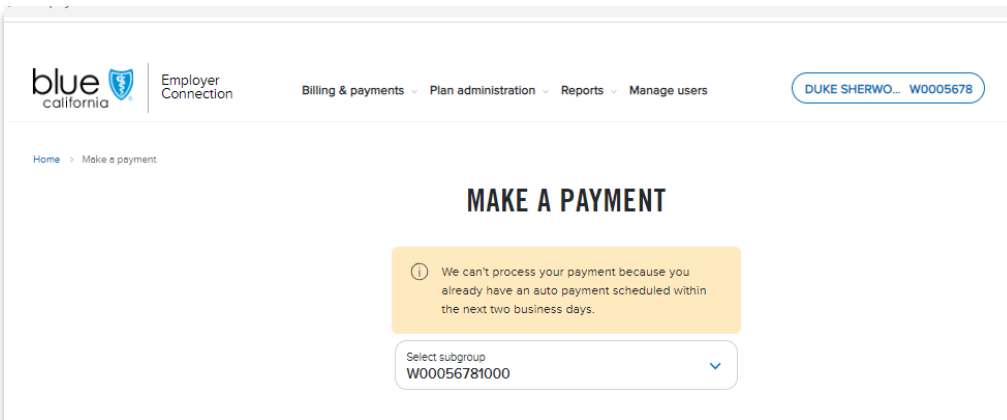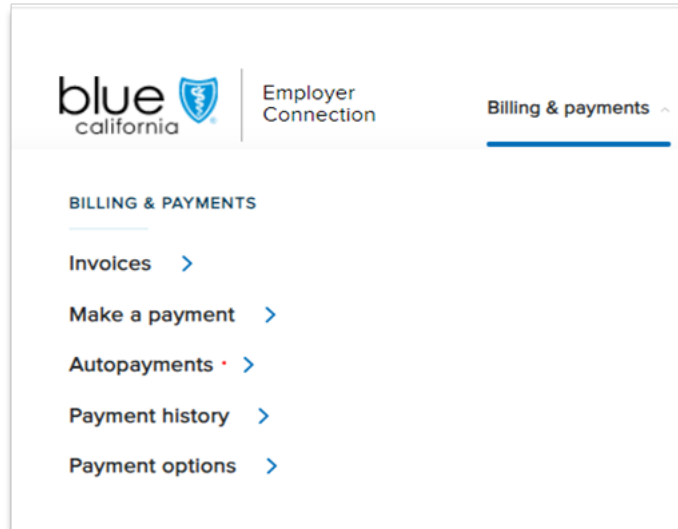## Billing & Payments: Make a payment

On the Billing & Payments page, you can easily navigate and manage payments. This guide covers One-Time Payments and Autopayments for efficient payments.

One-Time Payments:
Our enhanced payment process prioritizes essential messaging for effortless one-time payments.

Flexible Payment Amounts:

- Choose from "Current billed amount," "Amount Due," or "Other amount".
- "Other amount" allows you to input your preferred payment amount.
- The system will ask to confirm the amount on the review page.

The payment amount you entered is greater than the total amount due. Do you want to proceed with this payment?

Cancel   Continue

Payment Confirmation and Alerts:

- Receive familiar payment confirmation emails for peace of mind or website notifications.
- If you exceed the due amount, a message gives you the choice to confirm or cancel.

Effortless Payment Submission:

- Click "Make Payment," a notification screen will verify a successful submission.
- After clicking "OK," you'll be directed to a user-friendly payment confirmation page.
- Click 'Print Page" to print a formatted payment confirmation for your records.
- The "Back to My Invoices" button returns you to your invoices.
- Add an extra email address during payment review to notify others in your organization.
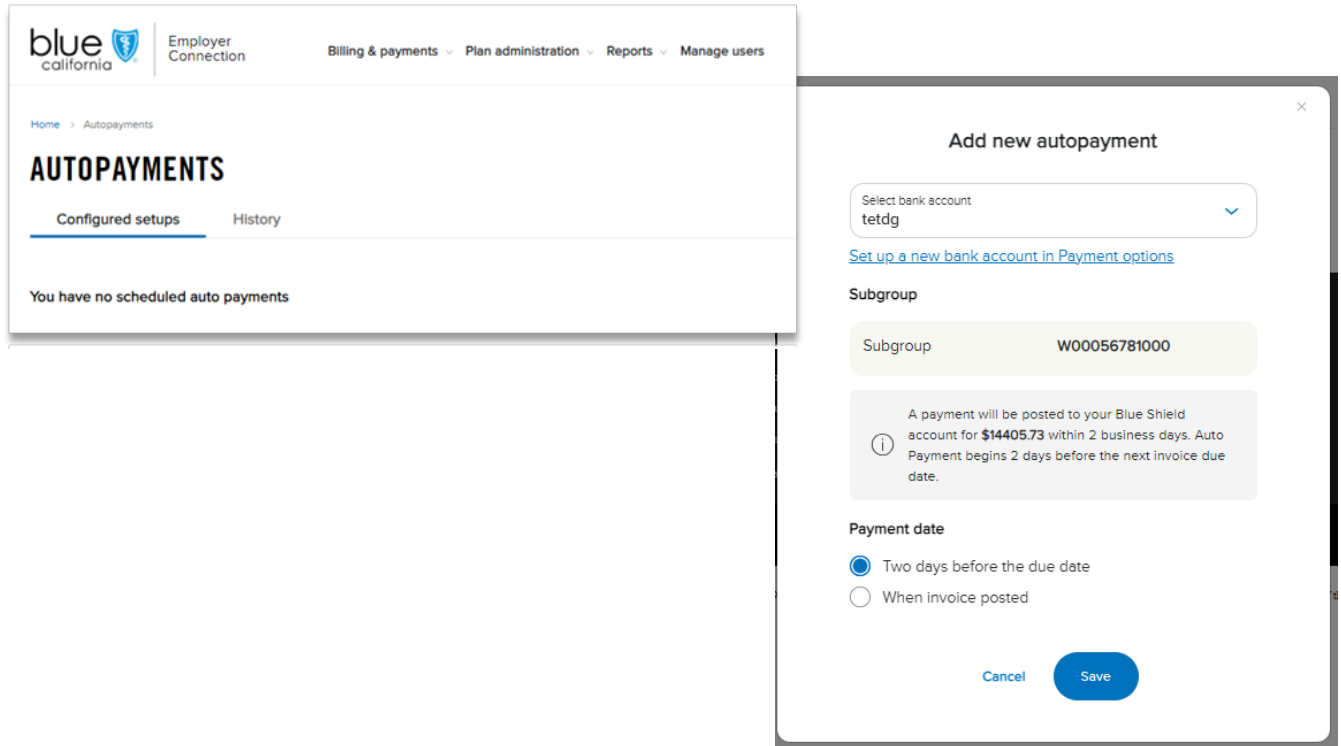
Autopayments:
Autopayments are streamlined to simplify scheduling. If a payment is already scheduled, you'll be informed during the payment process, reducing clicks and frustration.

Simple Autopayment Setup:
- Enjoy a user-friendly experience. The "Autopayments" tab provides clear visibility of your "Configured setups" and "Payment history."
- If no Autopayments are configured currently, select "Add new autopayment" to create one.
- Choose your funding bank account, the subgroup number and preferred payment date.
- When completed, click "Save".
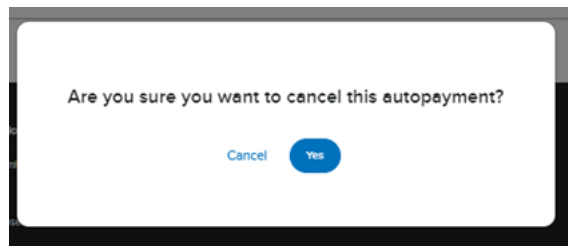
Effortless Sorting & Cancelling:

- Sort "Configured Setups" or "History" by categories like "Last Paid Date" and "Last Paid Amount."
- Subgroup is the default sort option.
- Select the "Cancel" button to cancel the autopayment for the subgroup. A confirmation message appears to confirm or cancel this option.

Efficiently Manage and Track Autopayments:

- Click the "Export" button above the list view to export payment details to Excel.
- You can use filters such as "date range," "username," and "subgroups" to search through the Autopayments "History" list.
- You can view search results in sets of 25, 50, or 100 per page.
- Stay informed with the grace period policy linked at the bottom.

Insightful Payment History:

- In the "Payment History" section, search for completed, canceled, or pending payments.
- Click the "Export" button on the right side of the page to export the Autopayment history list to Excel. Then, sort the fields by "Subgroup" and "Paid Date."

Efficient Payment Options Management:

- Effortlessly manage bank accounts from the "Payment Options" section in the "Billing and Payments" menu.
- In this section, you can easily view, sort, add or delete accounts.

At Blue Shield of California, we're dedicated to enhancing your payment experience. These enhancements simplify your interactions, save time, and provide greater control. If you have any questions, please refer to this guide or contact Employer Services for assistance.