
eBill Registration Instructions for Groups



Underwritten by HM Life Insurance Company or HM Life Insurance Company of New York

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.
- 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

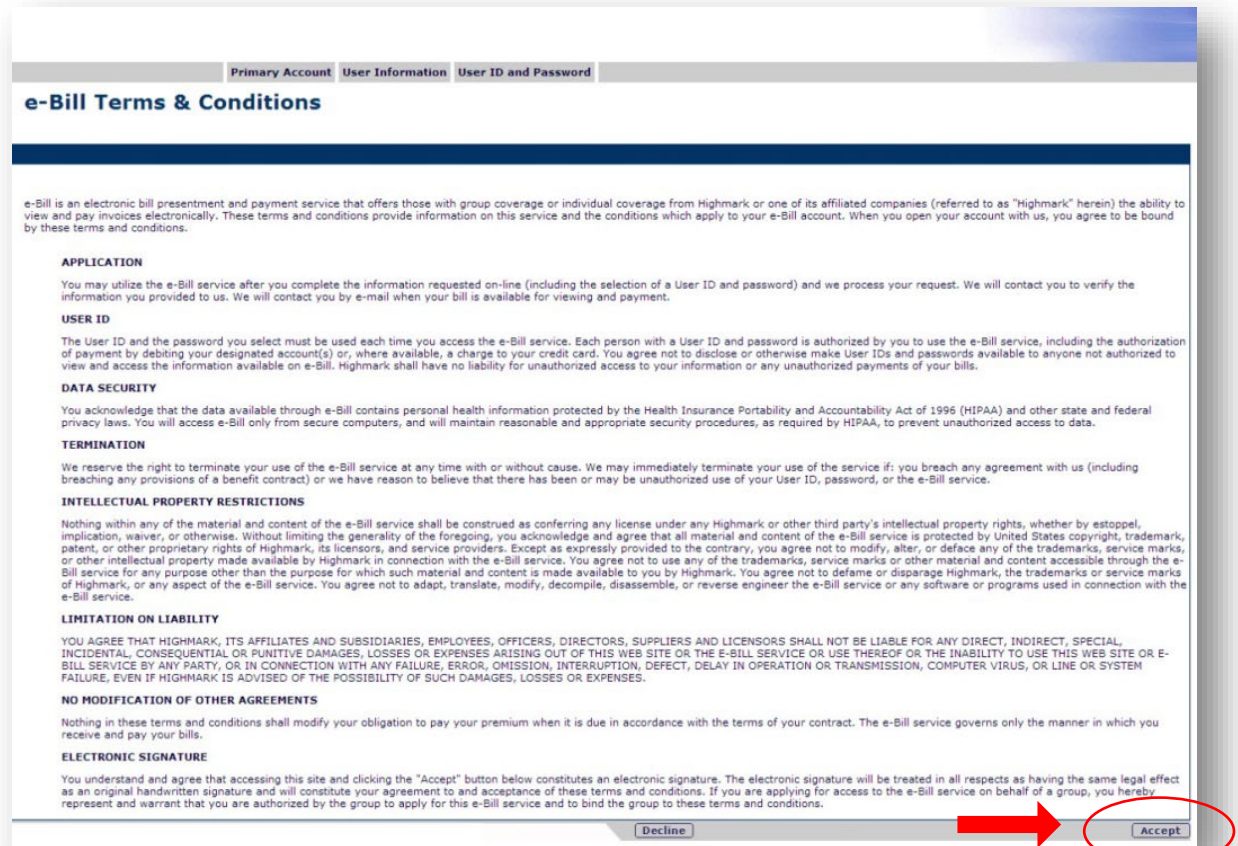
Access eBill from www.hmig.com. Hover the mouse on the **Online Tools** link located in the upper right corner of the homepage and select **eBill** from the dropdown menu.



How to Access eBill

Review the **eBill Terms & Conditions.**

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 navigation tabs: "Primary Account", "User Information", and "User ID and Password". The main heading is "e-Bill Terms & Conditions". Below this, there is a paragraph of introductory text. The page is divided into several sections, 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". Each section contains detailed text. 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.

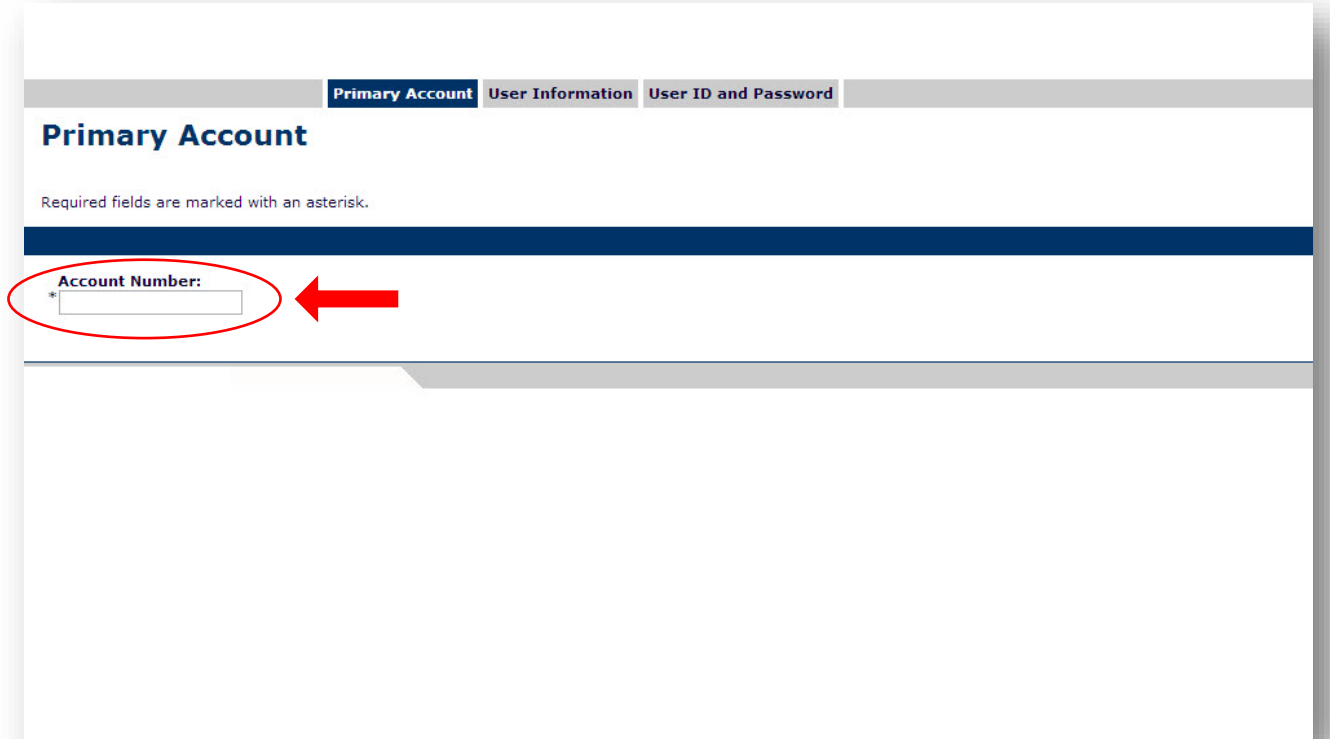
ELECTRONIC SIGNATURE

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 titled "Primary Account" with a navigation bar containing "Primary Account", "User Information", and "User ID and Password". Below the title, it says "Required fields are marked with an asterisk." The "Account Number:" field is highlighted with a red circle and a red arrow pointing to it. The field is marked with an asterisk, indicating it is a required field.

How to Access eBill

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.

HIM Insurance
Group