



Electronic Billing Presentment & Payment (EBPP) System Overview

For IBX Client Advisors and Core Self-funded Clients Only



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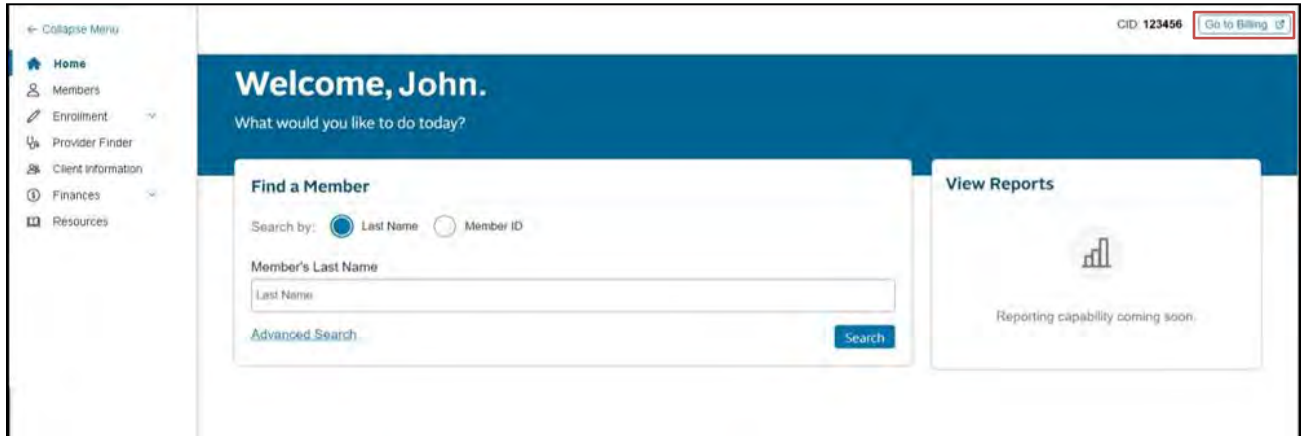
Overview

About EBPP

EBPP is an optimized payment system that is user friendly, convenient, and easy to navigate. With EBPP, users will experience a streamlined payment process that offers increased operational efficiency, ultimately enhancing their overall experience.

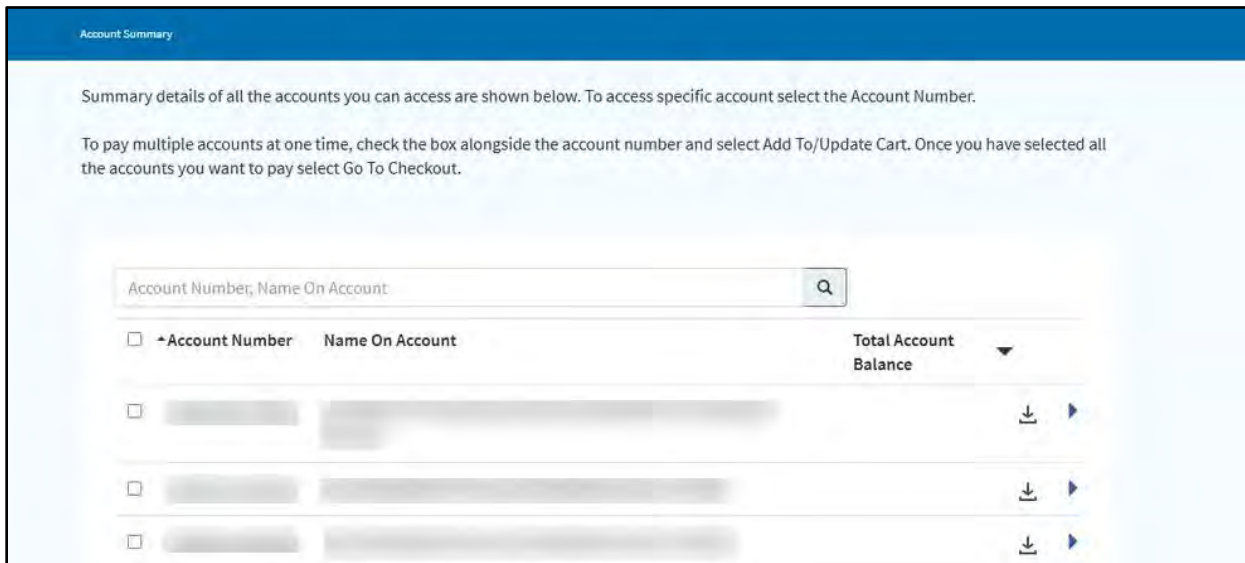
Accessing EBPP – Client and Client Advisors

EBPP can be easily accessed by any user from the Group Portal Homepage. Once logged into the Group Portal, click **Go to Billing** button from the top toolbar of the **Group Portal Homepage**.



Summary Account View

The EBPP **Summary Account View (SAV)** is the landing page providing users with access summary details of all accounts that they can access through Group Portal across funding types including: Fully Insured Group, Medicare Group, and Self-Funded. Users can access individual accounts or use the shopping cart functionality to select one or multiple accounts to add to cart and pay.





The leading digit in the account number differentiates account types. Account numbers beginning with 1 - Self-Funded, 3 - Medicare Group, 4 - Fully Insured.

EBPP for Core Self-Funded Client

Summary Account View Functionality

The CSF users can use Summary Account View in EBPP to perform the following operations:

1. Pay Multiple BTAs using shopping cart functionality
2. Download current invoice
3. Access the Account Summary

Paying multiple BTAs using shopping cart functionality

To schedule perform the following steps:

1. Select the checkbox(s) next to the accounts you want to pay or select the top checkbox to select all.

Account Summary

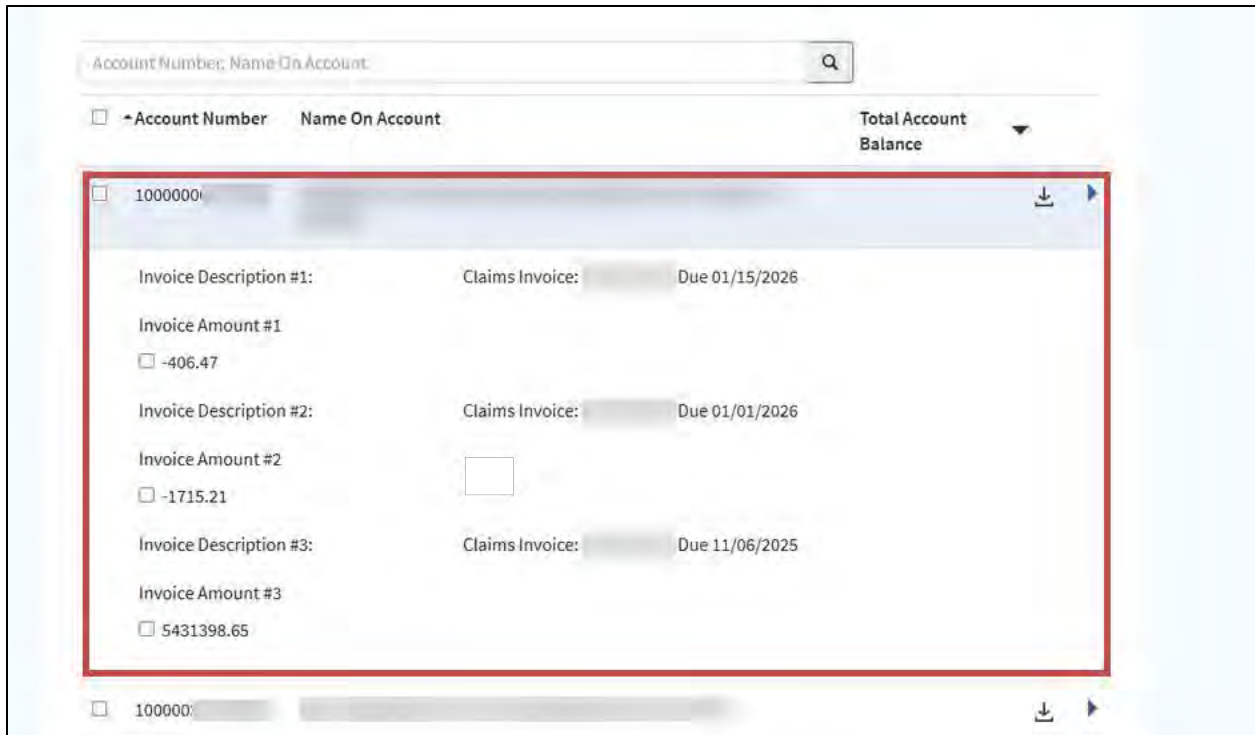
Summary details of all the accounts you can access are shown below. To access specific account select the Account Number.

To pay multiple accounts at one time, check the box alongside the account number and select Add To/Update Cart. Once you have selected all the accounts you want to pay select Go To Checkout.

Account Number, Name On Account

<input type="checkbox"/>	Account Number	Name On Account	Total Account Balance	
<input type="checkbox"/>	10000(-01		↓ ▶
<input type="checkbox"/>	10000(-01		↓ ▶
<input type="checkbox"/>	10000(-02		↓ ▶
<input type="checkbox"/>	10000(-01		↓ ▶
<input type="checkbox"/>	30000(-01	\$500.00	↓ ▶
<input type="checkbox"/>	30000(-02	\$500.00	↓ ▶
<input type="checkbox"/>	40000(-01	\$500.00	↓ ▶

Self-Funded accounts do not show a Total Account Balance on the SAV page. Users can click on the account to expand the view. Users can select the entire account for payment or individual claims or admin invoices for payment.



2. Review the number of accounts selected and total **Payment Amount** then click **Go to Checkout**.



3. Review selected accounts, payment details, and click continue.
Note: Users can edit the information by selecting **Edit** or cancel by selecting **Cancel**.

Review Payment

Please review the details of your payment below. If you need to make any changes, select the Edit button. Once you have confirmed that all the information is correct, select Continue to proceed with your payment.

Selected Accounts List

Account Number	Name On Account	Total Amount
10000-01	[Redacted]	\$5,429,276.97
10000-01	[Redacted]	\$94,325.58
10000-02	[Redacted]	\$1,464,459.54
10000-01	[Redacted]	\$1,564,202.40
30000-01	[Redacted]	\$500.00
30000-02	[Redacted]	\$500.00
40000-01	[Redacted]	\$500.00

Showing 1 to 7 of 7 Accounts Found

3 **Payment Details**

Payment Method: [Redacted] Checking ending in 2345

Payment Date: 04/20/2026

Total Payment Amount: \$8,553,764.49

By clicking **Confirm** to confirm your payment, you authorize us to initiate a debit from the **Payment Method Account** to make a payment to the **Accounts**, as detailed above. The payment to your accounts will be made on the **Payment Date** detailed above, and the debit from your account will occur within two business days of that date, but no earlier than that date. You also authorize your financial institution (and its successors or assigns), to process this debit to your accounts.

3

- The payment confirmation page will display providing a unique confirmation number for each payment, the status of the payment and the total amount of each payment. It will also confirm if all payments processed successfully. The SAV shopping cart functionality will not allow duplicate payments to be processed. Users will receive an error message if a payment was already requested for an account.

7 of 7 Payments got Confirmed.

Details of the accounts you have paid are shown below. A separate payment has been processed for each account, and the individual confirmation numbers are shown below. You will also receive a separate email confirming each payment.

Payment Details

Payment Method: [Redacted], Checking ending in 2345
 Payment Date: 04/17/2026

Payments Confirmed

Billing Area Name	Account Number	Name On Account	Confirmation Number	Payment Status	Total Amount
[Redacted]	100000	001 [Redacted]	I83658V112	Scheduled	\$5,429,276.97
[Redacted]	100000	001 [Redacted]	I83658V116	Scheduled	\$94,325.58
[Redacted]	100000	002 [Redacted]	I83658V11C	Scheduled	\$1,464,459.54
[Redacted]	100000	001 [Redacted]	I83658V11K	Scheduled	\$1,564,202.40
[Redacted]	300000	001 [Redacted]	I83658V11J	Scheduled	\$500.00
[Redacted]	300000	002 [Redacted]	I83658V183	Scheduled	\$500.00
[Redacted]	400000	001 [Redacted]	I83658V18N	Scheduled	\$500.00

Showing 1 to 7 of 7 Accounts Found

Note: Payment confirmation can also be viewed on the Account Summary page for the individual account.

Start Account Summary My Profile Switch Account

Information about your account and any recent payment is shown below.

Select an option below to schedule payments or view details of recent payments & your payment method

Details for Account: [Redacted], 4000, 02 [Switch Account](#)

Current Due Date: 01/01/2026 Last Payment Date: N/A
 Current Statement Balance Amount: \$500.00 Last Payment Amount: N/A
 Amount Past Due: \$0 Confirmation Number: N/A

[Setup Recurring](#) [Payment Actions](#)

I would like to...
[View Payment Activity](#)

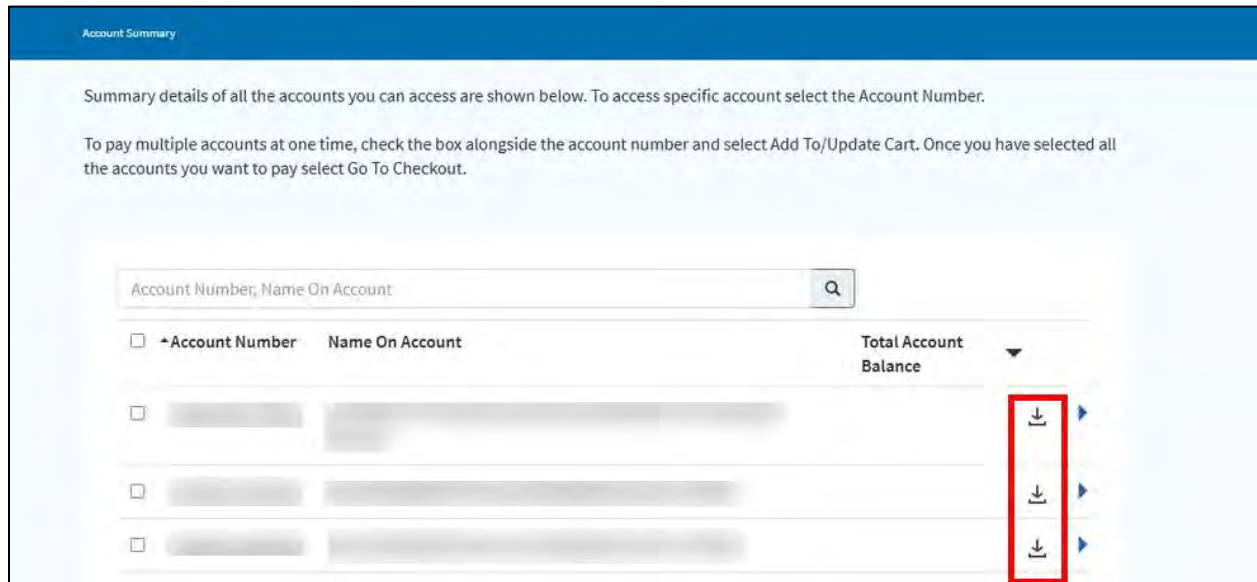
View Payment Activity [All Payments](#) [+/-30 Days](#)

Showing 1 to 1 of 1 Payments

Scheduled Date	Total Amount	Payment Method	Payment Status	Confirmation Number
04/20/2026	\$500.00	Checking ending in 2345	Scheduled	I83F58VYZK

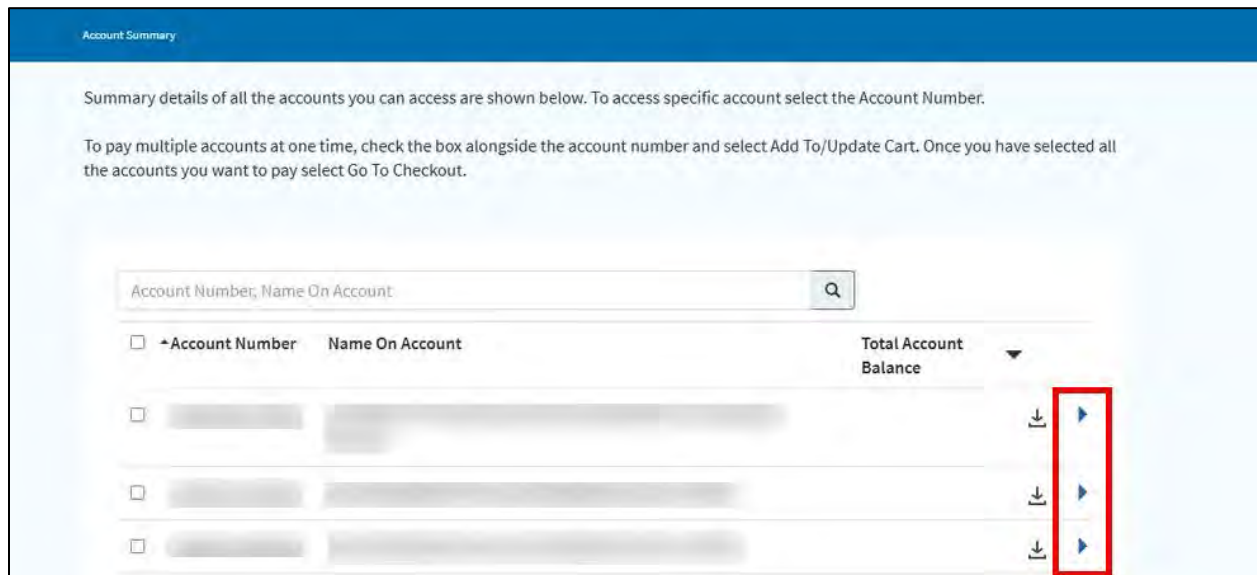
Download the Current Invoice

To download the current invoice, click the download icon for the specific account.



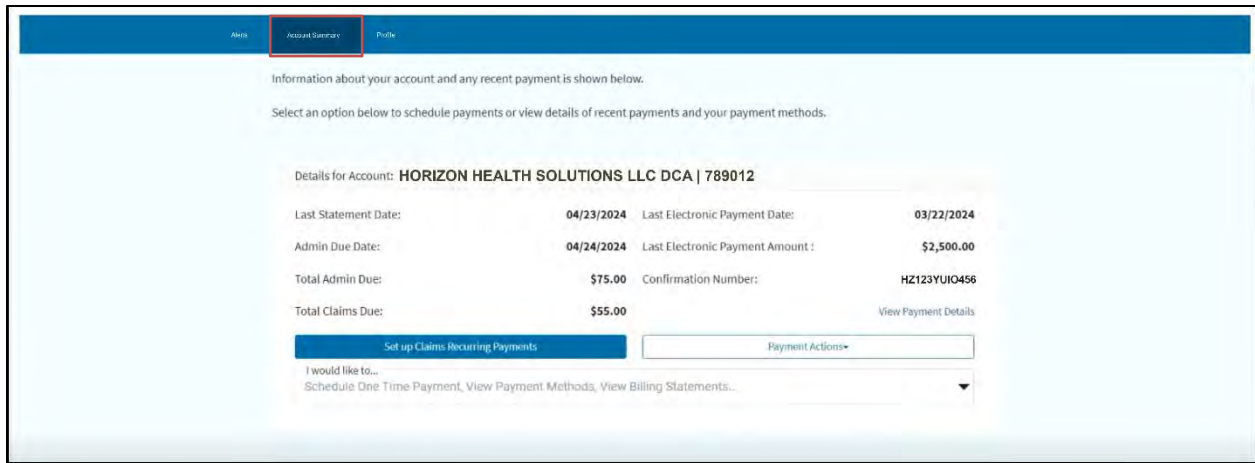
Accessing the Account Summary.

To access the Account Summary for a specific BTA, click the blue arrow.



Account Summary

The EBPP **Account Summary** is displayed with information about the individual account and any recent payment. From the Account Summary you can navigate to view **Profile** details and **Alerts**.



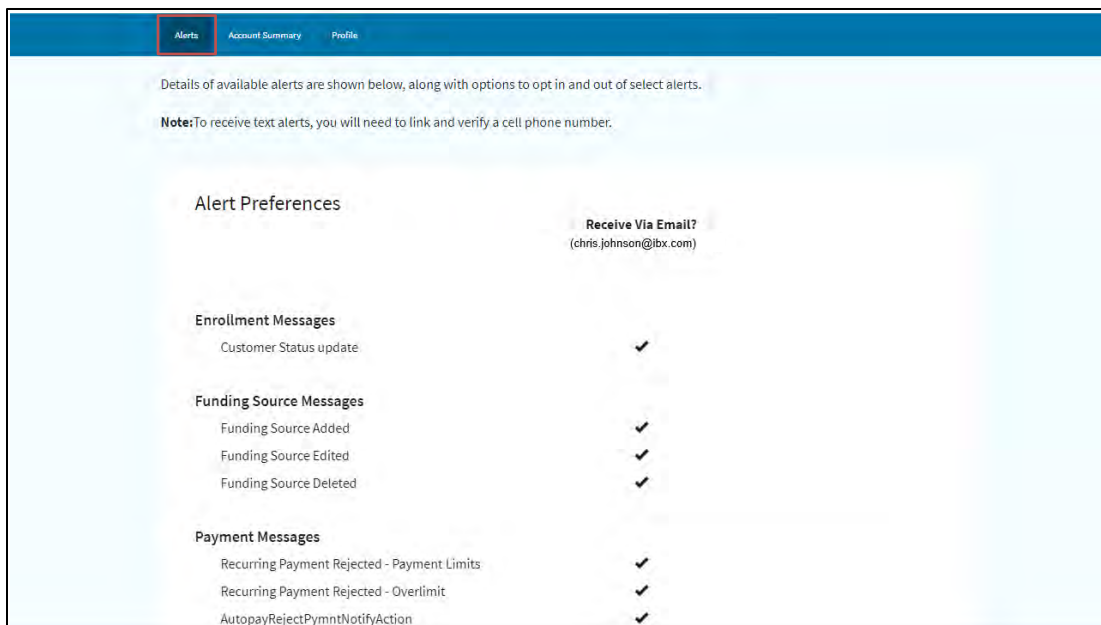
View Profile Details

To view the profile details, click the **Profile** tab. From here, you view your email address tied to the account.



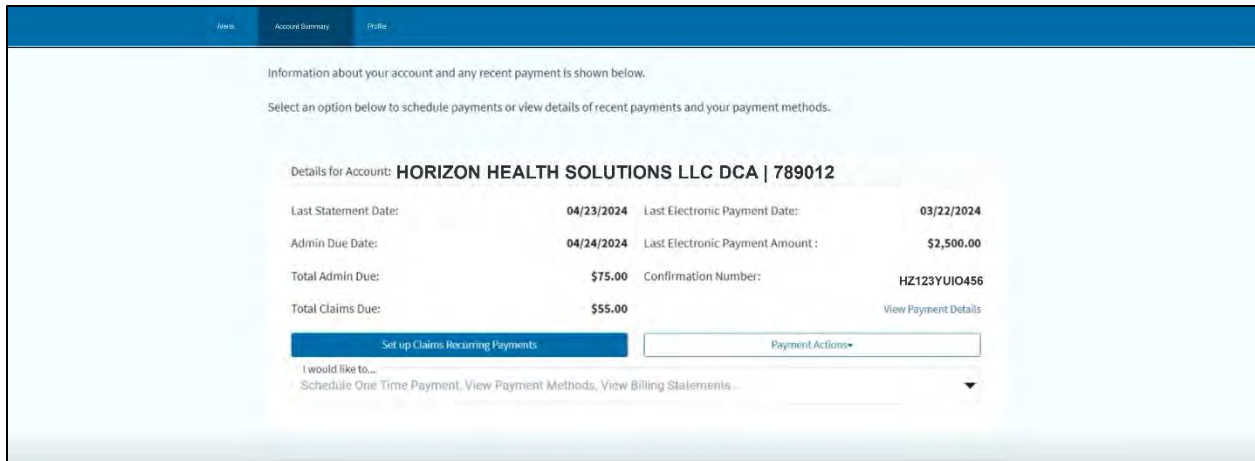
View Alerts

To view the alerts, click the **Alerts** tab. Here, you can view the details of available alerts and the option to opt in or opt out of the selected alerts.



Account Summary Functionality

Here is the **Account Summary** page of the EBPP for Self-Funded clients.



The following are operations that Self-Funded users can perform using EBPP:

1. [Establish Recurring Payment](#) - Schedule claim and/or admin payments as recurring.
 - a. Admin Bills – Admin bills can be set up for automated payment.
 - b. Claims Bills – Can be scheduled for automated payments that would automatically be done against the invoices, at a defined frequency.



Recurring payments must be set up or canceled two days prior to the invoice due date (regardless of the day of the week). Payments can be pulled on weekends and holidays, defaulting to the next business day if banks are closed. The setup can occur any time before the next claim or admin invoice generation.

2. [Make a One-time Payment](#) – Schedule payment against a single invoice.
3. [Add More Accounts](#) – Add and authorize bank accounts to make the payments.
4. [Download Billing Statements](#) – Download the previous billing statements.
5. [View Payment Activity](#) – View a list of historical payments and their statuses.

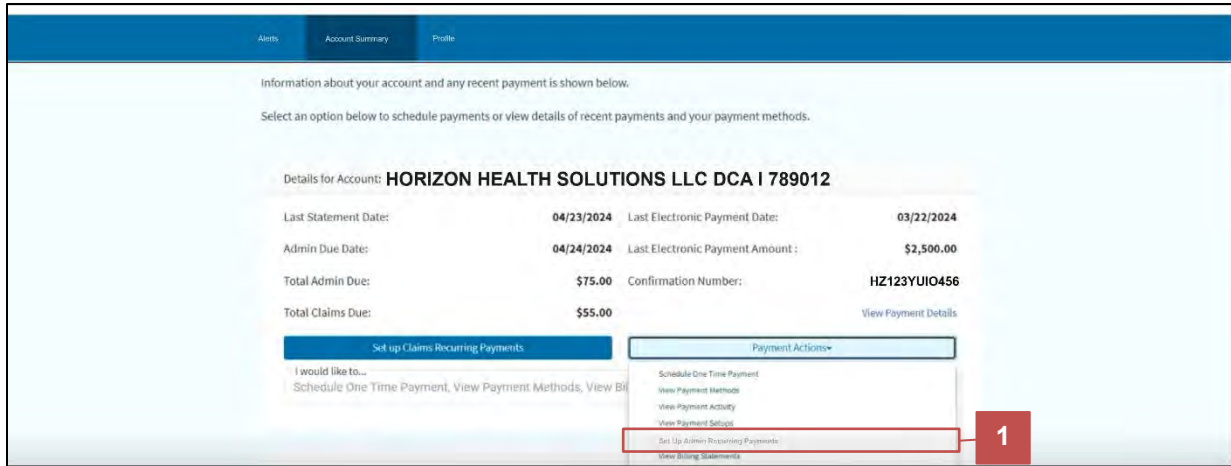
See below for the step-by-step process of performing these activities in EBPP.

Establish Recurring Payment

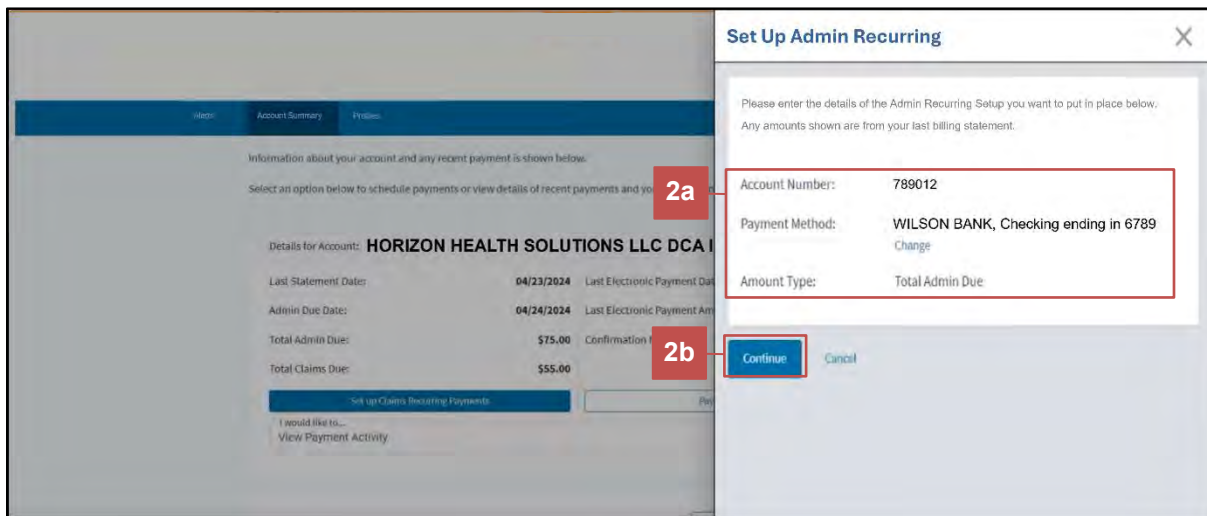
Admin Bills

To schedule an admin recurring payment, perform the following steps:

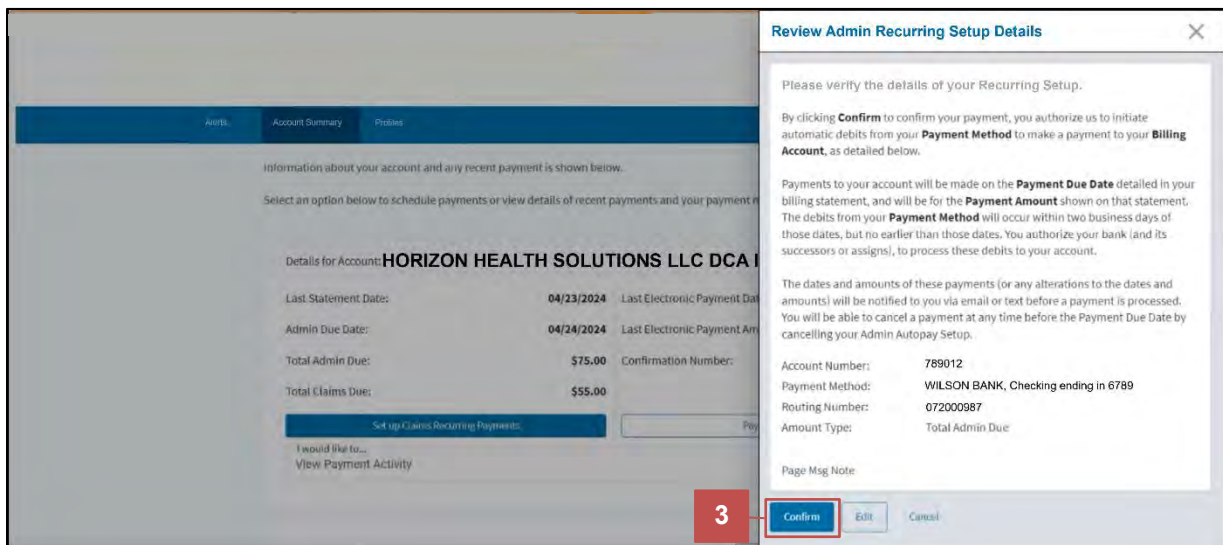
1. Select the **Set Up Admin Recurring Payments** option from the **Payment Actions** drop-down menu.



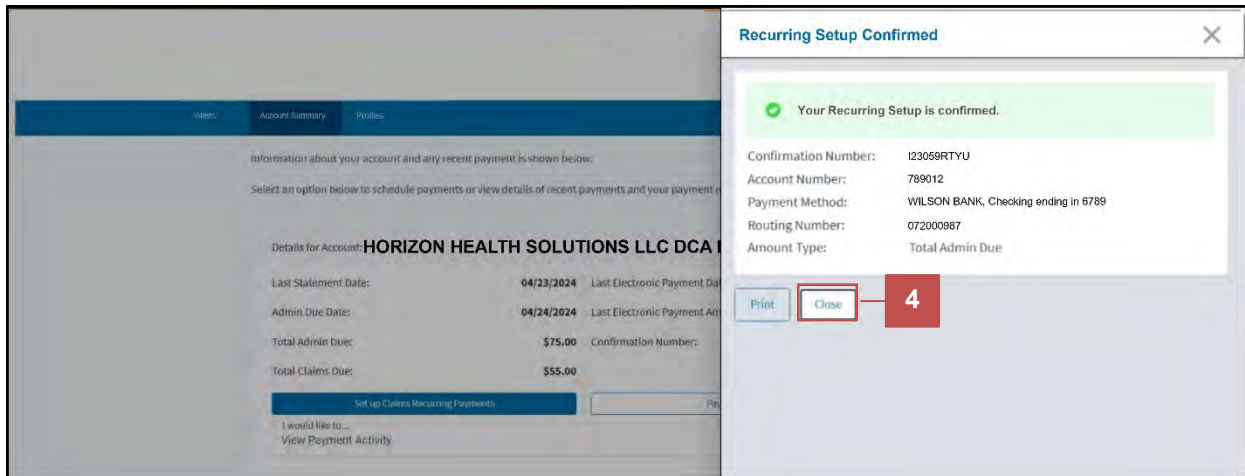
- The **Set Up Admin Recurring** dialog box is displayed. Select the required payment method from the **Payment Method** drop-down field menu and click the **Continue** button.



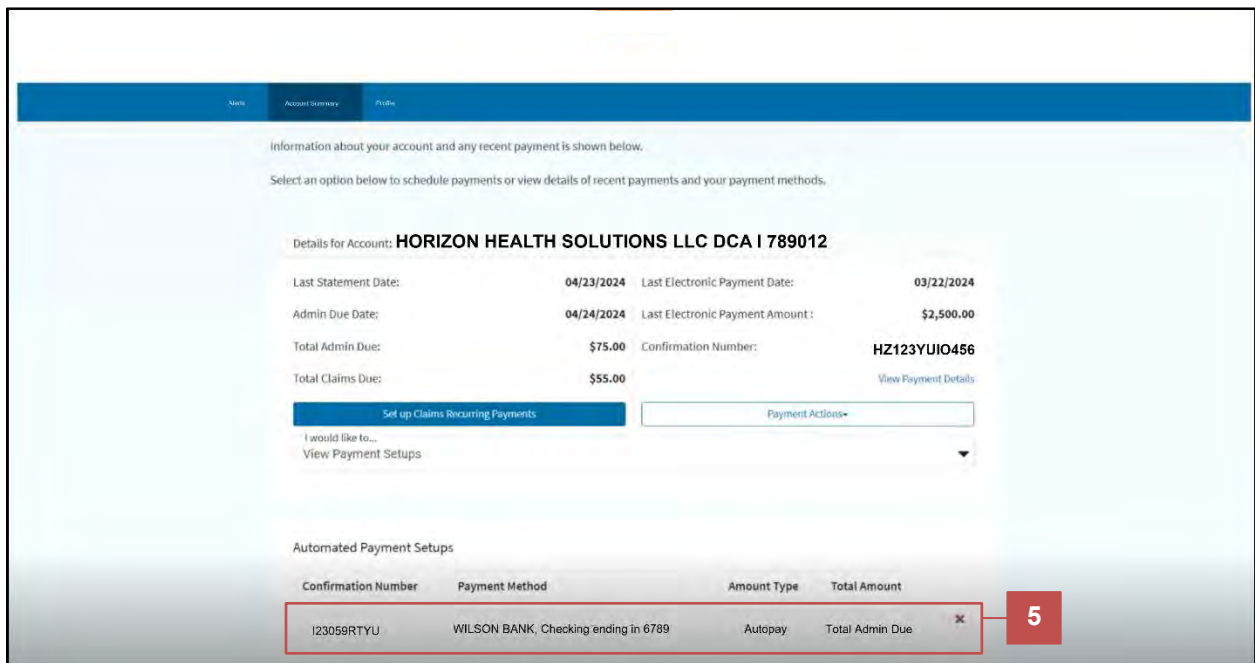
- The **Review Admin Recurring Setup Details** dialog box is displayed. Review the details and click the **Confirm** button.



- The **Recurring Setup Confirmed** dialog box is displayed with the message that your autopay setup is confirmed. Click the **Close** button to close the dialog box.



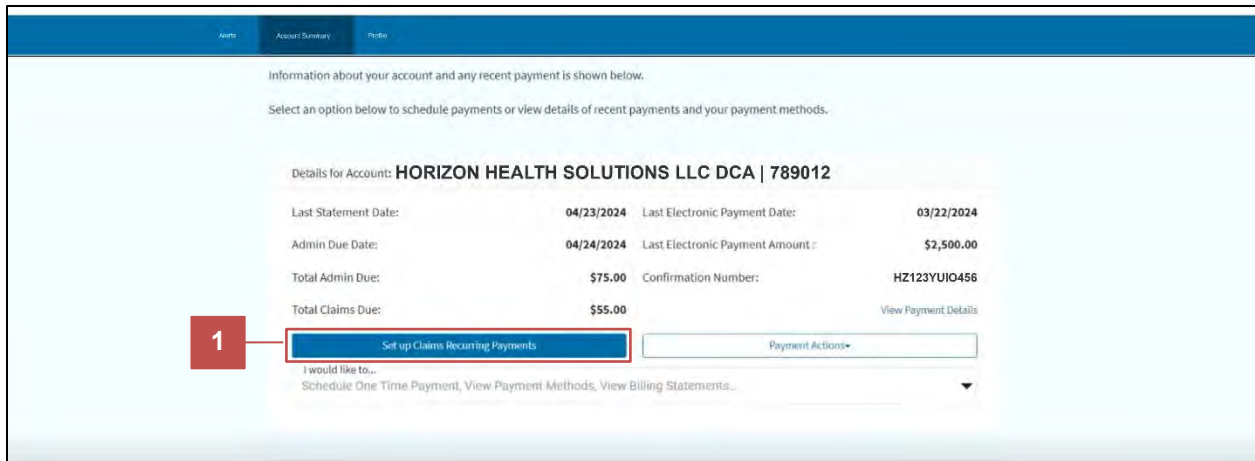
5. You can view the recurring payment setup under the **Automated Payment Setups** section. You can click the **X** icon to cancel the recurring payment.



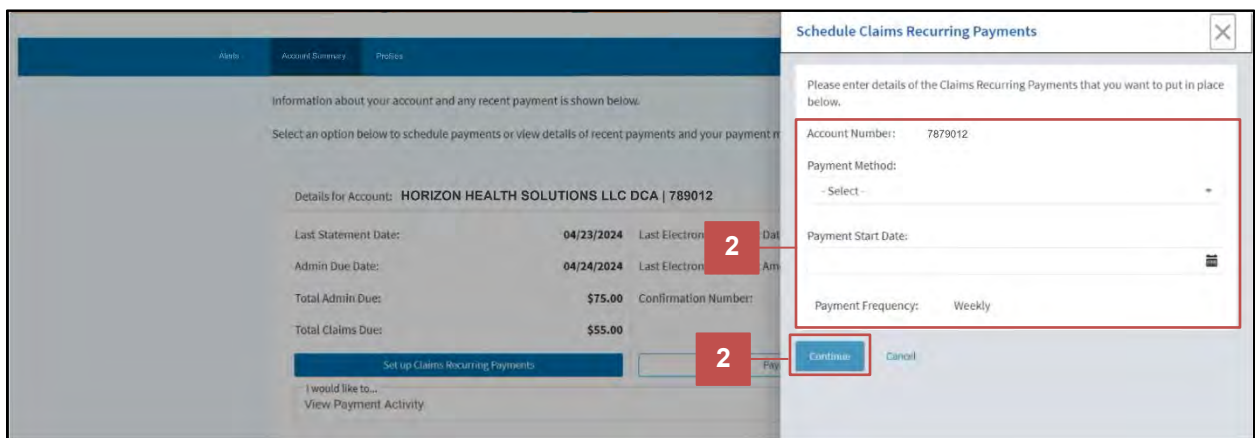
Claims Bills

To schedule a recurring payment for a claim, perform the following steps:

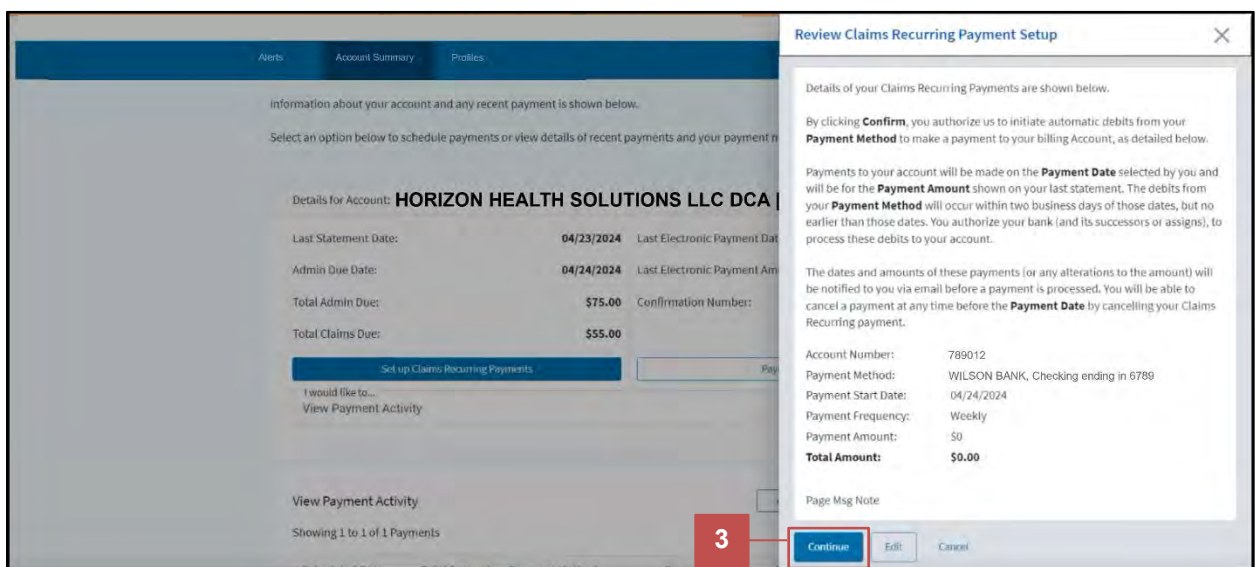
1. On the **Account Summary** page, click the **Set-up Claims Recurring Payments** button to set up a recurring payment for a claim.



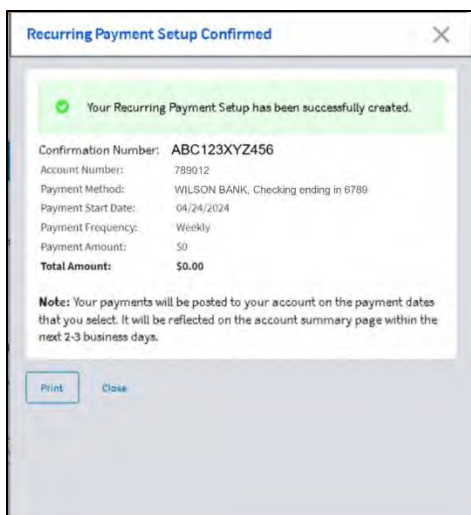
- The **Schedule Claims Recurring Payments** dialog box is displayed. Enter the details in the fields as required and click the **Continue** button.



- The **Review Claims Recurring Payment Setup** dialog box is displayed. Click the **Continue** button.



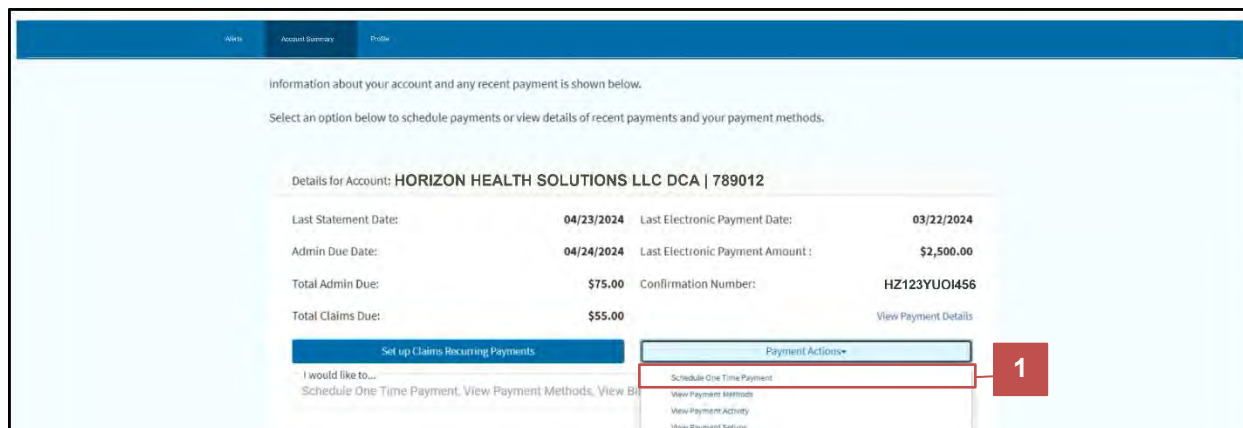
- The **Payment Confirmed** dialog box is displayed with the message that your payment has been successfully scheduled. Review the details and click the **Close** button to close the dialog box. You can click the **Print** button to print the payment details.



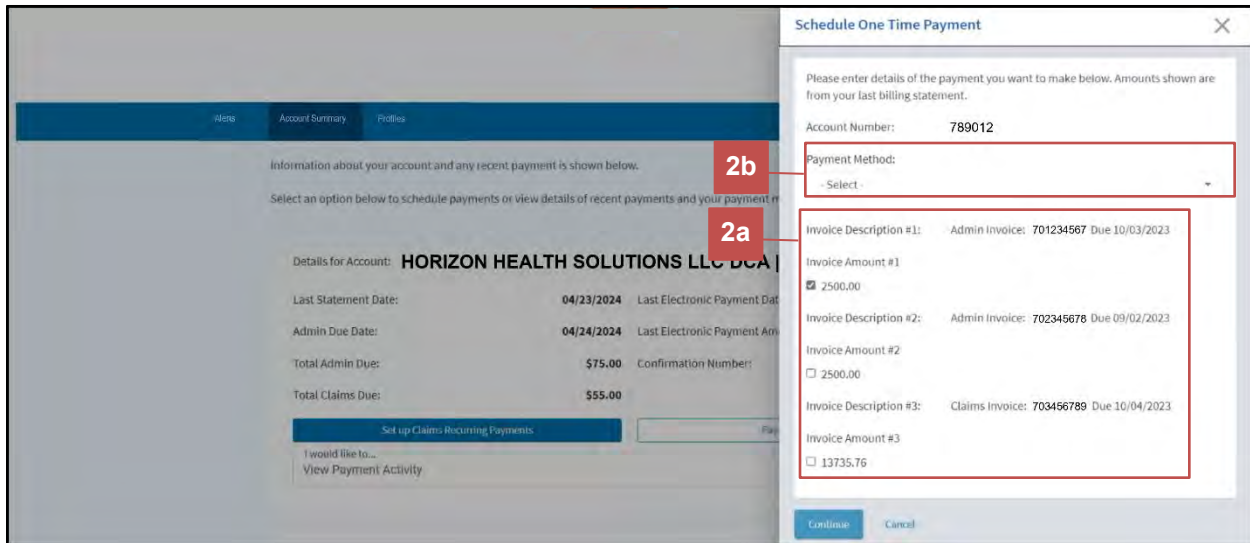
Make a One Time Payment

To make a one-time payment for your claim, perform the following steps:

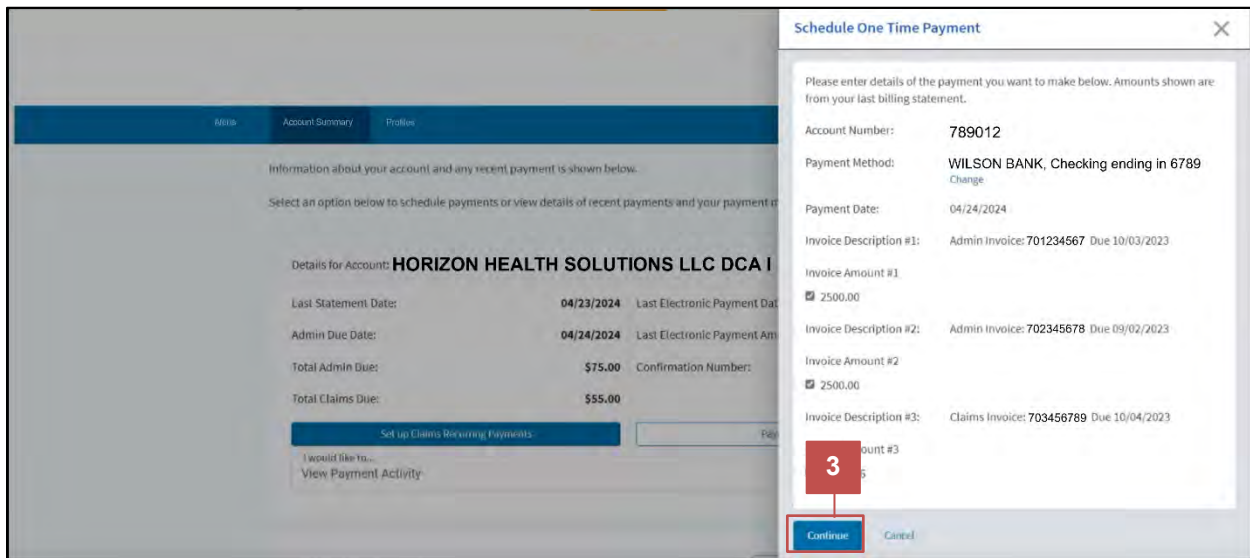
1. Select the **Schedule One time Payment** option from the **Payment Actions** drop-down menu to schedule a one-time payment.



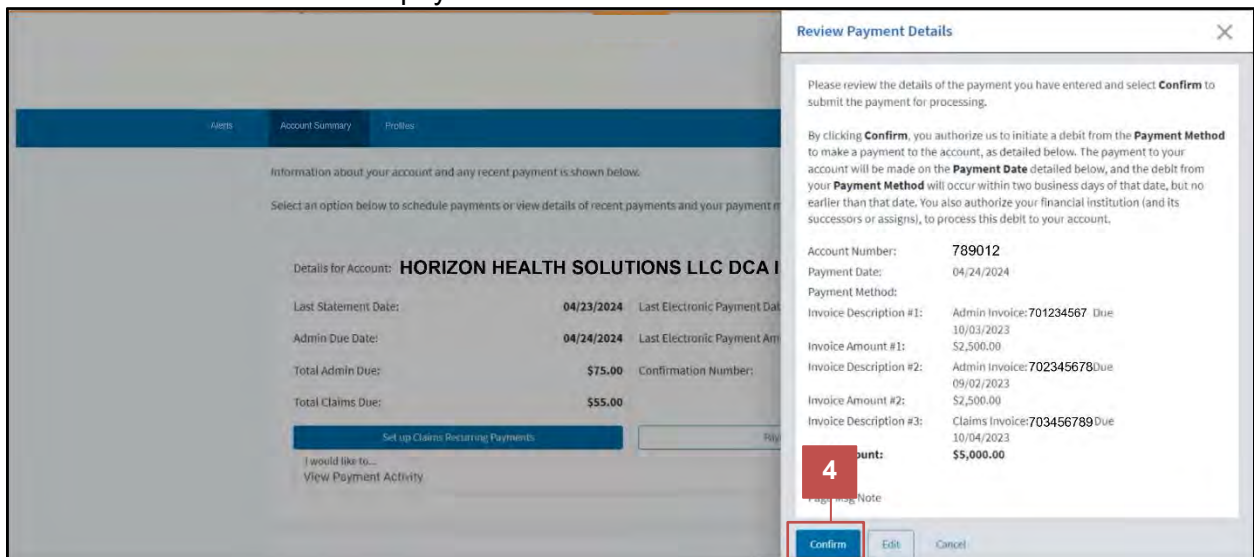
2. The **Schedule One Time Payment** dialog box is displayed.
 - a. Select the invoice amount checkbox for the invoice you want to schedule the payment for.
 - b. Then, select the payment method from the **Payment Method** drop-down field.



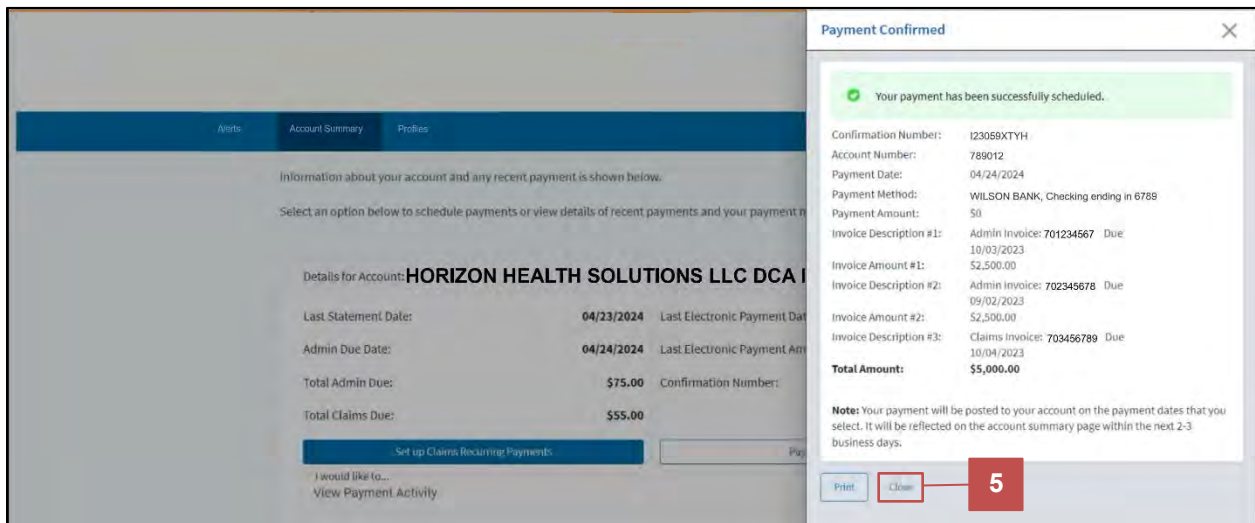
3. Click the **Continue** button to save the changes.



4. The **Review Payment Details** dialog box is displayed. Review the details and click the **Confirm** button to confirm the payment details.



- The **Payment Confirmed** dialog box is displayed with the message that your payment has been successfully scheduled. Review the details and click the **Close** button to close the dialog box.
You can click the **Print** button to print the payment details.

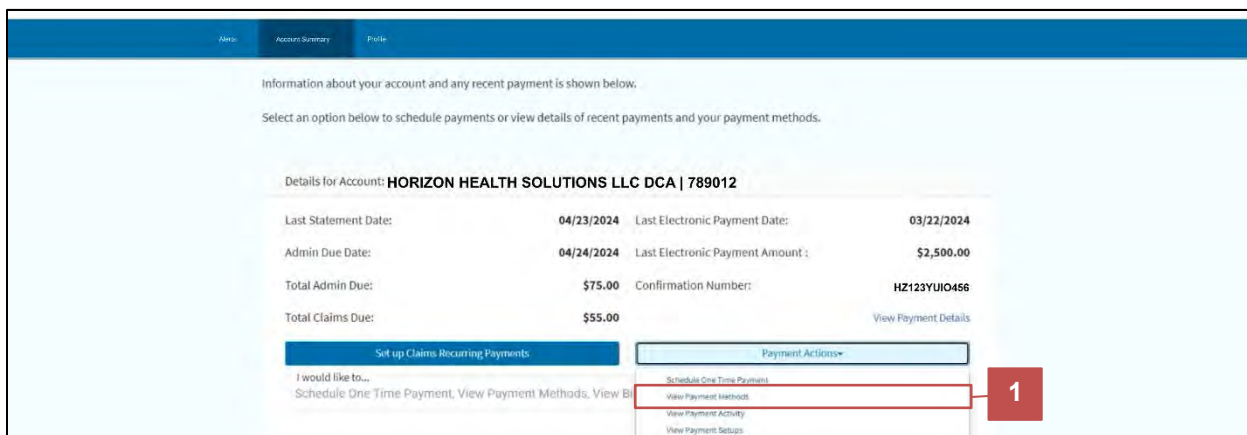


Users will be able to view the invoice description of both the selected invoices for one-time payment and the unselected invoices. The amount for the unselected invoices will not appear and the payment total will be correct.

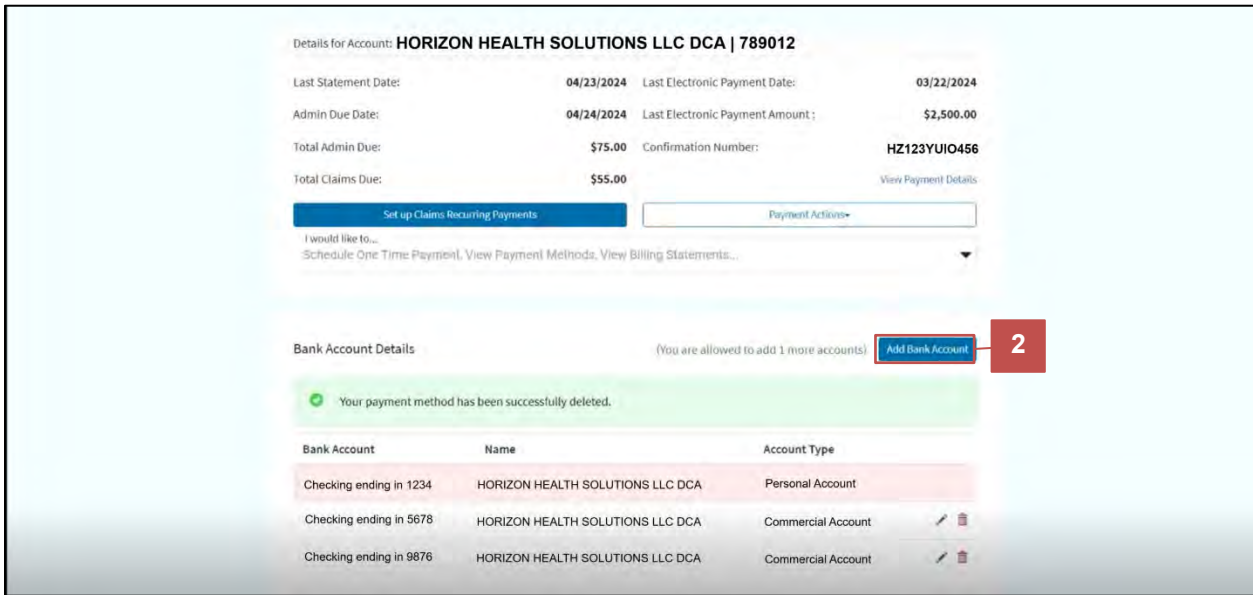
Add More Accounts

To add more accounts to your profile, perform the following steps:

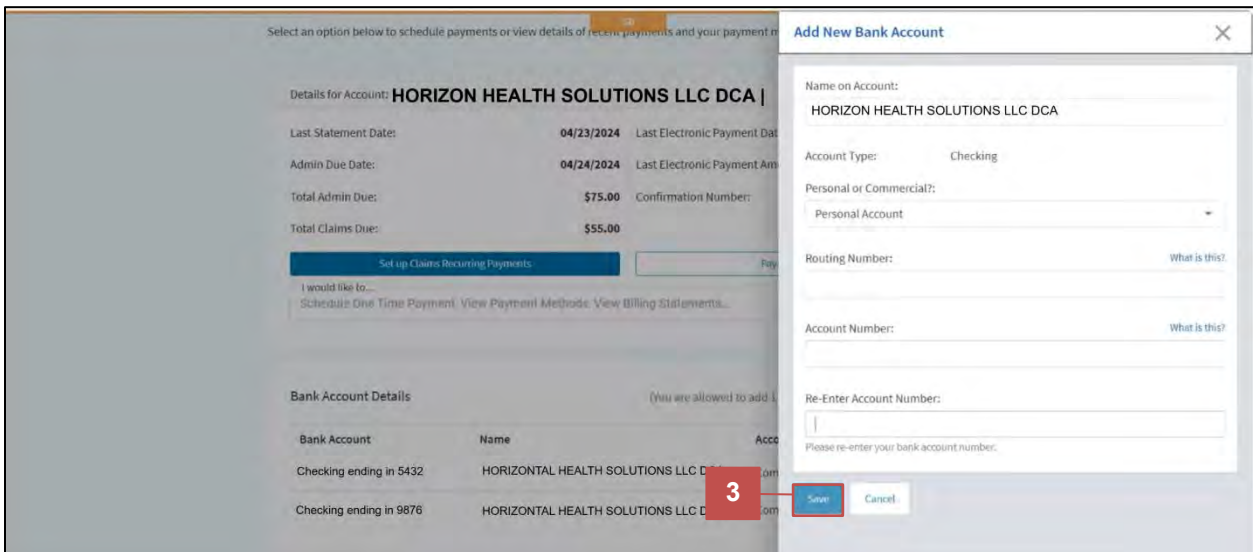
- Select the **View Payment Methods** option from the **Payment Actions** drop-down menu.



2. Click the **Add Bank Account** button.



3. The **Add New Bank Account** dialog box is displayed. Enter the details in the required fields and click the **Save** button.

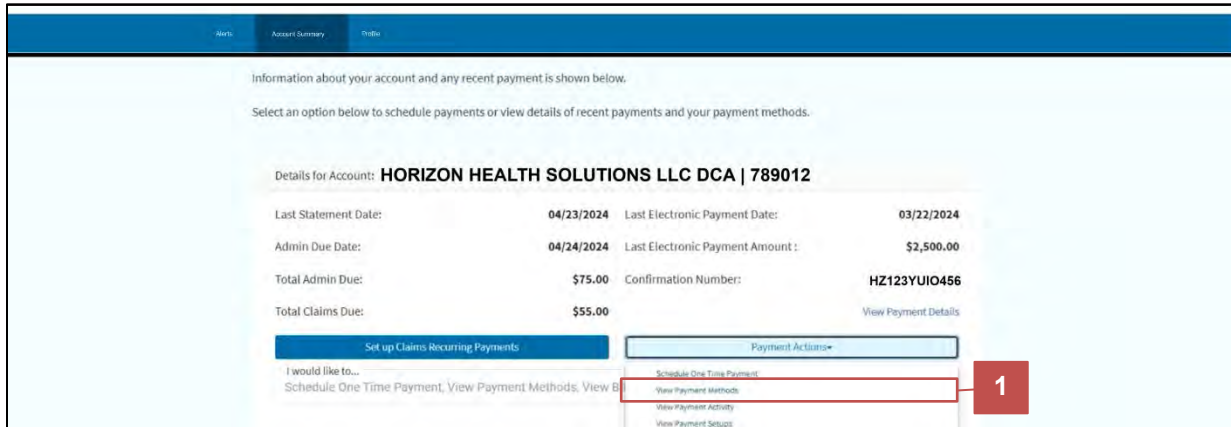


You can also add a new bank account by selecting the **Set Up Claims Recurring Payment** option and then, selecting the **New Bank Account** option from the **Payment Methods** drop-down menu.

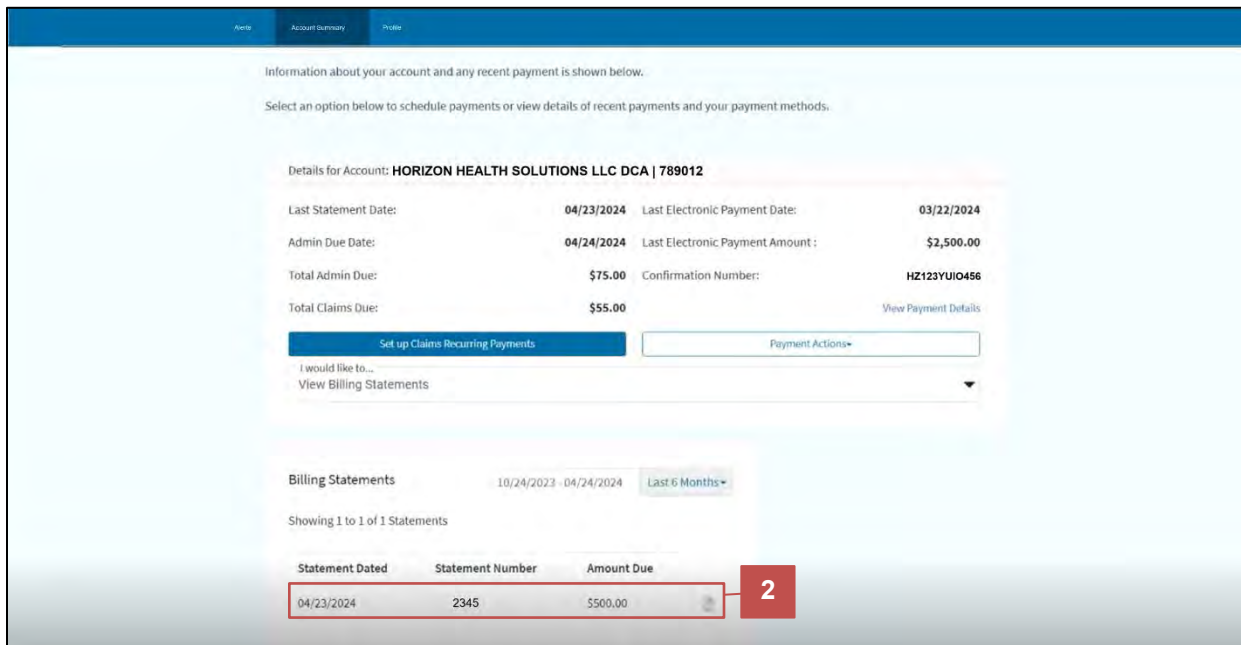
Download Billing Statements

To view and download the previous billing statements, perform the following steps:

1. Select the **View Payment Methods** option from the **Payment Actions** drop-down menu.



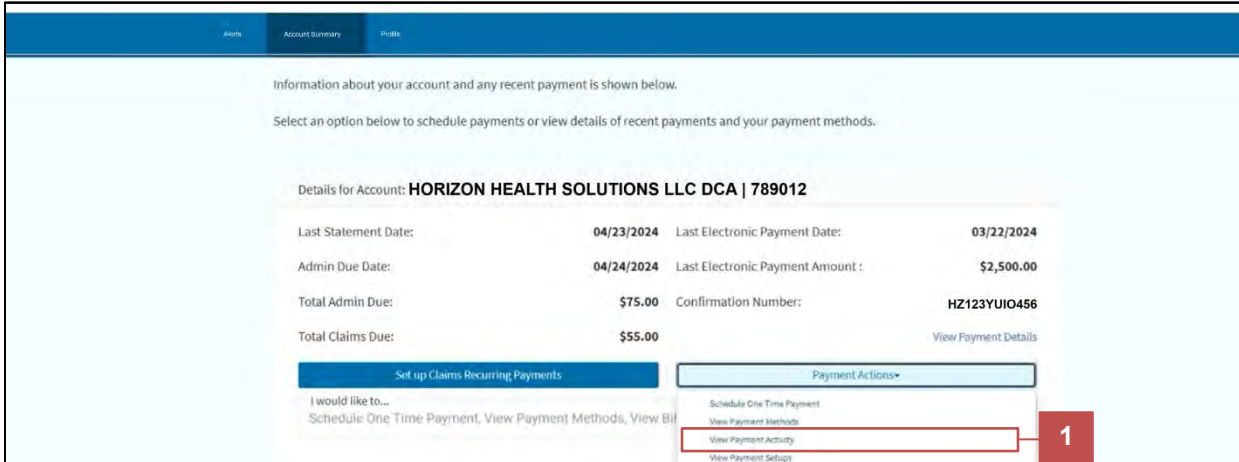
2. The **Billing Statements** section is displayed with the details of all the billing statements. You can click the **document** icon to download a billing statement.



View Payment Activity

To view the payment activity for this account, perform the following steps:

1. Select the **View Payment Activity** option from the **Payment Actions** drop-down menu.



Information about your account and any recent payment is shown below.

Select an option below to schedule payments or view details of recent payments and your payment methods.

Details for Account: **HORIZON HEALTH SOLUTIONS LLC DCA | 789012**

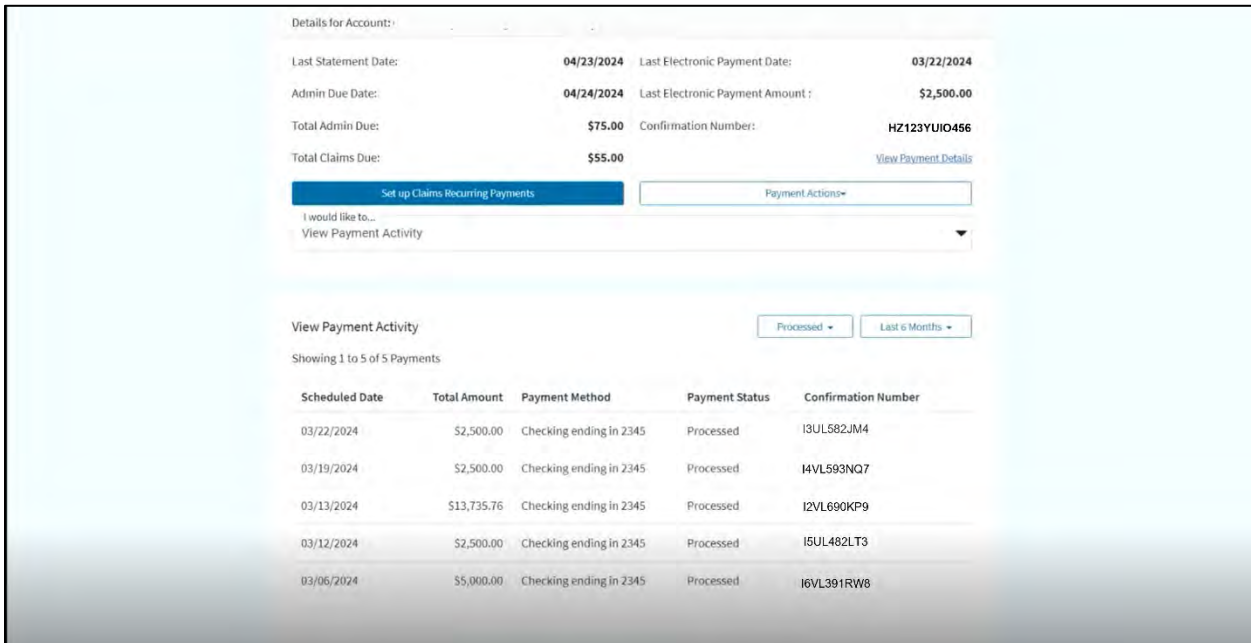
Last Statement Date: **04/23/2024** Last Electronic Payment Date: **03/22/2024**
Admin Due Date: **04/24/2024** Last Electronic Payment Amount: **\$2,500.00**
Total Admin Due: **\$75.00** Confirmation Number: **HZ123YUIO456**
Total Claims Due: **\$55.00** [View Payment Details](#)

[Set up Claims Recurring Payments](#) [Payment Actions](#)

I would like to...
Schedule One Time Payment, View Payment Methods, View Bill

[View Payment Activity](#) **1**

The **View Payment Activity** section is displayed with the details of all your payment. You can select the **Processed** or the **Last 6 Months** buttons to change the filter accordingly.



Details for Account:

Last Statement Date: **04/23/2024** Last Electronic Payment Date: **03/22/2024**
Admin Due Date: **04/24/2024** Last Electronic Payment Amount: **\$2,500.00**
Total Admin Due: **\$75.00** Confirmation Number: **HZ123YUIO456**
Total Claims Due: **\$55.00** [View Payment Details](#)

[Set up Claims Recurring Payments](#) [Payment Actions](#)

I would like to...
[View Payment Activity](#)

View Payment Activity [Processed](#) [Last 6 Months](#)

Showing 1 to 5 of 5 Payments

Scheduled Date	Total Amount	Payment Method	Payment Status	Confirmation Number
03/22/2024	\$2,500.00	Checking ending in 2345	Processed	I3UL582JM4
03/19/2024	\$2,500.00	Checking ending in 2345	Processed	I4VL593NQ7
03/13/2024	\$13,735.76	Checking ending in 2345	Processed	I2VL690KP9
03/12/2024	\$2,500.00	Checking ending in 2345	Processed	I5UL482LT3
03/06/2024	\$5,000.00	Checking ending in 2345	Processed	I6VL391RW8