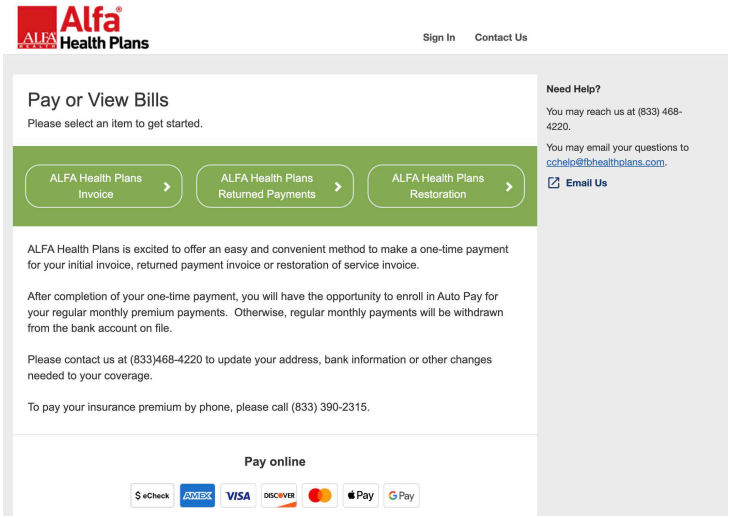
**Invoice Cloud is a payment only portal. Active invoices can be viewed and paid on the Invoice Cloud portal. Members will need to contact Customer Service to update any personal or banking information related to their health plan.**

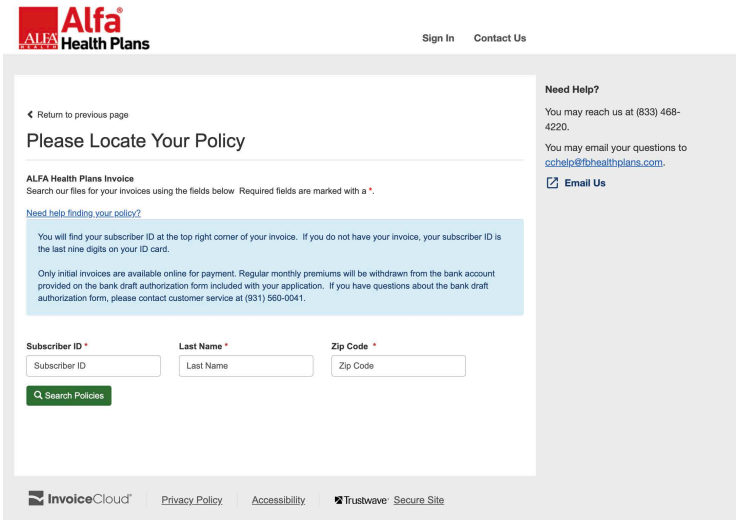
**Members do not have a login for the Invoice Cloud site. All that is needed to pay an invoice is Subscriber ID, Last Name, and Zip Code.**

## Invoice Cloud – Steps to pay Initial Invoice

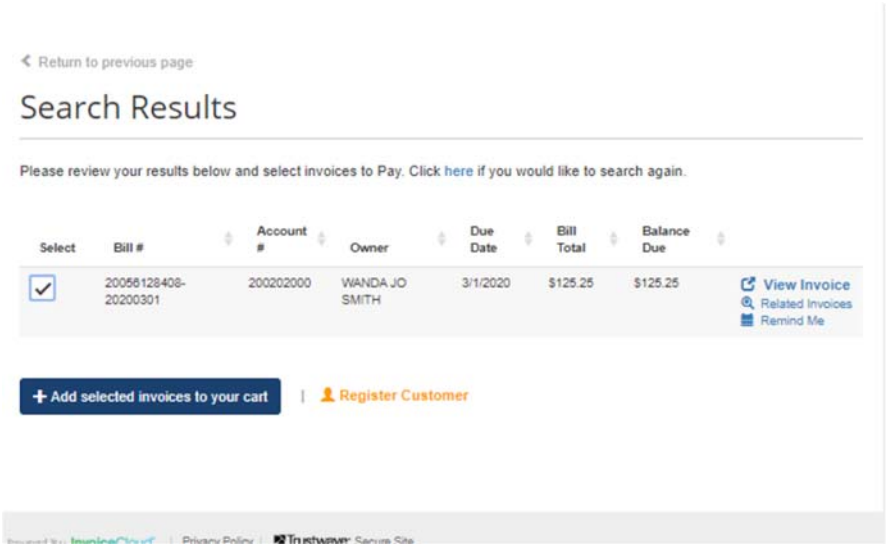
1. Access the Invoice Cloud website.
2. Choose Invoice on the main screen.



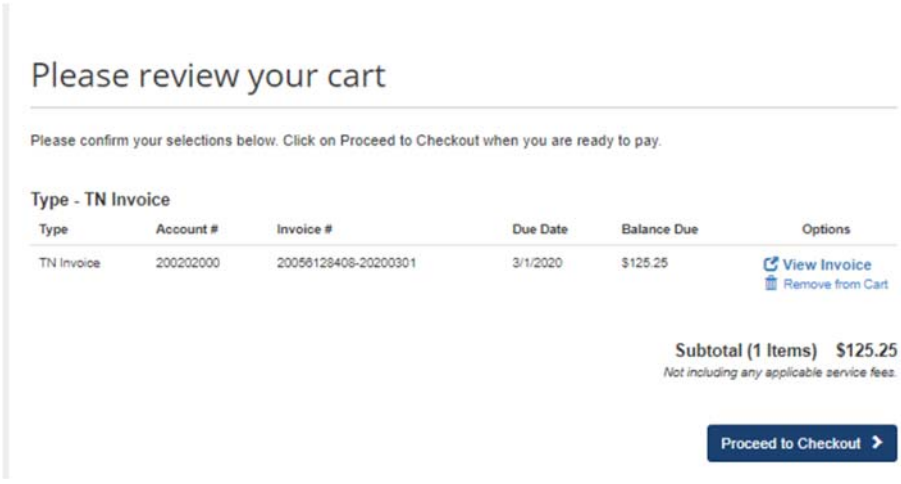

3. Enter Subscriber ID, Last Name and Zip Code to access any available invoice.
   Note: The Subscriber ID is the last 9 digits on the invoice.



4. Available invoices will appear for selection. Check the box on the left to select the invoice to pay. Click on Add selected invoices to your cart.
   Note: Invoices will be removed from Invoice Cloud site if not paid by the due date.

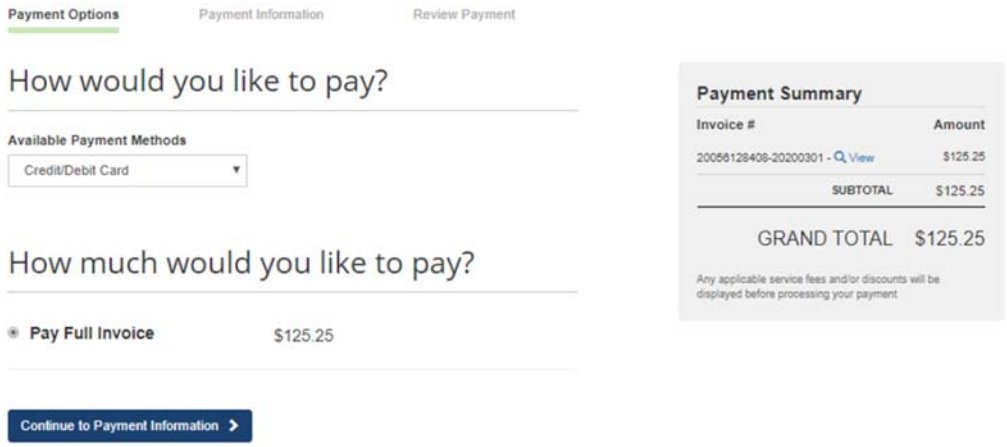



5. Review the cart and click Proceed to Checkout.

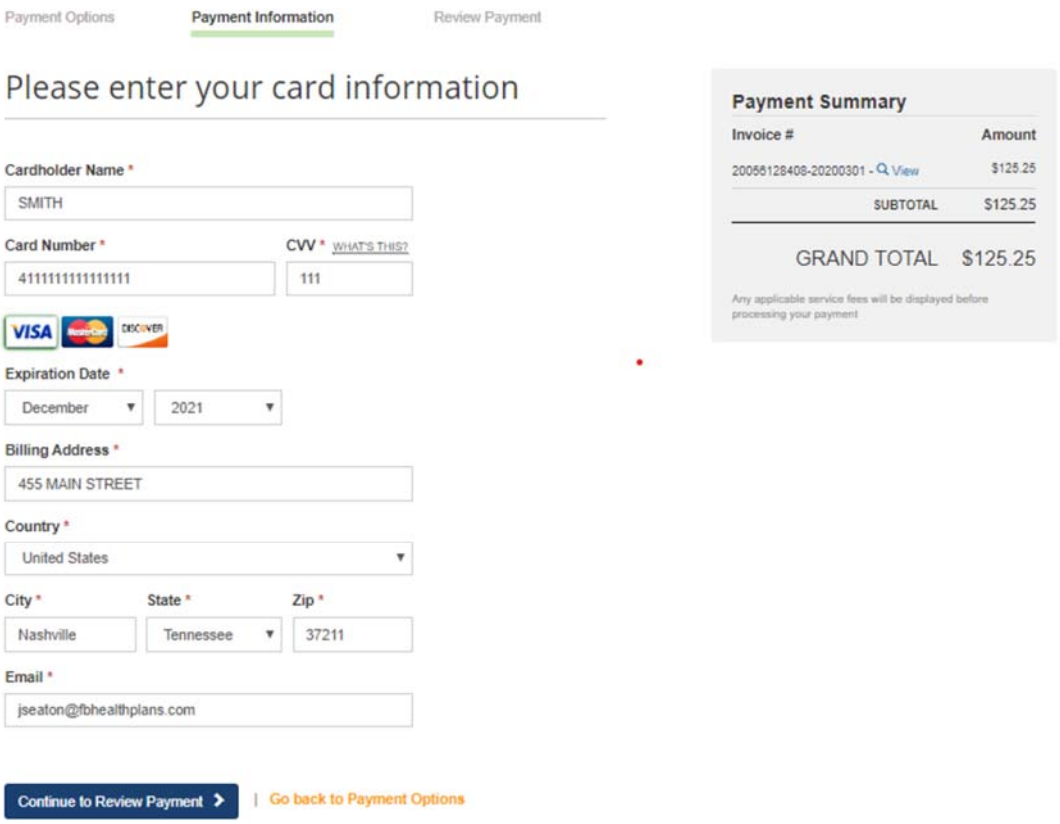


6. Select how you would like to pay. Initial invoices can be paid with a credit card or EFT (check) using a bank account.

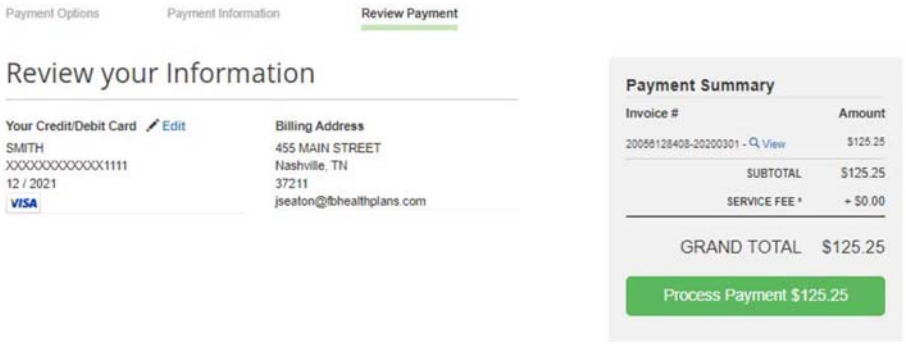
   A. To pay via Credit Card, select credit/debit card and click on Continue to Payment Information.



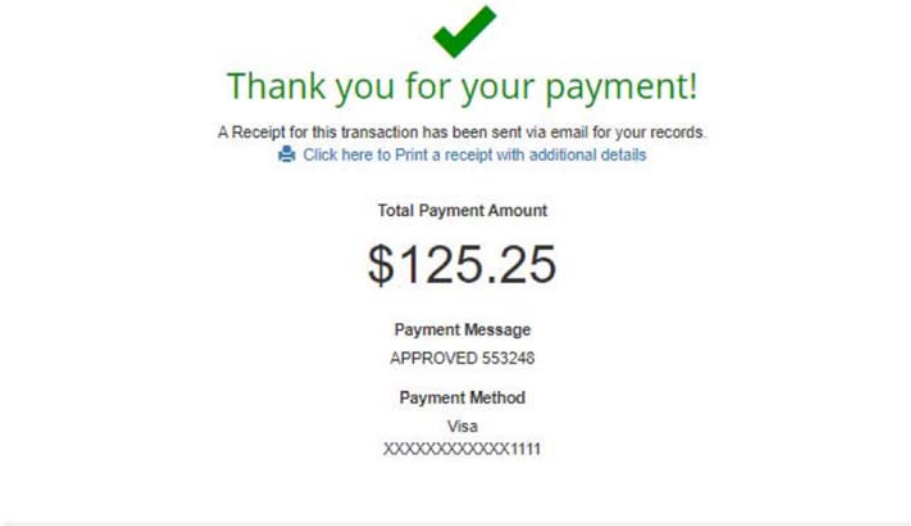

Enter your credit card and other required information and click on Review Payment.



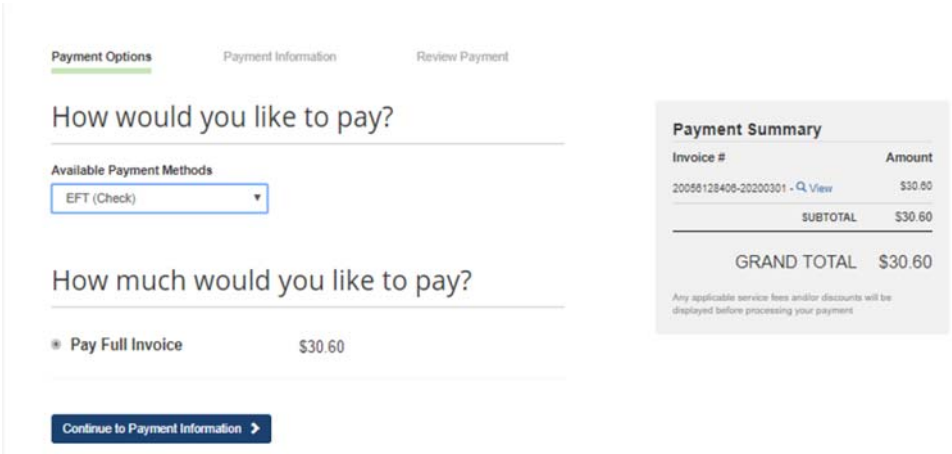
Review payment information and click on Process Payment.



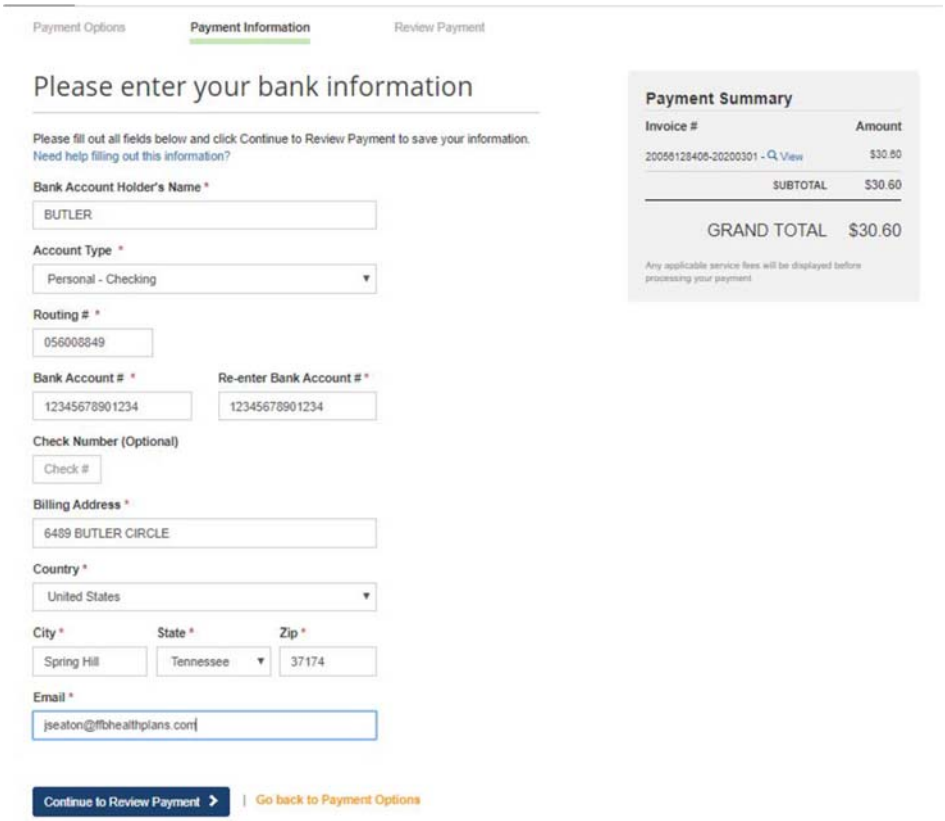

Once the payment has been processed you will see a payment confirmation screen and receive a payment confirmation email.



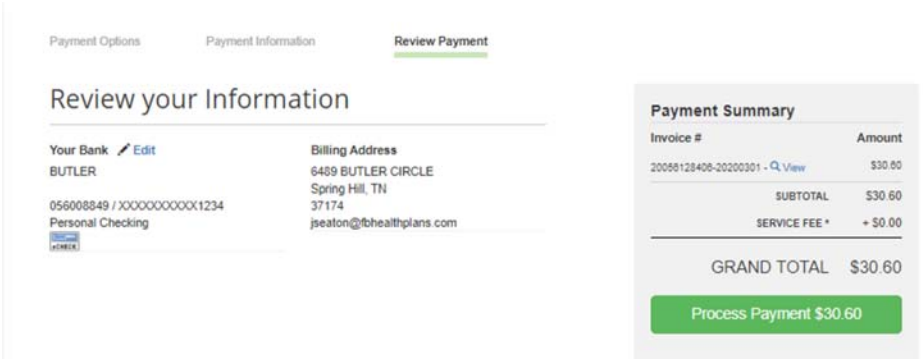
B. To pay via EFT (Check), choose EFT (Check) under available payment methods and click Continue to Payment Information.

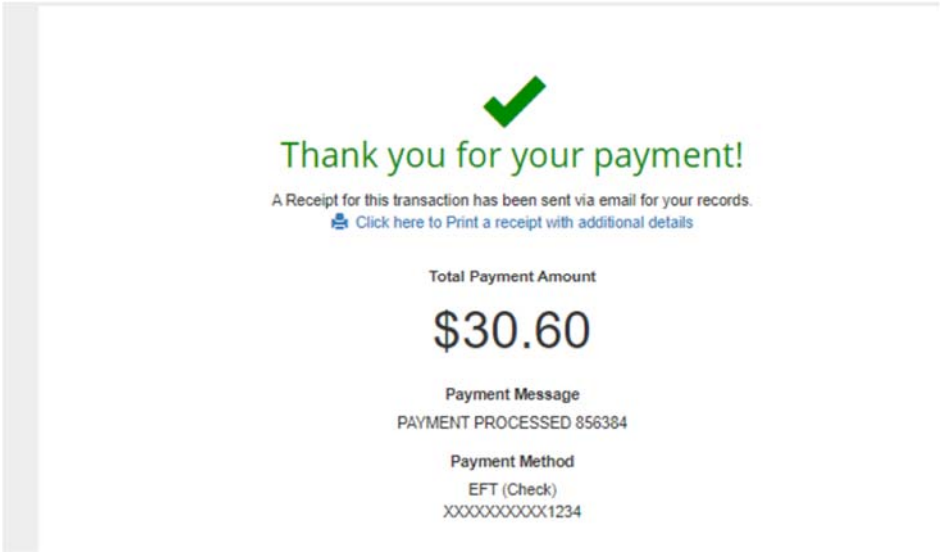



Enter the required bank account and other information then click on Continue to Review Payment.



Review the payment information and click on Process Payment




Once the payment is processed you will see the following payment confirmation screen and receive a payment confirmation email.