

**Department of Employee Trust Funds
State Agency Health Insurance Administration Manual**

Chapter 15 — Invoicing

1501 Viewing Your Invoice

1502 Reconciling Your Invoice

1503 Accepting and Paying Your Invoice (Wismart and Automated Clearing House (ACH))

1504 Late Interest Charge

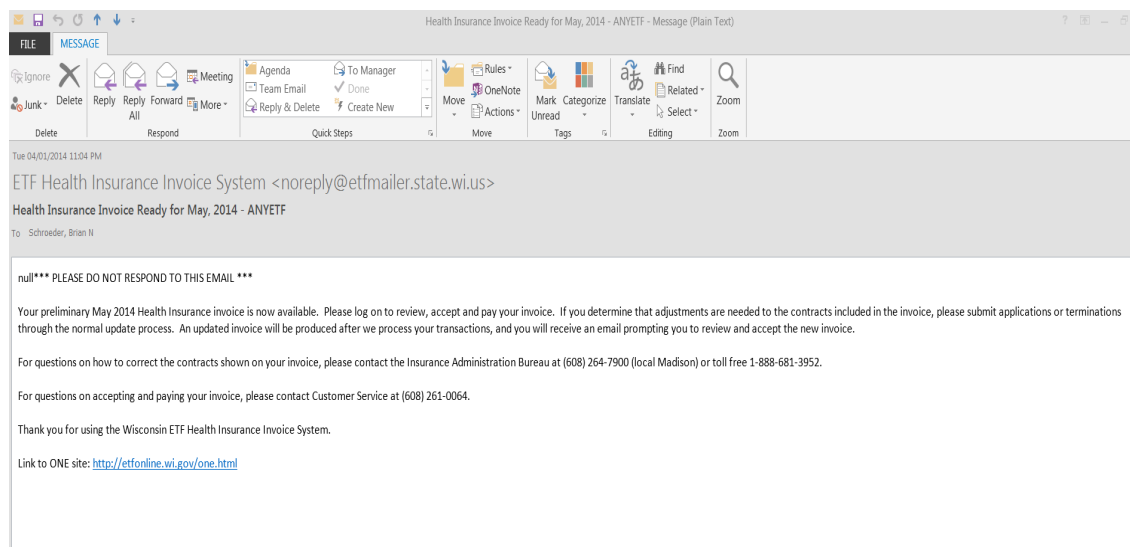
1505 Who to Contact for Assistance

1501 Viewing Your Invoice

Each month, ETF invoices employers for coverage one month in advance based on all active health insurance contracts in the myETF Benefits system. myETF Benefits is the system of record for health insurance eligibility, premium invoicing to employers, premium payment to ETF by employers and premium payment to health plans and the program's pharmacy benefits manager (Navitus) by ETF. Employers view their monthly invoice in the myETF Benefits system. Access to the myETF Benefits System is through the On Line Network for Employers (ONE).

A. Invoice Generation

During the evening on the first day of every month, the myETF Benefits system initially generates an invoice for health insurance premiums for all state employers. An e-mail is sent to all employer's authorized agent and insurance contacts to alert them that an invoice is available for their review. An example of such an e-mail is below:



The e-mail address used is the one provided on the *Online Network for Employers Security Agreement* (ET-8928) when requesting access to the myETF Benefits system. The invoice charges premiums for the next calendar month on all health insurance contracts that will be active in that month.