


- ▶ Login: <https://account.humana.com>
- ▶ Enter your Username and Password and click Login

MyHumana®

 CenterWell™
Pharmacy 1 secure sign-in for all your accounts

Sign in

Enter your username and password to access all of your accounts.



Username [Forgot username?](#) Username is required

Password

[Forgot password?](#) Show Password is required Remember username**Sign in** → **Chat with u**

- ▶ Select **“Employer”**

Select where you want to sign in

 **Employer** → **Agent** →

- ▶ Select the **“Search”** toolbar and find the group you are auditing and select **“Continue”**


Select a delegated group

Use the drop-down menu to select which group’s Employer Self-Service account you would like to enter.

Continue →


- ▶ From the menu bar, select **“Billing”** and then select **“Go to billing”**

Agent Portal 

Change Delegated Group 

Humana
Employer Self-Service

Manage Employees 


Billing 


Benefits Center 

Reports 

Resources 

- ▶ From the menu bar, select **“Invoice history”**

 **Humana** Billing [Return to Employer self-service website](#)

 **Invoice history** Recent transactions Payment activity Communicati

Billing accounts

- ▶ Once the current invoice is displayed, click on **"Download Invoice Data"** located in the top right corner

[Billing accounts](#) / Invoice history

Invoice history

[↓ Download invoice data](#)

Your latest invoice details are below. Select another coverage month to see your invoice history.

Coverage month

- ▶ Open the file that states, **"InvoiceDetailsReport(.xism)"**. Once the file is downloaded. Upload the file to Coverage Wizard!
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- ▶ Once you're on the plan mapping screen, make sure to select the correct Humana abbreviation for each plan type. This ensures the rates are calculated correctly on the invoice. Refer to the guide below for help.

Ease Plan Type	EE Navigator "Plan "	Humana "Plan" (Column H) - Combined Rates
Dental	Dental	DTP and/or DPO (2 Dental Plans offered- add both)
Vision	Vision	VIS
Life/AD&D	Group Life	LBE + ABE +LBD
Voluntary Life/AD&D	Voluntary Life	LVE +AVE + LVS +AVS + LVC

EE Nav Plans

Group Life*

Dental*

Voluntary Life*

Vision*

Carrier Plans