Billing – View Billing Details

Quick Reference Guide (QRG)

ConnectiCare®

This Quick Reference Guide (QRG) will provide an overview of the process for viewing billing details.
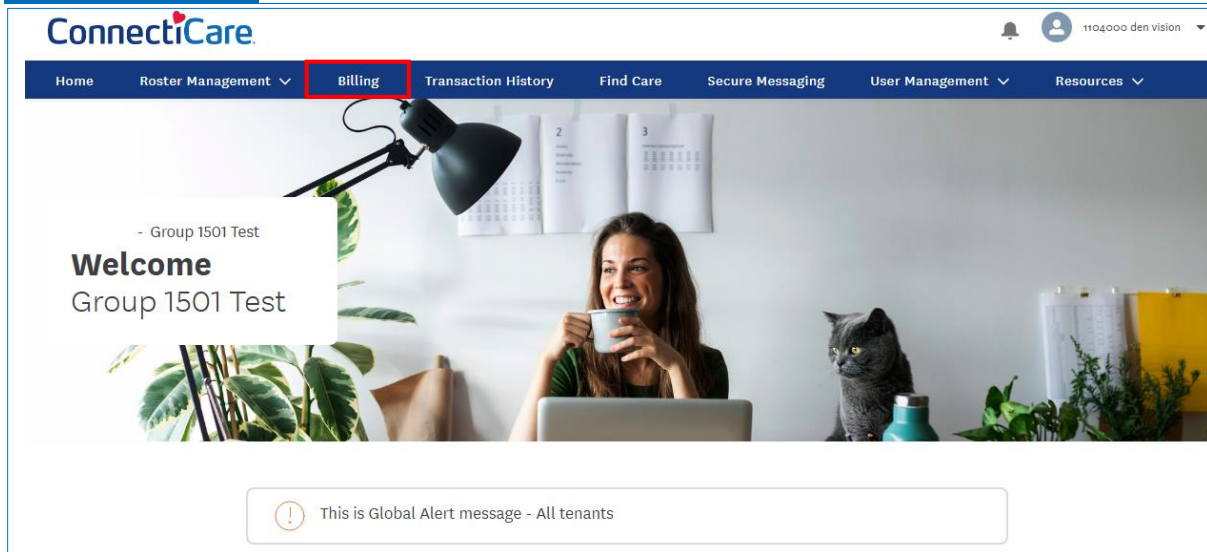
Let us look at the steps in detail for viewing billing details.

Purpose: View Billing Details.

 Step 1:	1. From the **ConnectiCare Home** page, click the **Billing** tab.

![ConnectiCare logo]

Step 2:	The Billing screen displays. 1. Click a **Billing Account** number to view the billing details.

- GROUP 1501 TEST

Billing

Billing Accounts   ⌃

🔍 Search ⓘ

Billing Account	Billing Name	Billing Level	Past Amount Due*
1104000001	Group 1276	Subgroup	$47,120.40
1104000002	CCI SG CBIA TEST SUBGROUP	Subgroup	$119,538.68
1104000003	CCI SG CBIA TEST GROUP	Subgroup	$175,785.10
1104000004	SUBGROUP FOR CCI	Subgroup	$25,192.88
1104000021	SUB GROUP CREATE NEW CCI	Subgroup	$0.00
1104000247	Group 2351	Subgroup	$0.00
1104000666	Test Group 5666	Subgroup	$4,335.00

*Information is based on the latest payment processed.
TOTAL RECORDS: 7

Step 3:	The Billing & Payments History screen displays. 1. View Billing details.

- GROUP 1501 TEST

Billing & Payments History

Billing Account 1104000003	**Billing Account Name** CCI SG CBIA TEST GROUP	**Billing Level** Subgroup	**Billing Frequency** Monthly
Invoice Number 000000000194451	**Invoice Date** 03/15/2022	**Invoice Due Date** 04/01/2022	**Status** Unpaid
Total Amount Due $175,785.10	**Billed Amount** $19,952.28	**Adjustment Amount** $0.00	**Balance Forward** $155,832.82
Last Payment Amount* $110.00	**Payment Date*** 07/30/2021	**Days Past Due*** 10	**Past amount due*** $175,785.10

*Information is based on the latest payment processed.

[Set up Auto Pay]   [**Make a Payment**]   [**Request Updated Bill**]

ⓘ If you recently made a payment, it may take up to three (3) business days to see it displayed here.
There may be times when technical issues could prevent tasks from being completed. We thank you for your patience in these instances. Please see the transaction history page to confirm the initiation and status of your portal transactions. ConnectiCare takes no responsibility for, and is not liable for, the portal being temporarily unavailable due to technical issues.

Invoice History   ⌄

Payment History   ⌄

[Ask A Question]

ConnectiCare.

  Step 4:	Click Invoice History. 1. View Invoice History.

Invoice History   ^

View up to 24 months of invoice history.

Q Search ⓘ   [Generate Consolidated Invoice]   [Export to Excel]

Invoice Number	Invoice Date	Billed Amount	Adjustment Amount	Total Amount Due	Payment Amount*	Invoice Due Date	Outstanding Amount*	Invoice Status	
000000000194451	3/15/2022	$19,952.28	$0.00	$175,785.10	$0.00	4/1/2022	$19,952.28	Unpaid	⊕
000000000146762	2/14/2022	$19,952.28	$0.00	$155,832.82	$0.00	3/1/2022	$19,952.28	Unpaid	⊕
000000000133313	1/14/2022	$19,952.28	$0.00	$135,880.54	$0.00	2/1/2022	$19,952.28	Unpaid	⊕
000000000107733	12/14/2021	$13,651.56	$0.00	$115,928.26	$0.00	1/1/2022	$13,651.56	Unpaid	⊕
000000000073023	11/14/2021	$20,477.34	$0.00	$102,276.70	$0.00	12/1/2021	$20,477.34	Unpaid	⊕
000000000069261	10/20/2021	$20,477.34	$0.00	$81,799.36	$0.00	11/1/2021	$20,477.34	Unpaid	⊕
000000000069260	10/20/2021	$20,477.34	$0.00	$61,322.02	$0.00	10/1/2021	$20,477.34	Unpaid	⊕
000000000069259	10/20/2021	$20,477.34	$0.00	$40,844.68	$0.00	9/1/2021	$20,477.34	Unpaid	⊕
000000000069258	10/20/2021	$20,477.34	$0.00	$20,367.34	$110.00	8/1/2021	$20,367.34	Paid not within tolerance	⊕
000000000069257	10/20/2021	$20,477.34	$0.00	-$110.00	$20,477.34	7/1/2021	$0.00	Paid in Full	⊕

*Information is based on the latest payment processed.
TOTAL RECORDS: 28

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  Step 5:	Click Payment History. 1. View Payment History.

Payment History   ^

View up to 24 months of payment history.

Q Search ⓘ   [Export to Excel]

Payment Number	Payment Amount	Payment Date	Method of Payment	
000000000000937	$110.00	7/30/2021	Mail	⊕
000000000000746	$143,341.38	6/22/2021	Mail	⊕
000004769293	$81,859.36	1/6/2021	Mail	⊕
000004769274	$50.00	1/5/2021	Mail	⊕
000004769204	$90,007.20	8/15/2020	Mail	⊕
000004769188	$69,611.04	8/11/2020	Mail	⊕
000004769166	$4,200.48	8/2/2020	Mail	⊕

TOTAL RECORDS: 7

Thank You