

Amwins View E-Billing and E-Payment Options



Amwins Connect Administrators

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Amwins View offers you access to valuable information at your fingertips, anytime day or night. It's easy to use and helps you streamline the administrative processes of managing your employee benefits program. Enclosed is a brief overview of the Amwins View features.

Online bill delivery

Existing Clients with an Amwins View User Name and Password:

Follow your usual login process and select the option on the left frame labeled Invoice Delivery. You may use this option to change your current bill delivery method from Paper to Online Bill Delivery.

Existing Clients without an Amwins View User Name and Password:

To establish an Online Billing Account, please login to Amwins View at amwinsconnecttpa.com. You will be asked to select the GO GREEN – Online Bill Delivery Option. For security reasons you will need to provide your Amwins Connect Administrators Account Number and Most Recent Invoice Number. Then proceed to complete other required information and enter a unique User Name and Password for ongoing access to our website.

You will receive a monthly e-mail, alerting you that your invoice is now available online through Amwins View at amwinsconnecttpa.com. You may use your User Name and Password to login to your account, print your invoice and mail your payment or PAY ONLINE through our new Online Bill Payment method (see below). Amwins Connect Administrators will discontinue mailing you a monthly paper invoice. If, at any time, you wish to change back to paper billing, you always have the option to do so.

If you wish to have multiple members of your staff have access to billing information, please follow the same directions to create individual access.



Paper billing—\$10 monthly billing fee

Amwins Connect Administrators will continue to offer our clients the option of receiving paper invoices. The paper bill option will add a \$10 billing fee to your monthly invoice. **Clients must opt out of the paper invoice billing method to avoid the monthly billing fee.**

If you want to receive a paper invoice from Amwins Connect Administrators, there is nothing you need to do. If you change your mind, you always have the opportunity to change to Online Bill Delivery for the following month by using the Amwins View Invoice Delivery option, as outlined above.

Pay online option

Whether you continue to receive a paper monthly premium invoice from Amwins Connect Administrators or you visit Amwins View to print your monthly premium invoice, you can pay your premium electronically with our **PAY ONLINE** option.

To Pay Online, login to Amwins View at amwinsconnecttpa.com and select the **INVOICES & PAY ONLINE** option. The Pay Online Feature will be displayed. Select **START**. Then complete the required banking information. You may elect to pay the **ENDING BALANCE DUE** as of your last invoice or enter an amount of payment. Please enter the **Authorized Payment Date**. Please consider carrier payment guidelines when scheduling your payment amount and date.

You must then review and agree to the payment authorization statement to proceed. Then simply **SIGN** and **SUBMIT** to initiate your payment.

You will receive an e-mail confirmation of the payment submitted. The debit to your account generally will occur within 2 to 3 business days of the authorized payment date.

The submitted transaction will appear in the Online Payment History section of the Invoice / Pay Online screen.

Once confirmed, the transaction, along with all other payments posted to your account (electronic or by check) will appear in the Financial History section of your account in Amwins View.

The screenshot displays the 'Pay Online' interface for Jack & Jill Veterinary Hospital. The page is titled 'Pay Online' and features a prominent 'SIGN AND SUBMIT TO INITIATE PAYMENT' button. Below the button, users are prompted to 'Verify Current Bank Account Information below OR Register a New Account, Select [icon] and enter information.' The form includes fields for 'Account Type' (Checking or Savings), 'Routing Number', and 'Account Number'. A section for 'Authorized Payment Amount' shows 'Ending Balance Due \$23,794.28 as of 10/10/11 Invoice'. The 'Authorized Payment Date' field is marked with an asterisk and a note: '(cannot be more than 14 days in future)'. An 'Authorization Agreement' section is present at the bottom, with radio buttons for 'Agree' and 'Disagree', and a signature field labeled 'Authorizing Signature' with a 'Type in First and Last Name' prompt and a 'Submit' button. A small inset image shows a check from 'JACK & JILL VETERINARY HOSPITAL' with routing number 048273644 and account number 11 23 & 10029.



COMPLIANCE LIBRARY * HEALTH & WELLNESS CENTER * CHANGE LOGIN * LOGOUT ACCOUNT# 888-009-0001

PREMIUM INVOICES

JACK & JILL VETERINARY HOSPITAL
 Please select the Invoice Coverage Month below.
 Then choose a printable version (PDF) or download to Excel.
 Premium invoices are available online for a maximum period of 18 months.

COVERAGE MONTH	INVOICE NUMBER	
<input type="radio"/> FEBRUARY 2016	2047506	PDF
<input type="radio"/> JANUARY 2016	2036228	PDF
<input type="radio"/> DECEMBER 2015	2025544	PDF
<input type="radio"/> NOVEMBER 2015	2014873	PDF
<input type="radio"/> OCTOBER 2015	2003960	PDF
<input type="radio"/> SEPTEMBER 2015	1993356	PDF
<input type="radio"/> AUGUST 2015	1982480	PDF

[Download To MS Excel](#)

Invoices in Excel are also available during a date range of up to 18 months. Please enter the applicable date range below.
 From: To:

Adobe Acrobat Reader is required to download the PDF Invoice. It is recommended that you use the most recent version. To download Acrobat Reader click [here](#) to visit Adobe.com.

Payments may be mailed to:
 Group Benefit Services, Inc.
 PO BOX 84802
 Baltimore, MD 21284-4802

Flexible Online Payment Features!  

Choose Single or Auto Debit

Ending Balance Due: \$2,593.16

10 most recent authorized online payments listed below.
 Any online payment rejected due to insufficient funds will be reflected in the "Financial History" screen. Please view full invoice and payment history there. (click option on left)

Transaction Date	ACH Date	User Name	Amount
11/2/2013	11/1/2013	ACH Auto Debit	\$1,912.30
9/2/2013	9/1/2013	ACH Auto Debit	\$1,936.89

Important to note: Amwins Connect Administrators offers the flexibility to pay your monthly premiums through Pay Online, by check or money order. You are not locked in to one payment method once you establish a Pay Online account.

If you have any questions regarding these billing or payment options, please feel free to contact your Amwins Connect Administrators Account Administrator at (410) 832-1300 or (800) 638-6085.

