

- ▶ Login: <https://www.uhceservices.com/>
Select **"Log In with One Healthcare ID"**
Enter your One Healthcare ID and Password, then click **Login**.

Welcome to UHCeServices

Sign in for access to a suite of resources and administrative services designed to simplify health benefits management. [Learn More](#)

Log In 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 Group

Quickly Access Your Management Tools



View Renewal
Package



View &
Pay Bill



Manage
Member



Group
Census



Enrollment

▶ **UHC Group Access Instructions**

Depending on the client's setup and location, the UHC website may display either **Select Group** or **View on Employer eServices** after logging in.

If you see "**Select Group**":

1. Click **Select Group** next to the appropriate client.
2. On the next screen, select **View & Pay Bill** under Management Tools.

If you see "**View on Employer eServices**":

1. Click **View on Employer eServices** next to the appropriate client.
2. Then select **View & Pay Bill** under Management Tools.

Both paths will take you to the billing section for that group.

The screenshot shows a 'Group Search' window with a close button (X) in the top right. It lists two client groups:

- Michael Scott Paper Co.**
Group Number: 8675301 | Brokerage / PCIS #: Big Sky Agy. / 123888
A blue button labeled **STEP 1: Select Group** is positioned to the right of the client information.
- Bob's Pizza Shop**
Group Number: 052W66 | Brokerage / PCIS #: Big Sky Agy 123888
A blue button labeled **STEP 2: View on Employer eServices** is positioned to the right of the client information.

STEP 1: Select "View & Pay Bill"

The screenshot shows a light blue box titled "Quickly Access Your Management Tools" with a horizontal line below the title. It contains five icons with corresponding labels:

- View Renewal Package (envelope icon)
- View & Pay Bill** (calendar icon, circled in red)
- Manage Member (person with magnifying glass icon)
- Group Census (calendar with person icon)
- Enrollment (plus sign and person icon)

- ▶ Click on **Open Invoice Listing** or **Closed Invoice Listing** to find the most recent bill.
- ▶ Under the **Invoice Number** column, click the hyperlink for the desired invoice. This will open the Invoice Summary page.

Billing **Exit Billing**

Search Invoices Payment History Payment Method Notifications Help System Alerts 0

Account Summary Customer Name Michael Scott Paper Co. Billing Customer Number 01235469878

Last Payment Rec'd	01/10/2024	Next Payment Due Date	Current Balance ⓘ	\$0.00
Last Payment Amount	\$4,691.97	Next Payment Amount		\$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	530223659898	00BB3511	1	List	No	\$4,691.97	01/10/2024	View Payment
11/14/2023	530221659876	00BB3511	1	List	No	\$4,691.97	12/12/2023	View Payment

- ▶ Once the Invoice Summary appears, click **Detail CSV**. Open the downloaded file labeled "**invoice_#**" and upload the .CSV file to Coverage Wizard.

Search Invoices Payment History Payment Method Notifications Help System Alerts 0

Invoice Summary Customer Name Michael Scott Paper Co. Customer Number 01235469878

∨ Invoice Overview and Account Summary

Invoice Overview		Account Summary	
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		
Total Invoice Amount	\$4,691.97	Total Balance Due	\$4,691.97

Request Adjustment Invoice
[All Details](#)
[Invoice PDF](#)
[Summary PDF](#)
[Detail CSV](#)


▶ **STEP 2: Employer eServices**

⚠ CAA Prescription Drug Data Collection (RxDC) Request for Information (RFI) [Start here >](#)

- Select Group - [v] Dashboard Manage Eligibility Invoices Reports

Bill Service
Billing

Featured Highlights



Save up to 4% off

Customers can save up to 4% on medical premiums when they bundle their UnitedHealthcare medical plan with one or more specialty benefits (Dental, Vision, and/or Financial Protection).

[Learn More →](#)

Have you seen the new site ?
You have been identified as having access to the UHCeServices site to manage your groups. Please click the button to open a new window for that site.

uhceservices

Alerts & Notifications

- **Please read: Self-service claims reporting update for UnitedHealthcare customers**

Manage Employees

- ▶ The Customer List will appear. Find the company you want to audit and click the **Customer ID** hyperlink.

Billing

Search Help System Alerts **0**

Customer List

> Filter by No filter applied

Rows per page: 100 Row Count: 21 Previous Page 1

Policy Number	Customer ID ↑↓	Customer Name ↑↓
00B3511	<u>00BB3511</u>	MICHAEL SCOTT PAPER CO.

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- ▶ Under the **Invoice Number** column, click the hyperlink for the desired invoice. This will open the Invoice Summary page.

[Exit Billing](#)

Search Invoices Payment History Payment Method Notifications Help System Alerts 0

Account Summary Customer Name: Michael Scott Paper Co. Billing Customer Number: 01235469878

Last Payment Rec'd	01/10/2024	Next Payment Due Date	Current Balance ⓘ
Last Payment Amount	\$4,691.97	Next Payment Amount	\$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

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Search Invoices Payment History Payment Method Notifications Help System Alerts 0

Invoice Summary Customer Name: Michael Scott Paper Co. Customer Number: 01235469878

▼ Invoice Overview and Account Summary

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Request Adjustment Invoice

All Details

Invoice PDF

Summary PDF

Detail CSV