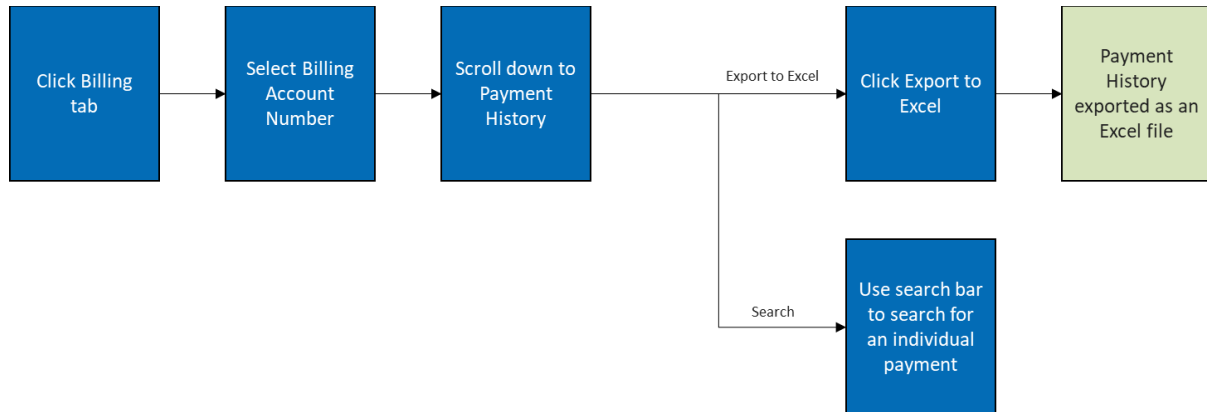


Billing – View & Export Payment History

Quick Reference Guide (QRG)




This Quick Reference Guide (QRG) will provide an overview of the process to View and Export Payment History.



Let us look at the steps in detail to View and Export Payment History.

Purpose: View and Export Payment History.



Step 1:

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



Step 2:

The Billing screen displays.

1. Click the **Billing Account** number.

[Home > Billing](#)

- CCI LG TEST GROUP

Billing

Billing Accounts

Q Search ⓘ

Billing Account	Billing Name	Billing Level	Past Amount Due*
1150025000	CCI LG Test Group	Group	\$104,545.16

*Information is based on the latest payment processed.
TOTAL RECORDS: 1



Step 3:

The Billing & Payments History page displays.

1. Click Payment History to view up to 24 months of payment history.

[Home > Billing Details](#)

- CCI LG TEST GROUP

Billing & Payments History

Billing

Billing Account 1150025000	Billing Account Name CCI LG Test Group	Billing Level Group	Billing Frequency Monthly
Invoice Number 000406239829	Invoice Date 05/15/2021	Invoice Due Date 06/01/2021	Status Unpaid
Total Amount Due \$104,545.16	Billed Amount \$26,137.54	Adjustment Amount \$0.00	Balance Forward \$78,407.62
Last Payment Amount* \$5.00	Payment Date* 03/05/2021	Days Past Due* 259	Past amount due* \$104,545.16

*Information is based on the latest payment processed.

ⓘ 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.

Set up Auto Pay

Make a Payment

Request Updated Bill

Invoice History

Payment History

Ask A Question



Step 4:

The Payment History table displays.

1. (Optional) Enter specific information in the **Search** bar to refine your search results.
2. Click **Export to Excel** to download the payment history as an Excel file.

Payment History

View up to 24 months of payment history.

Q Search ⓘ

Export to Excel

Payment Number	Payment Amount	Payment Date	Method of Payment
000004769476	\$153,558.82	12/10/2020	Mail
000004769194	\$276,014.40	08/15/2020	Mail
000004769179	\$0.00	08/11/2020	Mail
000004769157	\$9,397.44	07/28/2020	Mail
000004769608	\$5.00	03/05/2021	Mail
000004769528	\$26,137.54	02/02/2021	Mail

TOTAL RECORDS: 6



Step 5:

The payment history details are displayed in an Excel spreadsheet.

File Home Insert Page Layout Formulas Data Review View Help Micro Focus ALM Upload Add-in

Share Comments

A1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Payment Number	Payment Amount	Payment Date	Method of											
2	000004769476	\$153,558.82	12/10/2020	Mail											
3	000004769194	\$276,014.40	08/15/2020	Mail											
4	000004769179	\$0.00	08/11/2020	Mail											
5	000004769153	\$1,300.00	07/28/2020	Mail											
6	000004769157	\$9,663.68	07/28/2020	Mail											
7	000004769608	\$5.00	03/05/2021	Mail											
8	000004769528	\$26,137.54	02/02/2021	Mail											
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															



Step 5:

Return to the Payment History table.

1. Click the **Plus** icon next to an individual payment to **Ask A Question** about that specific payment.

Payment History			
View up to 24 months of payment history.			
<input type="text"/> Search ⓘ		Export to Excel	
Payment Number	Payment Amount	Payment Date	Method of Payment
000004769476	\$153,558.82	12/10/2020	Mail
000004769194	\$276,014.40	08/15/2020	Mail
000004769179	\$0.00	08/11/2020	Mail
000004769157	\$9,397.44	07/28/2020	Mail
000004769608	\$5.00	03/05/2021	Mail
000004769528	\$26,137.54	02/02/2021	Mail
TOTAL RECORDS: 6			

Thank You