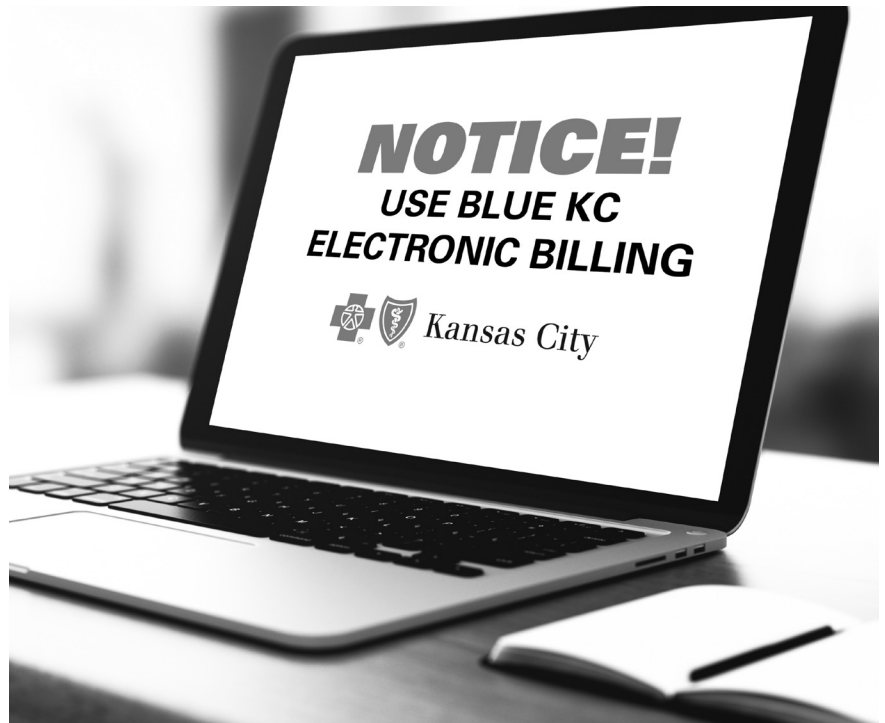


eBilling Payment System

Paperless Billing and Payment Solutions

IMPORTANT BILLING INFORMATION

Blue Cross and Blue Shield of Kansas City (Blue KC) has changed our business practice for employer group billing. Blue KC now uses electronic billing, and paper billing is no longer offered. All new groups will use electronic billing. All existing groups will be migrated to electronic billing.



Added Convenience & Benefits

eBilling is more than just a payment option – it's an electronic benefit service that makes managing your monthly invoices efficient, convenient and easier than ever.

- **View Bills Online.** Your monthly invoices can be viewed 24 hours a day, seven days a week. Email notifications replace your, hard copy mailings of monthly invoices. Simply log in to view, print, export or create detailed reports.
- **Pay Bills Online.** Pay invoices by electronic funds transfer (EFT) from one of your company bank accounts. eBilling offers a quick, easy and secure online payment experience that will reduce your postage and check production costs.
- **Allow access to multiple users.** Create an unlimited number of users and assign the level of access to each specific user. eBilling offers simultaneous access to multiple users at different locations and access levels.
- **Create reports from invoice data.** Create reports with the information you need. You can also export reports to Excel or other spreadsheet programs.
- **Search and sort through an archive of past invoices received via eBilling.**
- **Reduce paper and expenses.** The eBilling system is an environmentally friendly, paperless billing convenience that will save you and your company both time and administrative costs.

Get Setup

Please take quick action to ensure you and your designated users are set up with eBilling. Follow these steps to obtain a username and password:

1. Go to **Employers.BlueKC.com/Home/SelfRegister** and complete the registration information. In the Questions/Comments section please note "Set up eBilling ID." You will receive an email with your username and password within three to four business days.
2. You can also request access by sending an email to Blue KC at **Membership_Eligibility@BlueKC.com**. Include your group number, your name and email address along with a comment that you are requesting eBilling access. You will receive your username and password within three to four business days.

Questions about eBilling?

Our staff is available to assist you. Contact Blue KC by calling **816-395-2950**.



Kansas City