

EASE Self-Billing Report How a Client/Broker can Access & Remit Payment

PROCEDURE: How to Review a Self-Billing Summary Report from EASE Portal

The Self-Billing Report displays all employees for whom a premium is owed in a given month, along with any adjustments calculated since the provided Adjustments as of Date (should reflect last time report was run).

Access to the Self-Billing Report:

The screenshot shows the EASE portal navigation bar with tabs: Home, To-Dos (with a red circle containing the number 2), Companies, Reports (highlighted with a blue box), Libraries, and Marketing. Below the navigation bar is a section titled "Reports" with a green icon of a building. Underneath the "Reports" title are five tabs: Generated, Available (highlighted with a blue box), Custom, Scheduled, and Feedback. Below these tabs is a section titled "Available Reports". In this section, there is a dropdown menu labeled "Company" with "Zach's Manufacturing" selected and a downward arrow icon to its right. The entire dropdown menu is highlighted with a blue box.

1. Log Into Ease, select the **Reports** tab along the top of the Ease home screen
2. Once on the **Reports** page, select **Available**.
3. Select the **Employer Group** in the Company drop down, this will display all of the available reports for this company.
4. Scroll down the alphabetical list of Available Reports and select **Self-Billing**. This will populate a form to **Run** and **Format** the Self-Billing Report.

Run Self-Billing Report Close

1 Run Options 2 Formatting

Filter By

Carrier *
Select

Plan Types *
Select

Status
All Statuses

Dates

Start Date *
05/01/2022

End Date *
05/31/2022

Adjustments as of Date *
05/01/2022

Cutoff Date *
05/02/2022

Next

1. To complete Part 1: **Run Options**, select **Carrier** (required). Only those within the Company site are listed.
2. Choose **Plan Type** (required). Only those associated with chosen Carrier listed.
3. Choose **Status**: Defaults to **All** to ensure all employees and adjustments are included. Individual or groups of Statuses may be chosen.
4. Update **Start Date** and **End Date** (required) to match desired Billing Period. Defaults to current month.
5. If needed, update **Adjustments as of Date** (required). Defaults to last time report was generated; leave as is. For the first time, it defaults to the current date.
6. If you are using this to audit a carrier invoice, update **Cutoff Date** to reflect billing date from invoice being used. Defaults to current date.
7. Click **Next** to continue to Part 2: **Formatting**.

To format the Self-Billing report to include groups and subtotals, you may filter by organization types, such as Location or Division, in combination with Coverage Tier and/or Age Band.

Run Self-Billing Report Close

Run Options 2 Formatting

Group By

Organization Select

☒ Group By Coverage Tier ☐ Group By Age Band

☐ Create Summary Report Only

Back Generate

8. To **Group By**, Default is set to Group By Coverage Tier. This is the format required by Reliance Standard for the Self-Billing Report.

9. "Create Summary Report Only" *should not* be checked as Reliance Standard requires both the summary and detail tab that are generated on the Self-Billing Report.

10. Click **Generate Report**.

11. From Reports > Generated, choose appropriate report from list.

ease Home To-Dos 2 Companies **Reports** Libraries Marketing

Reports

Generated Available Custom Scheduled Feedback

Search Generated Reports

| Name | Date | Status |
|---|-------------------|-----------|
| Zach's Manufacturing - Self Billing Report for Reliance Standard.xlsx | 4/26/2022 8:11 PM | Completed |

Billing

Best Practices:

- The Self-Admin Summary Billing Report should be generated from the EASE system around the 16th of each month and submitted with payment to RSL for **All Non-Dental/Vision policies**
- Monthly changes (employee adjustments – additions, terminations, QLEs, leaves) must be completed prior to generating the monthly summary bill from the EASE portal
- If an inforce client has switched to the self-admin summary billing, they will not be able to continue remitting premium through RSL's *premium payment center* if currently doing so
- Premium payment can be remitted **via check** with your printed summary statement to:

***Reliance Standard Life Insurance Company
P.O. Box 3124
Southeastern PA 19398-3124***

***Overnight Address:
Processing Center
1085 Andrew Drive, Suite F
West Chester PA 19380***

• Or **Electronic Payment Options** available:

○ As a policyholder with Reliance Standard Life Insurance Company or First Reliance Standard Life Insurance Company (RSL) there are two distinct payment options available to you for premium remittance depending on the situs state of the policy. Please read the following information to familiarize yourself with the Wire Transfer and Automatic Clearing House (ACH) options and decide if either option is advantageous for your company.

1. Wires: This method of transferring funds electronically is initiated by you, the policyholder, and completed by your bank. The wire normally is completed in one (1) business day.

2. Automatic Clearing House Credit (ACH): This method of transferring funds electronically is initiated by you, the policyholder, and completed by a clearing house. The ACH process normally is completed in two (2) business days.

o The following steps should be followed if a Policyholder elects either Wire or ACH to remit premium payment to RSL for **Non-Dental/Vision policies**:

- Contact the **Reliance Standard Life Insurance Regional Sales Office** and confirm payment method
- Using the grid below, determine which RSL Account should be used for remitting your premium payment
- Contact their bank and provide them with the (RSL) account and ABA numbers that they elected to use
- ***Policyholder must include a valid policy # as the descriptive text in their ACH/Wire detail; if there is additional space, please include the policyholder's name as well*** • Submit copies of the summary report from the EASE portal to Reliance Standard Life Premium Services Department via email: **premium_services@rsli.com**

| Banking information for Electronic Payments | |
|--|--|
| Wire and ACH Information | |
| THIS SECTION IS FOR ANY SITUS STATE EXCEPT NEW YORK | THIS SECTION IS FOR NEW YORK SITUS CASES ONLY |
| Reliance Standard Life Insurance Company (RSL) | First Reliance Standard Life Insurance Company (FRSL) |
| Wells Fargo | Wells Fargo |
| 401 Market Street | 401 Market Street |
| Philadelphia, PA 19101 | Philadelphia, PA 19101 |
| ABA Number: 121000248 | ABA Number: 121000248 |
| Account Number: 2020050872871 | Account Number: 2020050872884 |
| Company ID: 8636088376 | Company ID: 6613317685 |
| Your Company Name and Policy Number | Your Company Name and Policy Number |

▪ **For questions please email: ACHWireInstructions@rsli.com**

- **Dental/Vision Policies** will be billed by Ameritas directly. Premium remittance for these lines of coverage should be sent to the following:
- Premium payment can be remitted via check to:

Mailing address is:

***Reliance Standard Life Insurance Company
PO BOX 650804
Dallas, TX 75265-0804***

Overnight mailing address:

***Reliance Standard Life Insurance Company
Lockbox 650804
1501 N. Plano RD SUITE 100
Richardson, TX 75081***

- OR **Other Payment Options** available:
 1. **EFT Form:** A Policyholder can complete an EFT form and provide a voided check. Once Ameritas receives these documents, the account will be set up.
 - If a policyholder receives a paper bill, when the invoice generates Ameritas will draft the full premium that is due
 - If a policyholder is on eBill (no longer receives a paper bill but has access to their invoice online) then once the EFT is setup they will have the ability to initiate a payment through eServices, and once the group clicks pay bill this will authorize to draft the bank account on file in full for the premium due
 2. **ACH/WIRE:** A Policyholder can initiate an ACH or wire transfer from their financial institution (fees could be involved that are assessed by their financial institution).