

- ▶ Login: [Home \(uhceservices.com\)](http://uhceservices.com) Select Login with **"One Healthcare ID"** Enter your One Healthcare ID and Password. click Login

## Plan Administration for Employers

Sign in to Employer eServices to manage your UnitedHealthcare benefits, update eligibility, pay invoices, find wellness information and more.

[Login with OneHealthcare ID](#)

[Lost or Expired Invitation?](#)

## Sign In

One Healthcare ID or Email address

[Forgot One Healthcare ID?](#)

[Continue](#)

OR

[Manage My One Healthcare ID](#)

- ▶ Select **"View & Pay Bill"**

### Select Group



You have one or more groups that are required to complete an eligibility verification audit. Please contact Risk Management with questions: [risk.management@uhc.com](mailto:risk.management@uhc.com) or 877-504-1179.

[View Group\(s\) >](#)



### Quickly Access Your Management Tools



View Renewal Package



View & Pay Bill



Manage Member



Group Census



Enrollment

- ▶ Enter the name of the group and hit the search button. Then Select the group.

## Group Search



You have reached this page because you have not entered a group to work on behalf of or you do not have permission to work on behalf of the group you have entered. Please enter or select a group.

Search by




- ▶ Click on the **"Open Invoice Listing"** or **"Closed Invoice Listing"** and find the most recent bill.
- ▶ Below the **"Invoice Number"** click on the **hyperlink** with the invoice number, it will take you to the Invoice Summary page.

Billing
Exit Billing

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Search Invoices Payment History Payment Method Notifications Help System Alerts 0

**Account Summary**

<b>Customer Name</b> Michael Scott Paper Co.		<b>Billing Customer Number</b> 01235469878	
<b>Last Payment Rec'd</b> 01/10/2024	<b>Next Payment Due Date</b>	<b>Current Balance</b> <span style="font-size: small;">i</span> \$0.00	
<b>Last Payment Amount</b> \$4,691.97	<b>Next Payment Amount</b> \$0.00		

Open Invoice Listing
Closed Invoice Listing

> Filter by No filter applied

Rows per page 100 ▼
Row Count: 24
Previous
Page 1 of 1 Next

Invoice Date ↑↓	Invoice Number ↑↓	Policies	Bill Group ↑↓	Invoice Type ↑↓	Adjustment(s) Pending	Amount	Close Date ↑↓	Transaction History
12/14/2023	<a href="#">530223659898</a>	00BB3511	1	List	No	\$4,691.97	01/10/2024	<a href="#">View Payment</a>
11/14/2023	<a href="#">530221659876</a>	00BB3511	1	List	No	\$4,691.97	12/12/2023	<a href="#">View Payment</a>

- ▶ Once the invoice summary appears, Click on **"Detail CSV"**. Open the file that states, **"invoice\_#"** and downloaded. Upload the .CSV file to Coverage Wizard!

Search
Invoices
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**Invoice Summary** Customer Name Michael Scott Paper Co. Customer Number 01235469878

▼ Invoice Overview and Account Summary

<b>Invoice Overview</b>		<b>Account Summary</b>	
Customer Name	Michael Scott Paper Co.	Previous Balance	\$4,691.97
Invoice Number	530223676293	Payments(-)	-\$4,691.97
Invoice Date	12/14/2023	Account Adjustments(+/-)	\$0.00
Customer Number	00BB3511	Current Charges(+)	\$4,691.97
Bill Group Number	1	Current Adjustments(+/-)	\$0.00
Coverage Period	01/01/2024 - 01/31/2024	Other Fees/Credits	\$0.00
Due Date	01/01/2024		
<b>Total Invoice Amount</b>	<b>\$4,691.97</b>	<b>Total Balance Due</b>	<b>\$4,691.97</b>

Request Adjustment Invoice

All Details

Invoice PDF

Summary PDF

Detail CSV