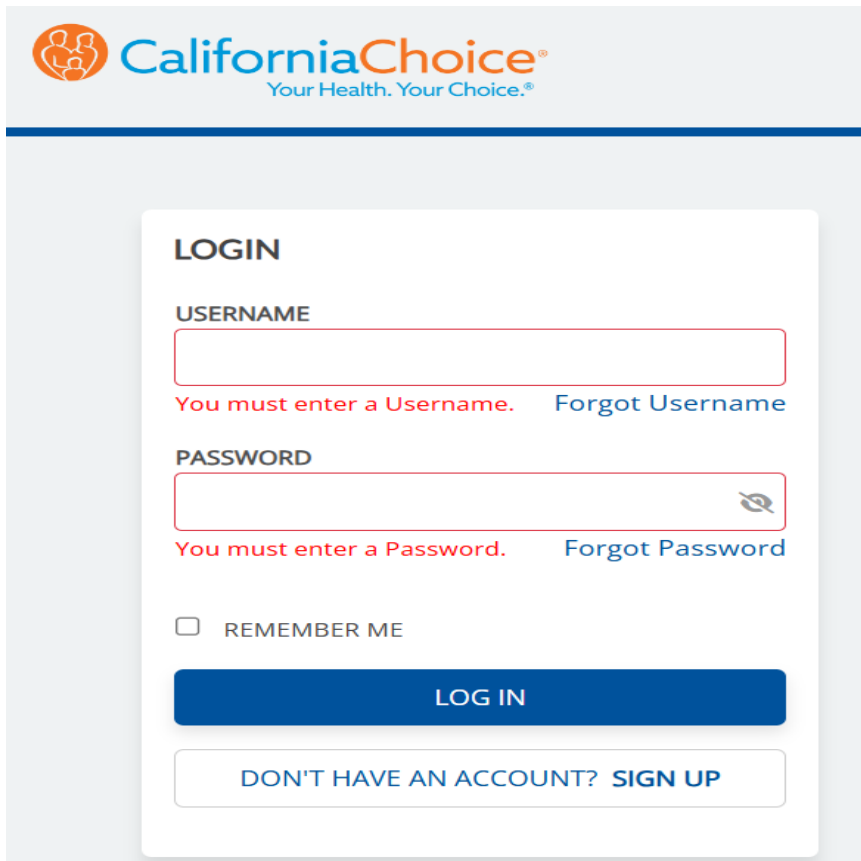
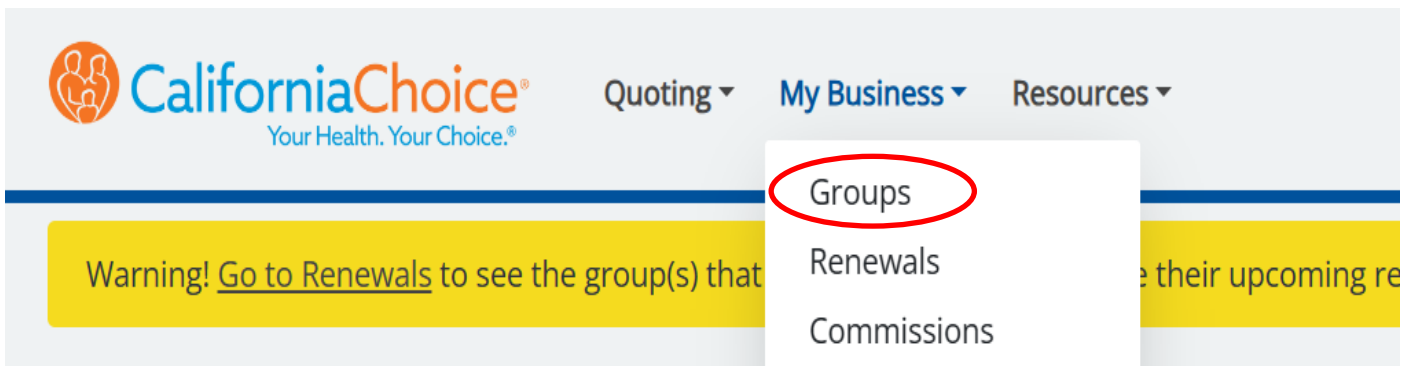


- ▶ Login to: [Login - CaliforniaChoice \(calchoice.com\)](#)
- ▶ Enter your Username and Password and click Login



The screenshot shows the CaliforniaChoice login page. At the top left is the CaliforniaChoice logo with the tagline "Your Health. Your Choice." Below the logo is a "LOGIN" form. The form has two input fields: "USERNAME" and "PASSWORD". The "USERNAME" field has a red border and a message below it: "You must enter a Username." with a link "Forgot Username". The "PASSWORD" field has a red border, a password icon, and a message below it: "You must enter a Password." with a link "Forgot Password". Below the password field is a checkbox labeled "REMEMBER ME". At the bottom of the form is a blue "LOG IN" button and a white button with a blue border labeled "DON'T HAVE AN ACCOUNT? SIGN UP".

- ▶ On the top toolbar, select "**My Business**" then click on "**Groups**" to view your book of business



The screenshot shows the top toolbar of the CaliforniaChoice website. The toolbar includes the CaliforniaChoice logo, the tagline "Your Health. Your Choice.", and three dropdown menus: "Quoting", "My Business", and "Resources". The "My Business" dropdown menu is open, showing three options: "Groups", "Renewals", and "Commissions". The "Groups" option is circled in red. Below the toolbar is a yellow banner with the text "Warning! [Go to Renewals](#) to see the group(s) that" and "their upcoming re".







- ▶ You will see a list of your clients. Find the client you wish to run an audit on and select **“Actions”** and **“View Group Details”**

GROUP NAME	GROUP NUMBER	NUMBER OF EMPLOYEES	EFFECTIVE DATE	LINES OF COVERAGE	RENEWAL DATE	LAST INVOICE AMOUNT	ACTIONS
Michael Scott Paper Co	123569	12	08/01/2023	M, D	08/01/2024	\$4,598.04	View Group Details

- ▶ On the top toolbar, go to **“Billing”**

[Active Employees](#)
 [Employee Add-ons](#)
 [COBRA](#)
 [Terminated Employees](#)
 [Billing](#)

[Go to Groups](#)
Contribution Summary

 Medical 75% of Anthem Blue Cross HMO/EPO HMO A for Employee and 0% for Dependents.	 Vision No Coverage
 Chiro No Coverage	 Life No Coverage
 Dental Free Dental	 Section 125 Not Elected

[MEMBER MARKETPLACE](#)

- ▶ Go to the most current invoice, Click on “Actions” and “View Invoice”

BILLING MONTH	INVOICE NUMBER	DUE DATE	AMOUNT	
Jul 2024	4545965	06/20/2024	\$4,598.04	ACTIONS ▾
Jun 2024	4521349	05/20/2024	\$4,598.04	View Invoice Email Invoice
May 2024	4496776	04/20/2024	\$5,059.40	ACTIONS ▾

- ▶ A window popup will appear with the invoice file in a separate window, 'Inbox ()'. Once the file is downloaded, upload the PDF file to Coverage Wizard."