

Set Up Recurring Payments

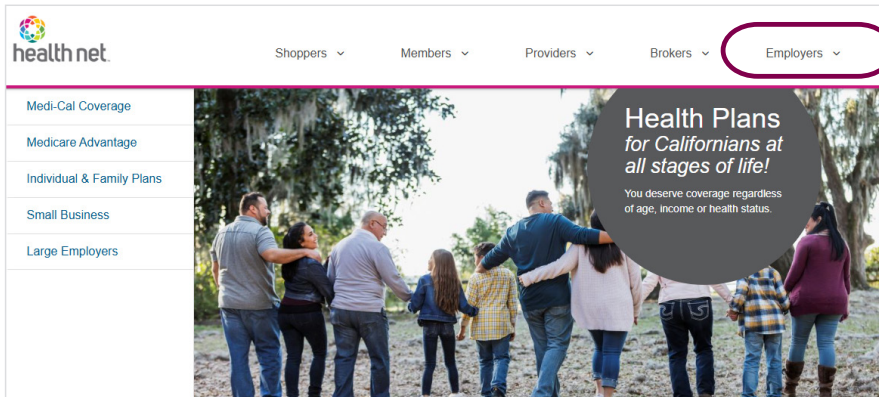
Simplify your premium payments with Recurring Payments. The Employer Portal lets you set up automatic payments for your groups, helping ensure timely drafts, reduce administrative effort, and avoid missed payments—all with flexible scheduling, notifications, and easy access to billing history. Setting up recurring payments is simple, to do so follow these steps:

Access the Employer Portal

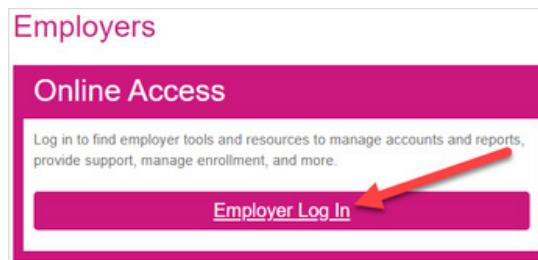
Log In to the Employer Portal

To access the Employer Portal:

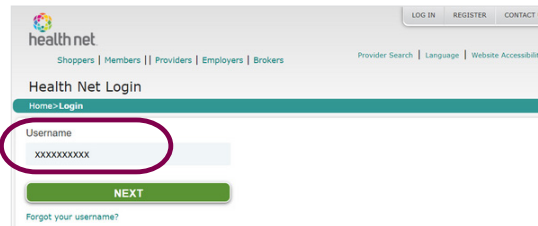
- Type the following address in the web browser to go to the home page: <https://www.healthnet.com>
- Click on the **‘Employers’** tab



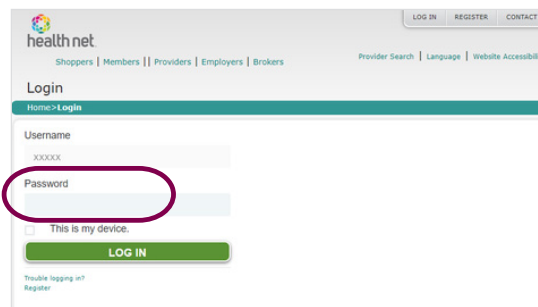
- In the **Online Access** box, click **‘Employer Log In’**



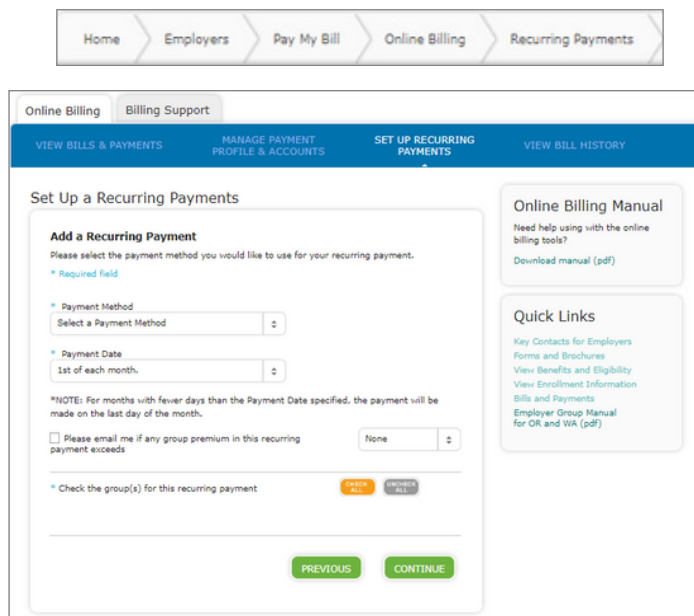
- Type **‘Username’**, click **‘next’**
Note: Do not enter your email address. Enter your username



- Enter **‘password’**, click **‘LOG IN’**



- 1 From **My Dashboard** home screen, select **Pay My Bill**
- 2 Select **Online Billing**
- 3 Select **Recurring Payments**
- 4 Click **Add Recurring Payment**
- 5 Select the **Payment Method**
- 6 Select the **Payment Date**
- 7 Indicate if you would like to be notified (via e-mail) if the premium exceeds a particular amount, then select the amount
- 8 Select the groups to apply recurring payment for Click **Continue**
- 9 After verifying your information, click **Submit**
- 10 The system will display a confirmation message



NOTE: Payments cannot be edited within 24 hours of scheduled draft date.

View Billing History

- 1 Click on the **Bill History** option
- 2 Select the range
- 3 Select the group number(s) Click **Continue**
- 4 **Result:** The system will display a listing of all the invoices within the date range you selected. The Group ID, Invoice Number, Due Date, Payment Amount, and Date Posted information will be displayed.
- 5 Click the **Invoice Number** to retrieve the invoice

NOTE: If N/A* is listed under the Date Posted column, this indicates that the payment was not made.