

# Online Bill Pay and Timeline

Payment process for Groups

## WAYS FOR GROUPS TO MAKE A PAYMENT

- Mail (Dallas address)
- Online thru the website
- Online at their bank
- Bring into Temple office

# MAILED PAYMENTS

- ▶ All payments need to be made out to: **SCOTT AND WHITE HEALTH PLAN**
- ▶ Mailed to: P.O. BOX 840206, DALLAS, TX 75284-0206
- ▶ Directions on the bottom of the bill explain where to mail the bill and other ways to make payments.
- ▶ The most efficient way to pay is online.

PLEASE REMIT PAYMENTS ON OR BEFORE THE 1ST DAY OF THE MONTH OF THE COVERAGE PERIOD TO:  
SCOTT & WHITE HEALTH PLAN  
PO BOX 840206  
DALLAS, TX 75284-0206

THIS BILL REFLECTS PAYMENTS RECEIVED THRU THE 12TH DAY OF THE MONTH. PAYMENTS RECEIVED AFTER THE 12TH WILL BE REFLECTED ON YOUR NEXT BILL.

TO ENSURE PROPER CREDITING, PLEASE RETURN THE REMITTANCE SUMMARY WITH YOUR PAYMENT.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL OUR OFFICE AT 254-298-3000 OR TOLL FREE AT 1-800-321-7947.

YOU MAY ALSO PAY ELECTRONICALLY VIA CREDIT CARD (AND/OR) BY DEBITING YOUR CHECKING ACCOUNT. OUR WEBSITE ADDRESS IS [WWW.SWHP.ORG](http://WWW.SWHP.ORG) THANK YOU.

FOR ADDS, TERMS OR CHANGES, PLEASE COMPLETE AND FAX AN ENROLLMENT APPLICATION TO 254-298-3199 OR SEND TO [SWHPGROUPENROLLMENT@SW.ORG](mailto:SWHPGROUPENROLLMENT@SW.ORG)

# ONLINE PAYMENTS

2

MENU



1

CALL SUPPORT  
1-800-321-7947

EMPLOYER LOGIN

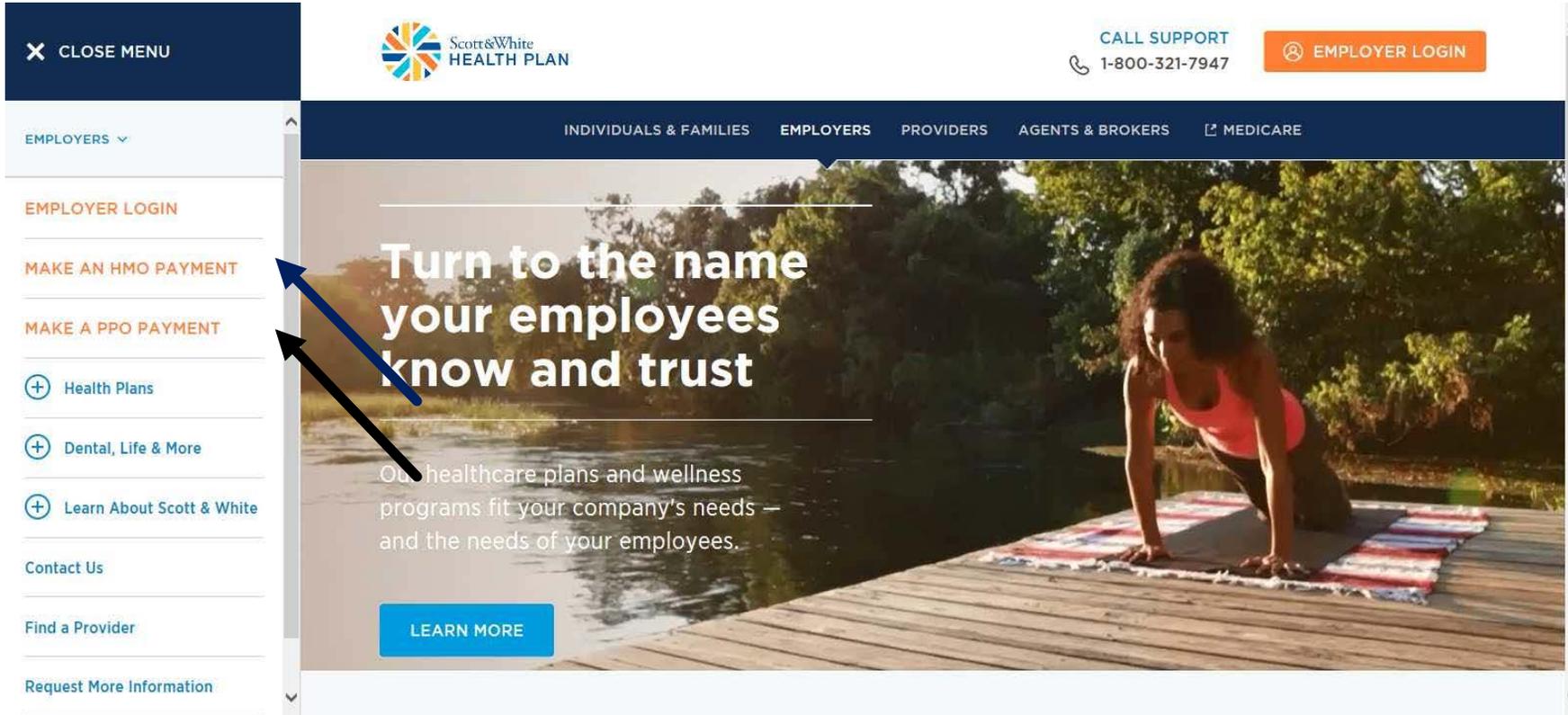
INDIVIDUALS & FAMILIES EMPLOYERS PROVIDERS AGENTS & BROKERS MEDICARE

Turn to the name  
your employees  
know and trust

Our healthcare plans and wellness programs fit your company's needs — and the needs of your employees.

LEARN MORE

Click Employers and then go to Menu.



- After clicking on Menu, choose Make an HMO Payment or Make A PPO Payment, depending on your plan.
- Select Continue on the pop-up box to open the Payment Portal.
- If you have both HMO and PPO divisions, you will have to make two payments.

# LOGGING IN

Welcome to the Scott & White Health Plan Online Payment System.

If you have registered before, please enter your USER NAME and PASSWORD and click LOGIN to continue. Otherwise, click REGISTER below and enter the requested information to continue.

**Sign In**

Username

Password

**Sign In**

[Forgot your Password?](#)

Not registered yet? [Register Now](#)

**Pay as a Guest**  
No registration needed (you can pay as a guest even if you're registered).

## Setting up an Account

Register by creating a user name and password or Pay as a Guest (no user name and password required)

Welcome to the Scott & White Health Plan Online Payment System. Please enter the following information to continue.

**Sign In as a Guest**

Corp Number \*

Zip Code \*

**Continue**

[Sign In as a Registered User](#)

## Using Pay as a Guest

- Enter the Corp number (Four-digit number assigned by the health plan)
- Enter the physical ZIP code listed on file (not the billing ZIP code)

# PAY ALL INVOICES OR PAY INDIVIDUAL INVOICES



Sign-Out

Pay

Corp Number: 6813

Zip Code: 76550

Enter Payment » Review & Pay » Receipt

Pay All Invoices Pay Individual Invoices

Select invoices

3 Invoices totaling \$0.00 View Invoices

Send Confirmation To...

Email Address

### Total Payment Details

\$0.00 Payment

**Pay \$0.00**

Total Amount

**On 7/11/2017**

First Available Date



Sign-Out

Pay

Corp Number: 6813

Zip Code: 76550

Enter Payment » Review & Pay » Receipt

Pay All Invoices Pay Individual Invoices

Pay All Invoices Shown

Sort by Bill due date

Invoice: 0123850001

**\$0.00 Due on 7/1/2017**

Full Balance \$449.72 as of 7/11/2017

[View Details](#)

Invoice: 0123860001

**\$0.00 Due on 7/1/2017**

Full Balance \$443.18 as of 7/11/2017

[View Details](#)

Invoice: 1316150001

**\$0.00 Due on 7/1/2017**

Full Balance \$42.20 as of 7/11/2017

[View Details](#)

Choose to pay all invoices at once or pay each invoice individually.

# PAYING ALL INVOICES

Select invoices

3 Invoices totaling \$0.00 [View Invoices](#)

Send Confirmation To...

Email Address

View invoices.

Submit an email for confirmation.

**Total Payment Details**  
\$0.00 Payment

**Pay \$0.00**  
Total Amount

**On 7/11/2017**  
First Available Date

**Using Checking Account** ↓  
Enter New Checking Account

Check Type: Personal (dropdown)  
Last Name on Check:   
First Name on Check:   
Routing Number:

Account Number:   
Confirm Account Number:

**Continue**

View payment information (click on arrow to choose payment method).

When payment information is complete, click Continue to finish the transaction.

**Pay All Invoices** | **Pay Individual Invoices**

Select invoices

3 Invoices totaling \$0.00 | [View Invoices](#)

Send Confirmation To...

Email Address

**Total Payment Details**  
\$0.00 Payment

**Pay \$0.00**  
Total Amount

**On 7/11/2017**  
First Available Date

**Using Checking Account** ↑  
Enter New Checking Account

**Checking Account** →  
Enter New Checking Account

**Savings Account**  
Enter New Savings Account

**Card**  
Enter New Card Account



# PAY A DIFFERENT AMOUNT

Pay All Invoices Shown

Sort by Bill due date

Invoice: 0123850001

**\$0.00 Due on 8/1/2017**

Full Balance \$449.72 as of 7/17/2017

[View Details](#)

**Pay \$ 0.00**

Minimum Due



**0.00**

Minimum Due

**449.72**

Full Amount

**Different Amount**

Enter a Different Amount

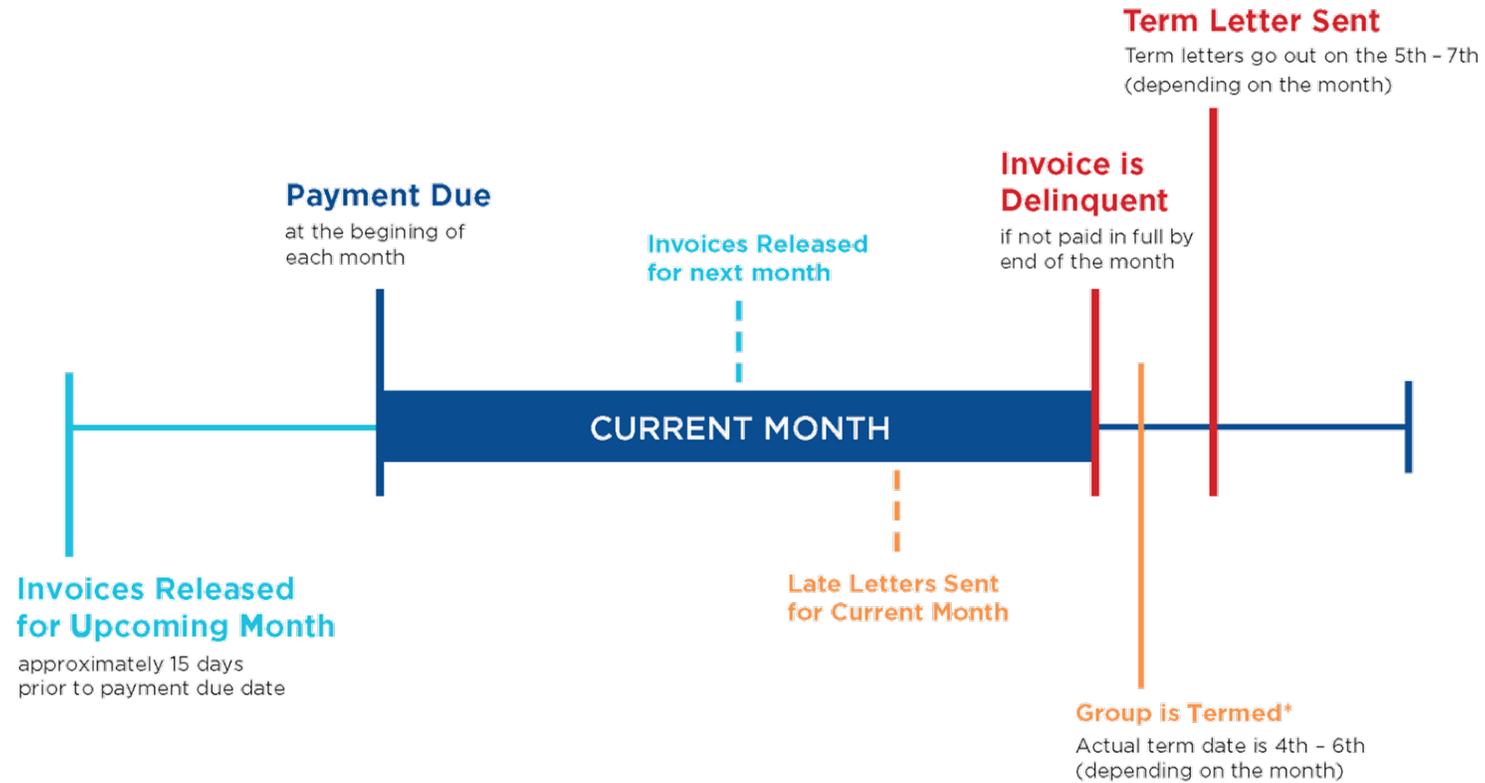
Current Amount Due

449.72

Choose the amount you would like to pay from the drop-down box.

Click Continue to finish the transaction.

# Processing of Payment Files



\* Termination is retroactive to the end of the last month paid in full.