

▶ Login: <https://www.aetna.com/producer/Home.do>

▶ Enter your Username and Password and click Login

**Producer World<sup>®</sup> Login**

USERNAME

PASSWORD

[Login](#)

Forgot your [password](#) or [username](#)?

[Register](#) | [Your Privacy](#)

**Why Register?**


Aetna's online service center developed to meet the informational needs of our producers, general agents and firm employees including access to:

- Get quotes
- Find compensation information
- Check license status
- Set up direct deposit
- Get reporting
- And more

[Register now](#)

[About Producer World Security/Encryption](#)

▶ Select **"Enrollment and Billing"**



# Producer World

**Products & services**

**Quoting & renewal**

**Enrollment & billing**

**Providers & medication**

**Tools & forms**

**Compensation**

**Reporting & Book of Business**


**License & appointment**

**Manage personal & firm profile**

**Manage access**

**Medicare Advantage plans (MA/MAPD)**

Search for network providers, hospitals and specialists.



- ▶ Select “**Small Group**” or “**Middle Market**” then “**Access e.Business**”

## Enrollment and Billing

Enrollment options

Forms and kits

Application status and support

Billing options

### Enrollment options

Individual & Family

Individual Medicare

Small Group

Middle Market

National Accounts, Public and Labor and Aetna Student Health

### Enrollment options

Individual & Family

Individual Medicare

**Small Group**

### Enrollment and billing

#### Access Springboard

Our online enrollment, defined contribution strategy and ongoing benefit administration. (dependent upon market availability) Includes [joint ventures](#). Also offers billing presentment. [Learn more](#).

**Need Help?** If you do not have access, or can't locate a client [contact us](#).

#### Access e.Business

Our secure portal to access eEnrollment and eBilling on behalf of your fully insured clients. [Learn more](#).

**Need help?** if you do not have access, can't locate a client, or you are unable to see both eEnrollment and eBilling. Visit the [eBusiness help page](#).


- ▶ Under the company directory, find the company name and select “**Billing**”

**Company Directory**


[Clear Search](#) [More Search Options](#) 8 results

Company Name	Application Access	Company State
▶ MICHAEL SCOTT PAPER CO.	Enrollment Billing	CA


- ▶ Click on down arrow, select “**View Invoices**”



**View Invoices**  
View and Pay Current invoice



**Search Invoices**  
Search and Manage Invoices



**Create Reports**  
Create and manage reports

- ▶ Under your current invoices, select the drop down **"Options"** and Select **"Print Invoice"**

### View Invoices

View Invoices

Search Invoices

Adjustments

#### Your Current Invoices

View

Current

1 Items | 1-1

Invoice Level	Payment Due Date	Prepared Date	Coverage Period	Invoice Number	Amount
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <span style="font-size: 0.8em;">v</span> Options                 </div>	+ 86483879		01/01/2024-01/31/2024		\$936.55

View Invoice
Print invoice

- ▶ Under print options, change the file format to **"CSV"** and then select **"PRINT"**

### Print Options

What format would you like for this report? CSV

PDF  
CSV  
HTML

There are 1 invoices selected to print. [select](#)

Choose the invoice sections to include in this report:

SUMMARY OF ACCOUNT

BENEFIT SNAPSHOT

CURRENT INFORCE CHARGES

RETROACTIVITY

ADJUSTMENTS

OTHER CHARGES/FEES

Sort By: LAST NAME

Then By: v

Sort By: LAST NAME

Then By: v

Sort By: Adjustment I

Then By: v

Sort By: CURRENT AI

Then By: v

Order: Ascending  Subtotal by sorted column

Order: Ascending  Subtotal by sorted column

Order: Ascending  Subtotal by sorted column

Order: Ascending  Subtotal by sorted column

Order: Ascending  Subtotal by sorted column

Order: Ascending  Subtotal by sorted column

Order: Ascending  Subtotal by sorted column

Print

Cancel

- ▶ Once you are directed to the “**Completed Reports**” section, click the “**Refresh**” button.

## Completed Reports

Create Reports

**Completed Reports**

Scheduled Reports

Incomplete reports will be refreshed every 30 seconds. The **Refresh Reports** button is also available to refresh the list on demand. Please use 'Scheduled Reports' for larger reports since they can take longer to run.

**Refresh Reports**

2 Items | 1-2

	Report Name	Status	Date	Format	Size
Options	Export / Print Invoice Report	COMPLETE	01/03/2024 06:42:37 PM ET	CSV	12 Kb
Options	Export / Print Invoice Report	PENDING	01/10/2024 02:24:52 PM ET	CSV	0 Kb

2 Items | 1-2

**Please note: Reports older than 7 days will be automatically deleted.**

- ▶ Once the report Status is changed to **COMPLETE**, then hit the Drop Down “**Options**” and select “**Download**”.

## Completed Reports

Create Reports

**Completed Reports**

Scheduled Reports

Incomplete reports will be refreshed every 30 seconds. The **Refresh Reports** button is also available to refresh the list on demand. Please use 'Scheduled Reports' for larger reports since they can take longer to run.

**Refresh Reports**

2 Items | 1-2

	Report Name	Status	Date	Format	Size
Options	Export / Print Invoice Report	COMPLETE	01/03/2024 06:42:37 PM ET	CSV	12 Kb
Options	Export / Print Invoice Report	COMPLETE	01/10/2024 02:24:53 PM ET	CSV	4 Kb

Download

Delete

**Please note: Reports older than 7 days will be automatically deleted.**

- ▶ Open the file that states, “**Export\_Print\_invoice (.CSV)**”. Once the file is downloaded. Upload the file to Coverage Wizard!