

Manage your invoice online

Receive and manage your weekly and monthly invoices on your secure client portal at myibxtpaplan.com.

When do invoices appear on your website?

We will email your plan's billing contact persons to let them know when new invoices are added to your portal. But as a designated user, you can access your invoices — online, anytime.

Summary and detail information

We post two versions of each invoice. Detail versions include personal health information (PHI); summary versions do not. Your portal access determines which you can see.

Here's how to access your invoices on your secure client portal



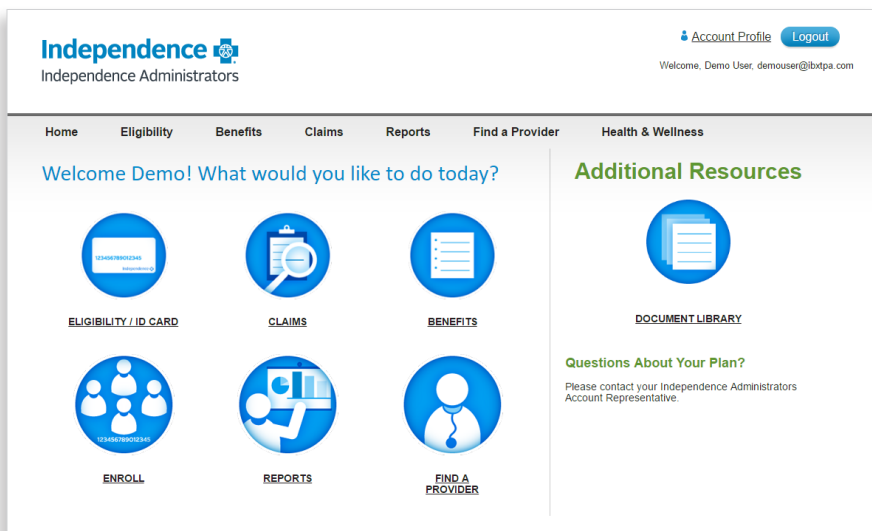
In general, your invoices follow this schedule:

Weekly Funding Invoices

- Report the amount due to fund claim payments scheduled for this invoice period.
- Added to your portal Monday morning (or the next business day if Monday is a holiday).

Monthly Administrative Invoices

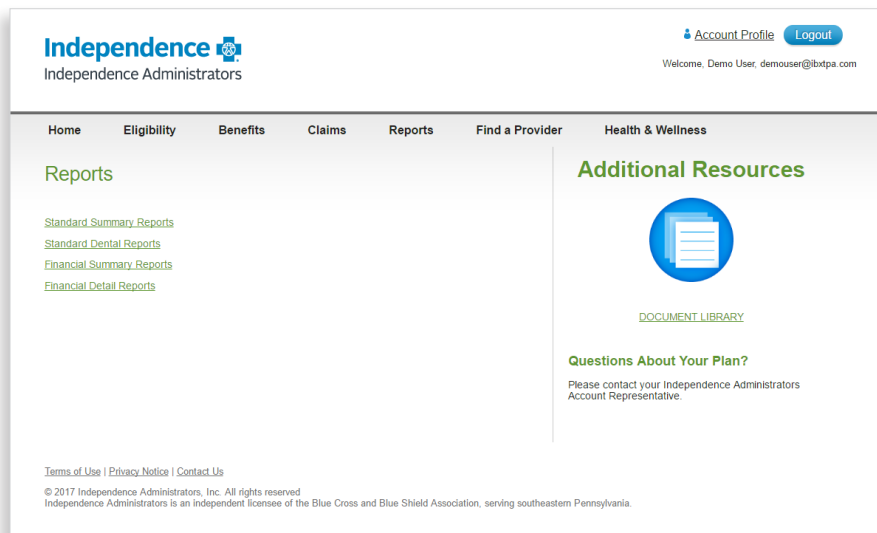
- Report the amount due for this period's administrative fees.
 - Added to your portal about 10 days before the due date.
 - For example, the invoice for administrative fees due July 1 is available in late June.
-



Visit myibxtpaplan.com and log on with your username and password.

- Your Independence Administrators account representative gives you an initial username and password for your first visit.
- Set up your personal password during your first visit.
- If you do not have an initial username and password, please contact your Independence Administrators account representative.

After you log on, choose **Reports** on your home page.



Reports lists the types of reports and invoices you can access based on your portal access. Choose a folder and then select the invoice you want to see.

- **Financial Summary Reports** include invoices that exclude PHI:
 - Weekly Funding Invoices include "claimssum" in their file names.
 - Monthly Administrative Invoices include "adminsum" in their file names.
- **Financial Detail Reports** are invoices that include PHI:
 - Weekly Funding Invoices include "claimsdet" in their file names.
 - Monthly Administrative Invoices include "admindet" in their file names.

Invoices are organized by date — newest on top.

