

Not a registered Employer Portal user and need access to eBill?

There's an easy way to simplify your administration and reduce costs — make secure eBill payments through our Employer Portal at ibx.com, anytime and anywhere.

Why pay by eBill?



Convenience. No waiting for a paper bill to arrive. No paper checks to write or postage to buy.



Choice. Pay anytime at ibx.com, right up to your due date.



Control and security. You decide whether to make one-time or recurring payments from one or multiple bank accounts. Your banking information is securely encrypted.

What advantages does eBill offer?

As an eBill user, you can:

- Schedule email reminders to avoid late payments
- View your invoice amount and outstanding premium balances within 24 – 48 hours of payment on the eBill home screen — no need to wait for your next invoice to be generated
- View current and prior invoices in one place
- View and download real-time payment reports daily
- Review up to 17 months of billing and payment history, depending on your funding arrangement
- Generate consolidated, member-level CSV files to aid in bill reconciliation

How do I start using eBill?

To use eBill, you must have access to our Employer Portal. Here's how to access payment-related functions, like adding a bank account and setting up recurring payments:

1. Log in at ibx.com, and click the *Enrollment and Billing* option at the top of the Employer Portal landing page.
2. Then select the *Billing* tab from the Employer Portal home page to access eBill.
3. Select the *Payments* tab from the eBill welcome page to access all payment-related functions.

For detailed instructions, please refer to the User Guide available on the home page of the Employer Portal.

Adding a bank account

1. Click the *Payment Method List* link to add a bank account for making payments.
2. Enter the required information, including institution (bank) name and routing number.
3. Click *OK* to confirm the data.
4. The Verify Bank Account screen will display. The process is complete once you verify the payment information.

Setting up recurring payments

Select the *Recurring Payment List* link. Follow the system prompts for entering the required information, and then enter your password in the Authorization field to complete and verify the recurring payment arrangement.



Contact your broker or Independence Blue Cross account executive to get access to eBill.

Independence Blue Cross offers products through its subsidiaries Independence Hospital Indemnity Plan, Keystone Health Plan East, and QCC Insurance Company, and with Highmark Blue Shield — independent licensees of the Blue Cross and Blue Shield Association.