



# How to register on Employer eServices®.

By registering on Employer eServices, you'll have access to your groups' billing and Preferred Provider Organization (PPO) eligibility, which will allow you to make enrollments and terminations in real time.

## Registration is quick and simple.

**1** Send an email to [ca\\_ac\\_meetings@uhc.com](mailto:ca_ac_meetings@uhc.com) with the following information:

- Full name
- Email
- Phone
- Brokerage office and address
- Policy numbers for the groups you are requesting access

**2** You will receive an email confirmation within 48 hours that your request has been submitted.

## On Employer eServices you can:

- Check past and current invoices
- Enroll members or add dependents.\*
- Request new health plan ID cards for a member.\*
- Terminate members.\*
- Pay your clients' bill online.\*

CONTINUED



**Start managing your  
groups on Employer  
eServices today.**

\*Indicates PPO only functions.

# How to view invoices on Employer eServices.

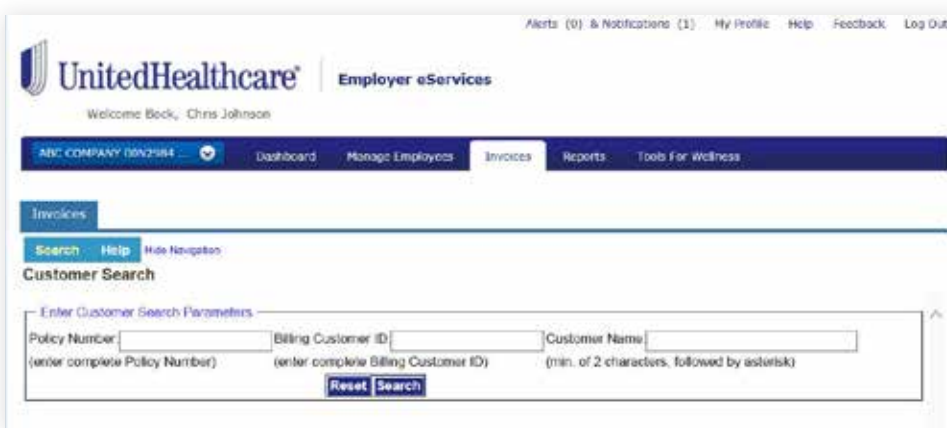
- 1 Log in at [employereservices.com](http://employereservices.com). Use your username and password provided.



- 2 Select Invoices from the home page.



- 3 Input customer name or policy number and click Search.



CONTINUED

## 4 Select your customer.

ABC COMPANY 002984 ... Dashboard Manage Employees **Invoices** Reports Tools For Wellness

Invoices

Search Help Hide Navigation

### Customer Search

Enter Customer Search Parameters

Policy Number  Billing Customer ID  Customer Name:   
(enter complete Policy Number) (enter complete Billing Customer ID) (min. of 2 characters, followed by asterisk)

Search Result for Customer Search by Billing Customer ID:123456

Policy Number	Billing Customer ID	Customer Name
Multiple	123456	ABC COMPANY

Row count: 1 Rows per page: 50

## 5 Click on Invoice to print or save a PDF copy.

Invoices

Search Invoices Payment History Payment Method Help Hide Navigation

### Open Invoice Listing

Account Summary

As of 10/11/2017

Customer Name: **ABC COMPANY** Billing Customer Number: 123456  
 Last Payment Rec'd: 10/01/2017 Next Payment Due Date: 11/01/2017  
 Last Payment Amount: \$4,539.02 Next Payment Amount: \$4,781.00  
 Current Balance: \$9,947.91\*

View Closed Invoices

Open Invoices

Invoice Date	Invoice Number	Due Date	Policies	Bill Group	Invoice Type	Coverage Type	Payment (s)	Adjustment Pending	Amount Outstanding	Pay Balance	Invoice
10/11/17	0002600234	11/01/17	0294042	1	List	DNTL INDEN-NO-HMO POS	Pending		\$9,947.91	\$9,947.91	<input type="checkbox"/>
<b>Total:</b>									<b>\$9,947.91</b>	<b>\$9,947.91</b>	

Row count: 1 Rows per page: 50

Aging

Future	0-30	31-60	61-90	91-120	120+	Total Past Due Balance
\$9,947.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Note: The Aging amounts displayed here are calculated based on the filters applied in the Open Invoice section.



Contact your UnitedHealthcare representative if you have questions.

Employer eServices



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