



QuickBill Instructions

What Is QuickBill?

QuickBill is BlueChoice® HealthPlan of South Carolina's secure online billing system. QuickBill makes managing your monthly invoices efficient, convenient and easier than ever. QuickBill gives you the ability to monitor your monthly group billing information, run various payment reports and make online premium payments.

How To Access QuickBill

We will email your initial invoice. The cover letter in the email contains your username and password for QuickBill.

How To Read and Pay Your Bill

Premium payments for coverage are due on a prepaid basis. You will receive an email notification each month stating that your invoice is ready to view in *QuickBill*. Your premium invoice is available before the first of the month in which the premium is due. BlueChoice® applies your payment to your oldest outstanding balance.

Step 1:

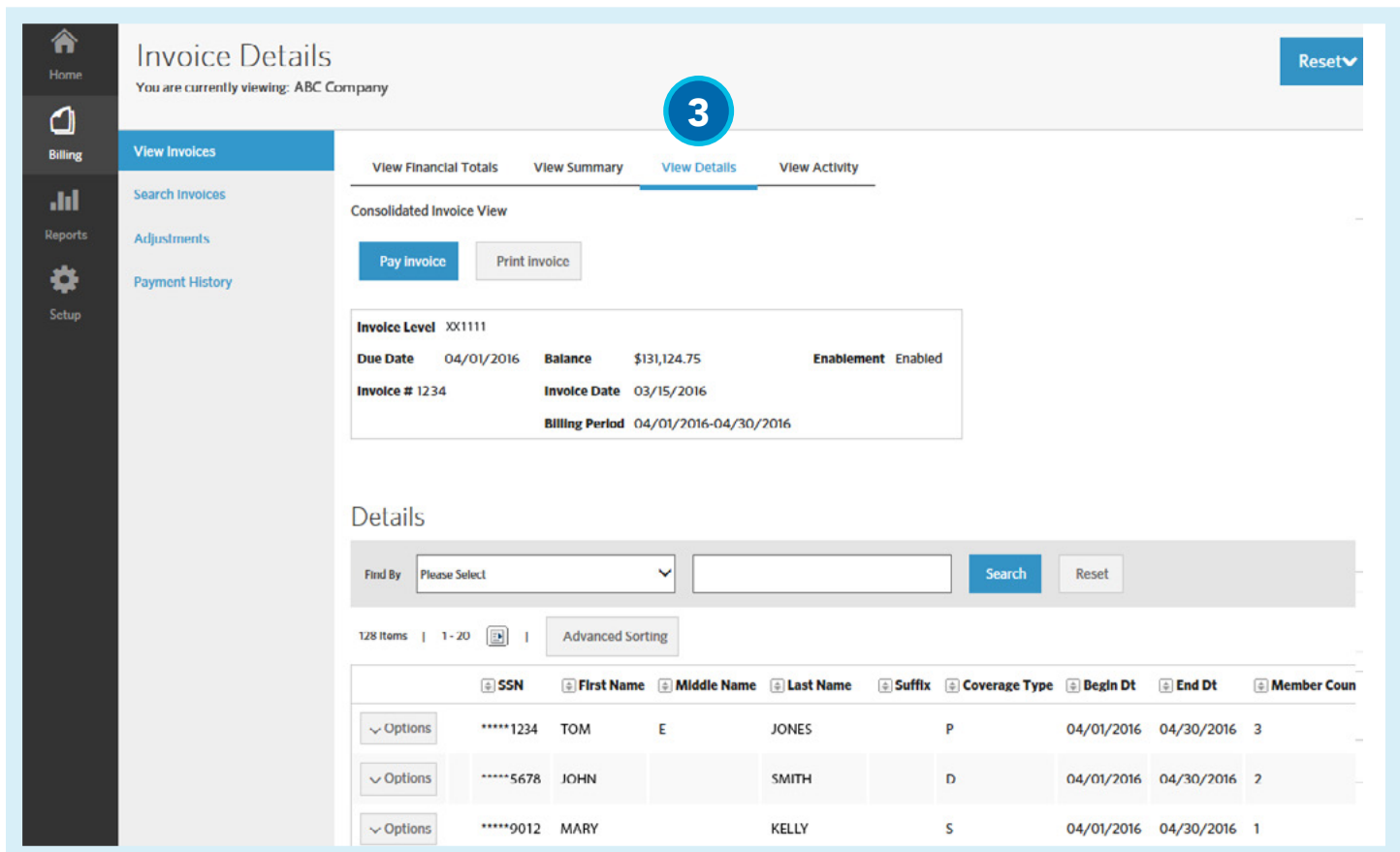
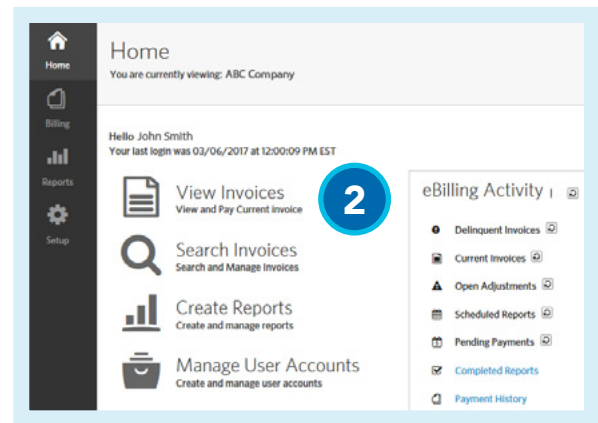
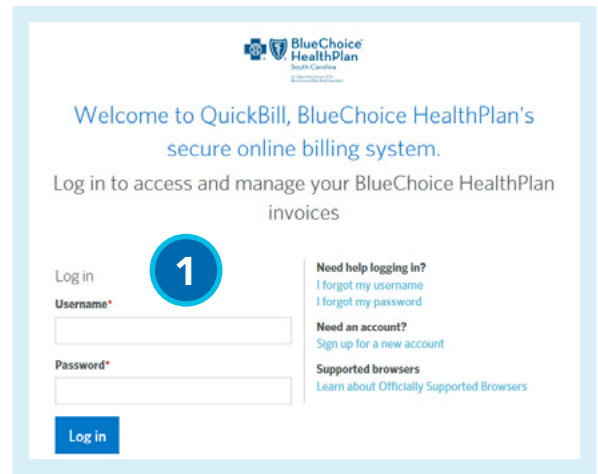
- Go to www.QuickBillSC.com.
- Enter your username and password to log in to your account.
If you forget your username or password, you can email QuickBill.Setup@BlueChoiceSC.com.

Step 2:

To view your invoice or make an electronic payment, select **View Invoices**.

Step 3:

To view the details of your bill, including your roster of covered employees, select **View Details**.



Step 4:

Select **View Financial Totals** to view the line items of your bill.

Step 5:

Select **View Activity** to see employees who have added, changed or terminated coverage.

Step 6:

To pay your invoice, select **Pay Invoice**.

The screenshot shows the 'Invoice Details' page for 'ABC Company'. A left sidebar contains navigation options: Home, Billing, Reports, and Setup. The main content area has a top navigation bar with 'View Invoices' (highlighted), 'View Financial Totals' (circled 4), 'View Summary', 'View Details', and 'View Activity' (circled 5). Below this is a 'Consolidated Invoice View' section with 'Pay Invoice' (circled 6) and 'Print Invoice' buttons. A table below displays invoice information:

Invoice Level	XX1111			
Due Date	04/01/2016	Balance	\$131,124.75	Enablement Enabled
Invoice #	1234	Invoice Date	03/15/2016	

Step 7:

Select **Make Online Payment**, and select **Next**.

The dialog box is titled 'Choose payment method' and asks 'How would you like to make a payment?'. It has two radio button options: 'Make online payment' (selected) and 'Print payment stub to send in the mail'. At the bottom are 'Back' and 'Next' (circled 7) buttons.

Step 8:

Choose how you would like to pay, and select **Next**.

If you don't have an account, you can create one. To begin this process, choose the **Create New Account** radio button.

The dialog box is titled 'Choose payment account' and asks 'You have these accounts on file. Do you want to use one of your preexisting accounts or would you like to add another account?'. It has two radio button options: 'I'd like to use : Accounts Payable - MC edit account info' (selected) and 'Create New Account'. At the bottom are 'Back' and 'Next' (circled 8) buttons.

Step 9:

Choose the amount you would like to pay and the date. Select **Next**.

Choose amount

Paying with: Accounts Payable - MC [change account](#)

Please choose from the following payment options:

Pay as Billed \$131,124.75 [select invoices](#)

Edit Payment [select invoices](#)

Date of Payment: 03/17/2017

ACH, Check and Credit Card Payments will be refunded in the same manner as received by BlueChoice HealthPlan. Check Refunds may take up to 10 days to be received by the customer. Checks not received or lost in the mail will be reissued 30 days after the initial check date.

[Back](#) [Next](#) **9**

Step 10:

Confirm your information, and select **Submit Payment**.

Confirm Information

Payment Account: **Accounts Payable - MC** [change account](#)

Amount of Payment: **\$131,124.75** [edit payment amount](#)

Payment Date: **03/17/2017**

[Review invoice payment information details](#)

[Back](#) [Submit Payment](#) **10**

Step 11:

To set up auto draft, select the **Enable Auto Draft** link from the payment confirmation page and follow the prompts.

Thank You!

Payment Complete.

Your payment has been successfully submitted. Please allow for 2-3 business days for your payment to be processed.

Your tracking number is **123456789**

Account Name: PNC
Payment Date: 08/08/2018
Total Amount Paid: \$7,641.26

Please [print](#) this screen for your records

[Review invoice payment information details](#)

Want to save time in the future? [Enable Auto Draft](#)

Key Dates To Review Your Bill

You will receive an email notification each month stating that your invoice is ready to view on *QuickBill*. When you receive the email, you should log in to your account to view your invoice and pay it by the date it is due to avoid interruption of coverage.

Focus on life. Focus on health. *Stay focused.*



BlueChoice HealthPlan is an independent licensee of the Blue Cross Blue Shield Association.