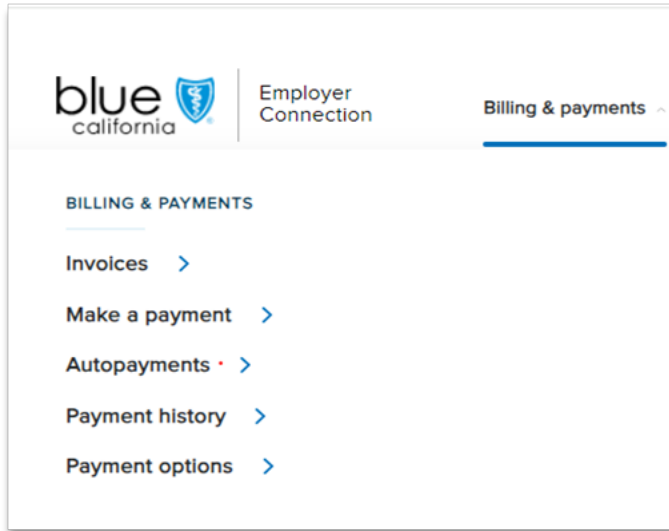


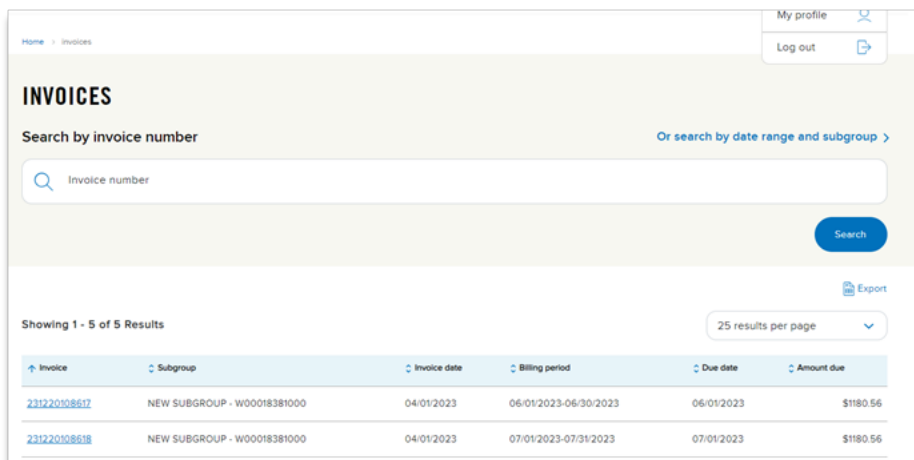
## Billing & Payments: Invoices

From the Billing & Payments navigation page, you can efficiently manage invoices through our standardized process. This guide will help you navigate and manage invoices with clarity and ease.



### Unified Invoice Access:

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- Search for invoices and view details seamlessly on a single page.
- This integration simplifies your experience and helps you quickly locate the needed information.
- New invoices will automatically appear alongside your search results for added convenience.



### Improved Search Functionality:

- Our search function is divided into two modes to enhance convenience.
  - o The default mode facilitates searching by date range and subgroups.
  - o The second mode enables you to search by invoice number.
- Switching between these modes is intuitive and hassle-free.

### Flexible Sorting Options:

- Sort invoices by criteria such as "Invoice Number," "Subgroup," "Invoice Date," "Billing Period," "Due Date," and "Amount Due."
- Invoices are sorted by number in ascending order by default.

### Efficient Export and Pagination:

- Our improved "Export" feature allows you to obtain a list of invoices effortlessly.
- Customize the number of results displayed per page: choose from 25, 50, or 100 results per page.
- Clear pagination controls at the bottom of the page help you navigate through the results.

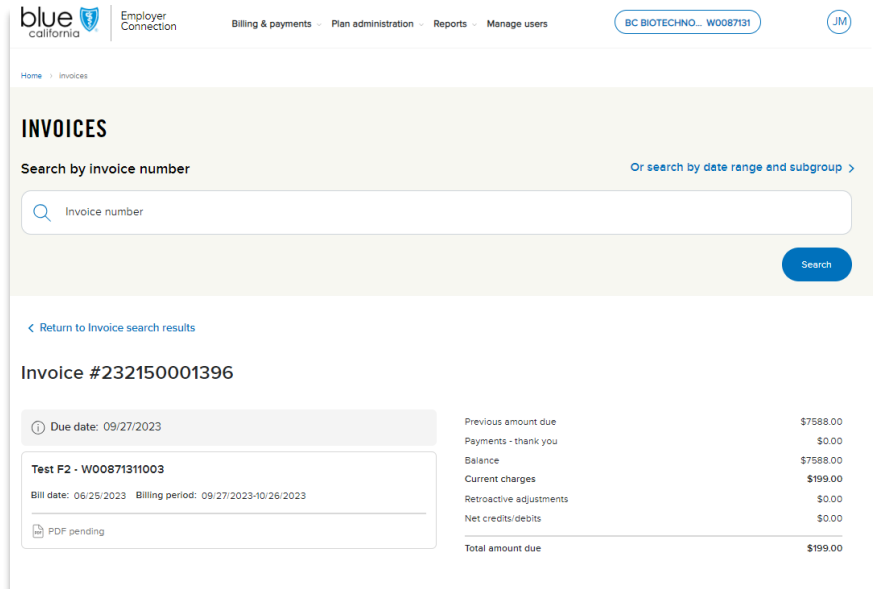
The screenshot shows a web interface for viewing invoices. At the top, there is a 'Log out' button. The main heading is 'INVOICES'. Below this, there are search filters: 'Search by date range, subgroup, and status' and a link 'Or search by invoice number >'. The date range filters are 'Start date (MM/DD/YYYY)' set to '01/05/2023' and 'End date (MM/DD/YYYY)' set to '07/05/2023'. A 'Subgroup' dropdown menu is set to 'All'. A blue 'Search' button is located to the right of the filters. Below the search area, there is an 'Export' button. The results section shows 'Showing 1 - 5 of 5 Results' and a '25 results per page' dropdown. The table below has columns for Invoice, Subgroup, Invoice date, Billing period, Due date, and Amount due. Two rows of data are visible.

Invoice	Subgroup	Invoice date	Billing period	Due date	Amount due
<a href="#">231220108617</a>	NEW SUBGROUP - W00018381000	04/01/2023	06/01/2023-06/30/2023	06/01/2023	\$1180.56
<a href="#">231220108618</a>	NEW SUBGROUP - W00018381000	04/01/2023	07/01/2023-07/31/2023	07/01/2023	\$1180.56

### Detailed Invoice View:

- Clicking on an invoice number opens a detailed view of the invoice.

- Easily review invoice details and relevant information.
- Navigate back to the list view seamlessly by clicking "Return to Invoice search results."



At Blue Shield of California, we're dedicated to enhancing your invoice management experience. This standardized process streamlines your interactions, improves access, and ensures clarity. If you have any questions or need further assistance, please refer to this guide or contact [Employer Services](#).