receive and pay your bills.

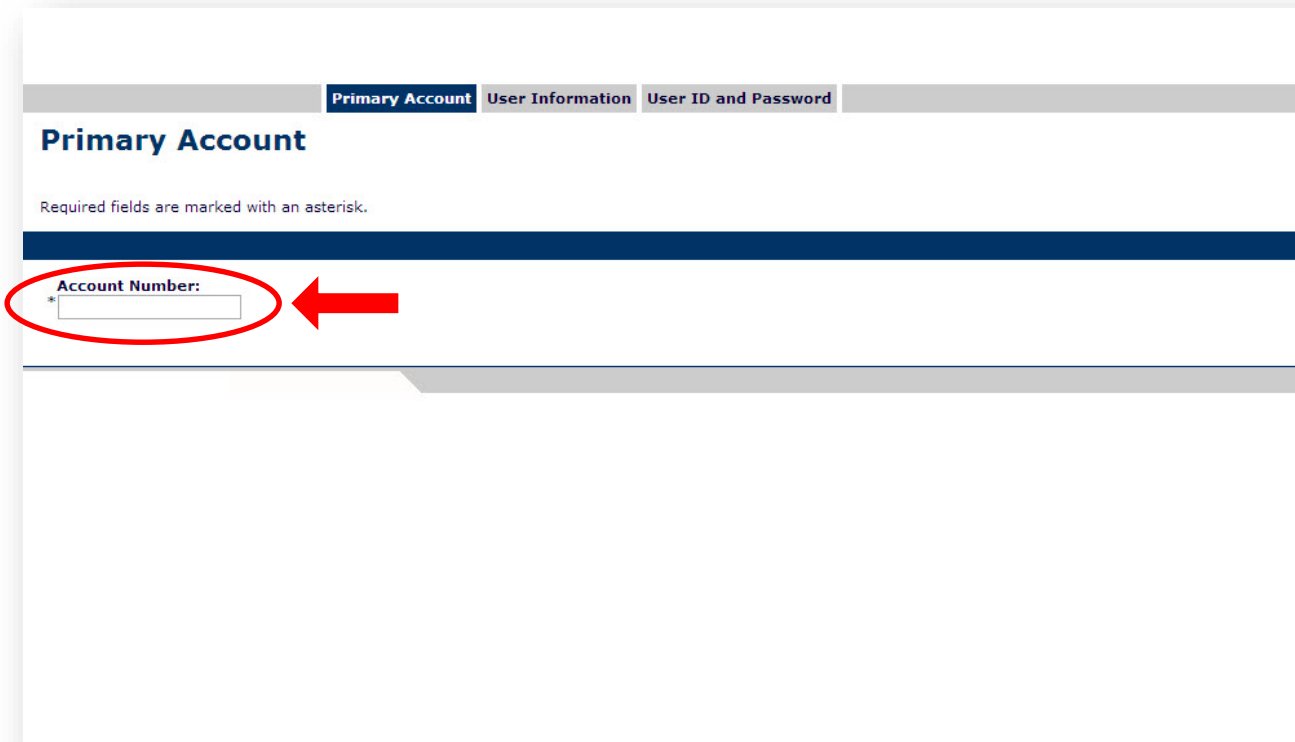
ELECTRONIC SIGNATURE

You understand and agree that accessing this site and clicking the "Accept" button below constitutes an electronic signature. The electronic signature will be treated in all respects as having the same legal effect as an original handwritten signature and will constitute your agreement to and acceptance of these terms and conditions. If you are applying for access to the e-Bill service on behalf of a group, you hereby represent and warrant that you are authorized by the group to apply for this e-Bill service and to bind the group to these terms and conditions.

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.



The screenshot shows a web form with a navigation bar at the top containing four tabs: "Primary Account", "User Information", "User ID and Password", and an unlabeled tab. The "Primary Account" tab is selected. Below the navigation bar, the title "Primary Account" is displayed. A note states "Required fields are marked with an asterisk." The "Account Number:" label is followed by an asterisk and a text input field. A red oval highlights the input field, and a red arrow points to it from the right.

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.



Guarding Financial Health

In all states except New York, coverage is underwritten or reinsured by HM Life Insurance Company, Pittsburgh, PA, or Highmark Casualty Insurance Company, Pittsburgh, PA, under form HL601 or HMP-SL (11/16), HC601, HM PEL 1105, HC PEL 1105, HML 1105 ELR, HMC 1105 ELR, HM 1005-ELR or HM 902-VIS or similar; in New York, coverage is underwritten or reinsured by HM Life Insurance Company of New York, New York, NY, under form HL601 or HMP-SL (11/16), HMNY PEL 1105, HMNY 1005 ELR or HM 902-VIS or similar. The coverage or service requested may not be available in all states and is subject to individual state approval. Reinsurance agreements may only reflect a form number if required to by applicable law.