



Atlanta, GA 30374-0376

<Customer Full Name>
<Customer Address 1>
<Customer Address 2>
<Customer Address 3>
<Customer City State ZIP>

Questions?

[We're here to help.](#)

Toll-free 1-866-908-5940

TTY 711

8 a.m. – 5 p.m. ET

Monday – Friday

<Date>

Dear <Customer Name>,

Thank you for making automatic monthly payments with Scheduled Direct Debit (SDD). We're writing to let you know you have been automatically enrolled in our paperless invoice option.

What does this mean for me?

Starting next month, we'll no longer send your monthly invoices in the mail. Instead, you will receive an email when your monthly invoice is available online.

What do I need to do?

If you're registered, you can use your One Healthcare ID to sign in to [uhceservices.com](#) and view your monthly invoice. If you have not registered and need help creating an account or signing in, call 1-866-908-5940.

What are the advantages to using the benefits administration website?

In addition to being a resource for your specific plan information and covered employee population, [uhceservices.com](#) offers online access to your Oxford premium invoices and payments. In the Billing and Payment Center of the website, you can:

- View, download and print invoices
- Pay your bill
- View payments, balances, and statements
- Request a Billed vs. Paid report
- Manage banking information
- Request adjustment invoices and view adjustments after eligibility changes

What if I want paper invoices?

You can print a copy of your invoice at [uhceservices.com](#). Sign in to your account and follow these steps:

1. Select View & Pay Bill to find and print an invoice.
2. Select the invoice number to open the invoice summary.
3. Select the Invoice PDF button.

Questions? We're here to help.

If you have any questions, please call us toll-free at 1-866-908-5940, TTY 711
8 a.m. – 5 p.m. ET, Monday – Friday.

Sincerely,

The Oxford Team