

Applies to: Small Employer market

Now's a Great Time to Start Using Electronic Billing

At Horizon Blue Cross Blue Shield of New Jersey (Horizon BCBSNJ), we're always looking for ways to make it easier for our customers to do business with us — especially during challenging times like these.

If you have clients who aren't taking advantage of electronic billing and payment, now's a great time for them to start. It's a secure and convenient way for them to receive their billing statement, pay premiums, and to track and share billing history, invoices and more.

How to Switch from Print to Electronic Billing

It's easy to get started with electronic billing. You can sign in to [Broker Online Services](#) and follow the steps below. Or, your client can sign in to our secure Employer Online Services web portal at HorizonBlue.com/Employers.

After signing in to either Broker Online Services or Employer Online Services:

- Choose *Manage Customers*, then *Billing & Payments*.
- Choose *Electronic Billing*, and enter the Account Number, Group Number and Subgroup Name.
- Click *Search*. You'll see a message saying: *The account number does not have the E-bill notification enabled. Do you wish to enable it?*
- Select *Yes*, and then click *Save*. The account is now enrolled in electronic billing.

After enabling electronic billing for an account, the account will no longer receive print bills.

If a client wishes to return to print billing, follow the steps above. The message will now read: *The account number already has the E-bill notification enabled. Do you*

wish to disable it? Select **Yes** to disable, and then click **Save**.

For technical assistance, please call the Horizon BCBSNJ eService Desk at **1-888-777-5075**, weekdays, from 7 a.m. to 6 p.m., Eastern Time.

If you have questions, please contact your Horizon BCBSNJ sales executive or account manager.



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