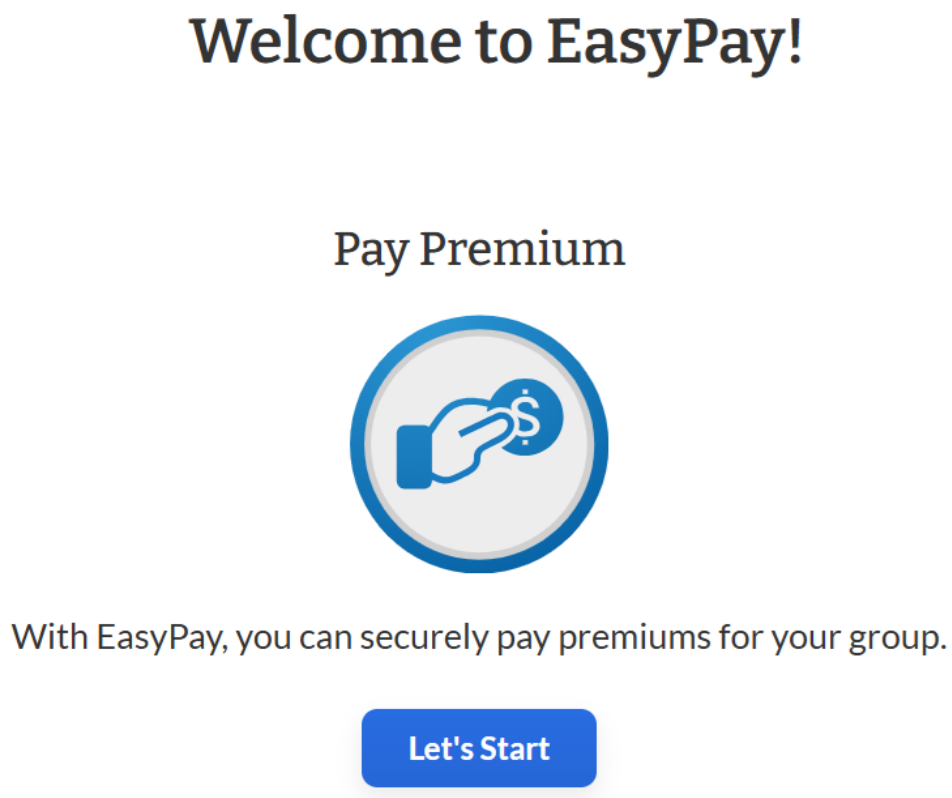
Initial Payment

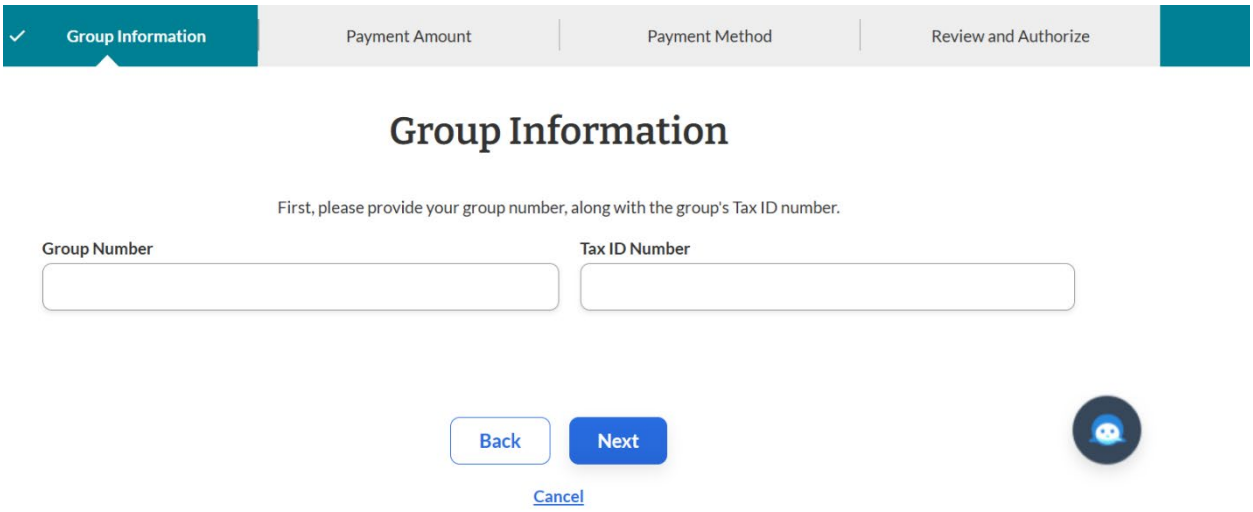
The group has multiple options to make their initial payment once their bill has dropped:

1) To pay as a guest, go to Easypay (easypay.anthem.com).



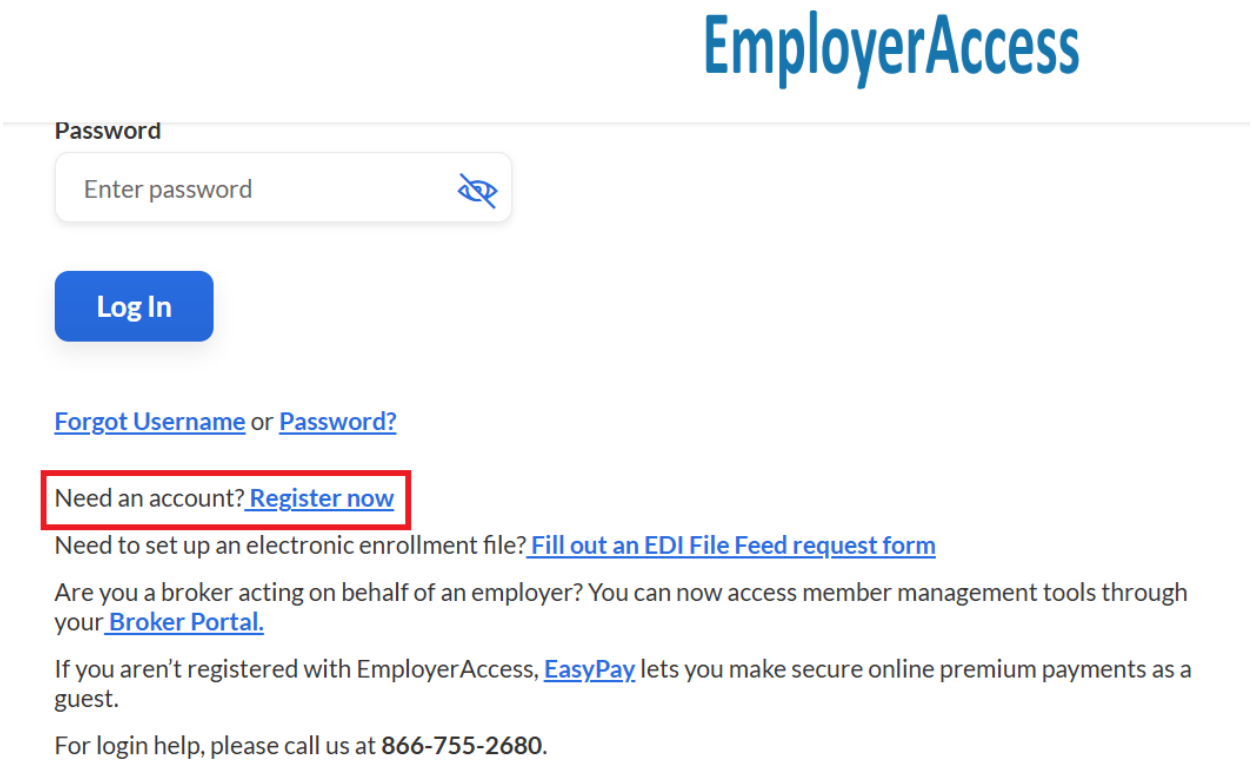
Once the group number and tax ID are entered, Easypay will retrieve the invoiced amount for the customer to pay.

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OR

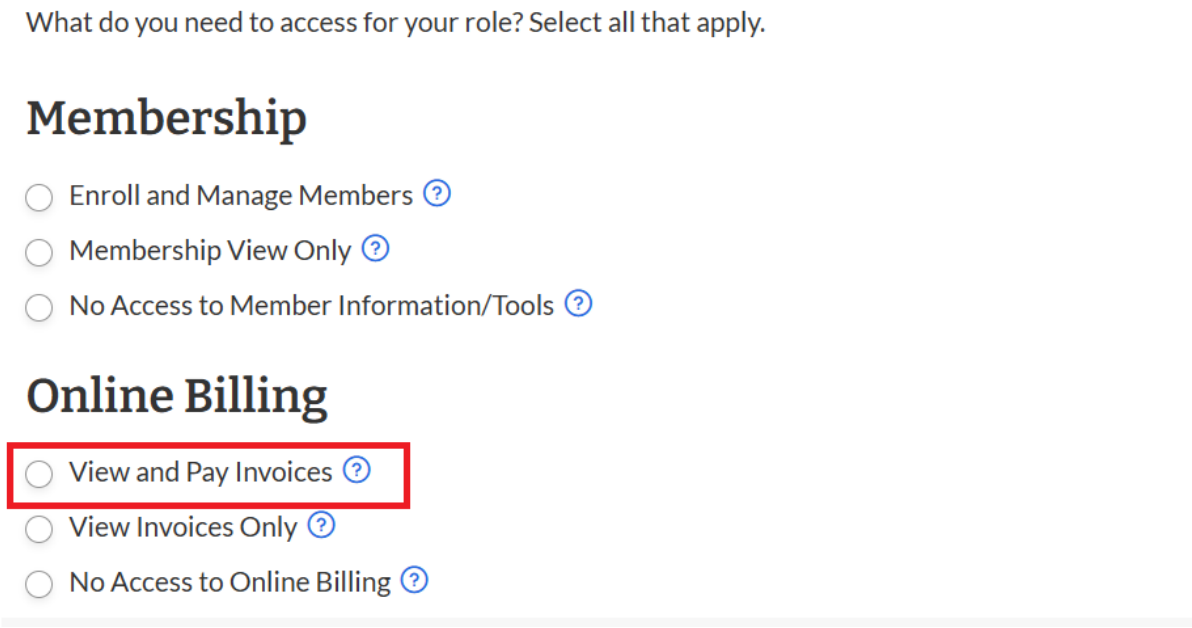
2) Register here (https://employer.anthem.com/eea/public/login) and create an account on the Employer Access portal.



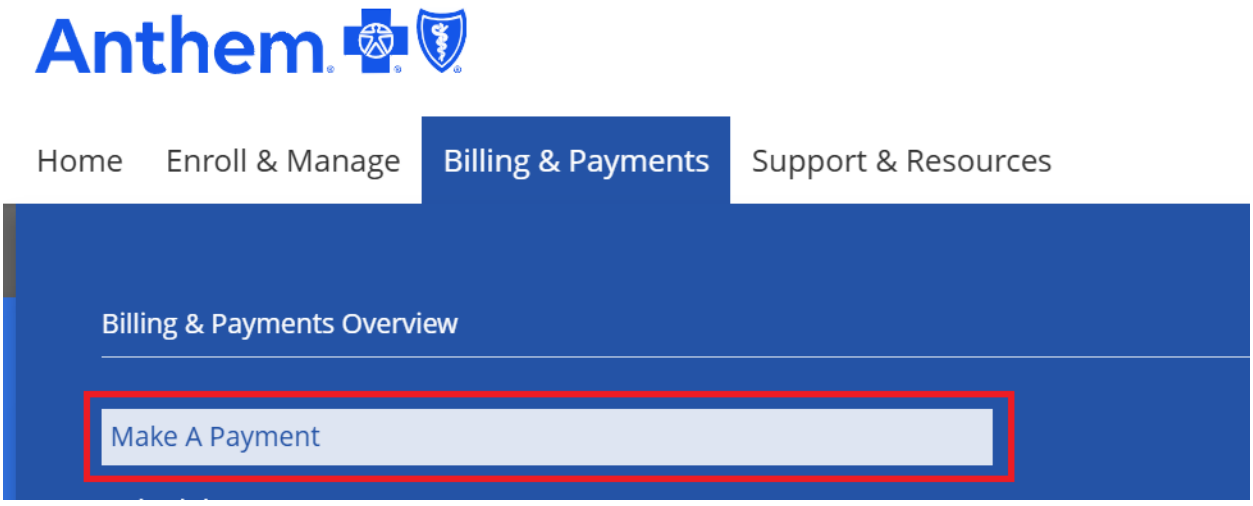
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Once the group number, tax ID and zip code are entered, complete user information (name/email address/etc.) and select access required.

To submit payments through Employer Access, the user must have 'View and Pay Invoices' access selected under Online Billing.



Once a user account is created, our customers can add banking account information under 'Billing & Payments' and then select 'Make A Payment'.



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There are “how to” tutorials, including topics such as billing and payments, within the Employer Access portal here (https://employer.anthem.com/eea/secure/tutorials)

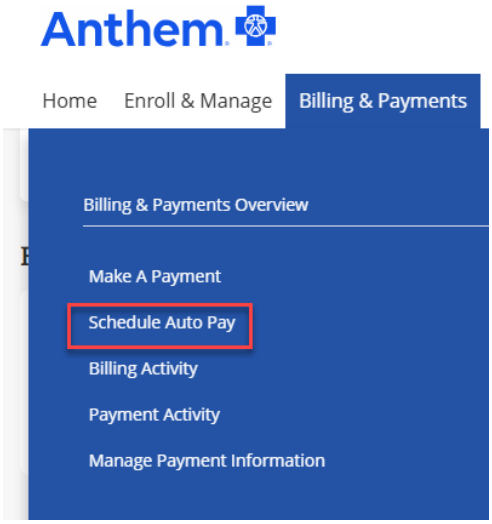
Employer Electronic Funds Transfer (EFT)

Employers can set up Electronic Funds Transfer (EFT) for Anthem Blue Cross premium payments by using the EmployerAccess portal to authorize automatic recurring monthly payments.

Alternatively, employers can submit an EFT authorization form along with their application, allowing up to 10 business days for processing.

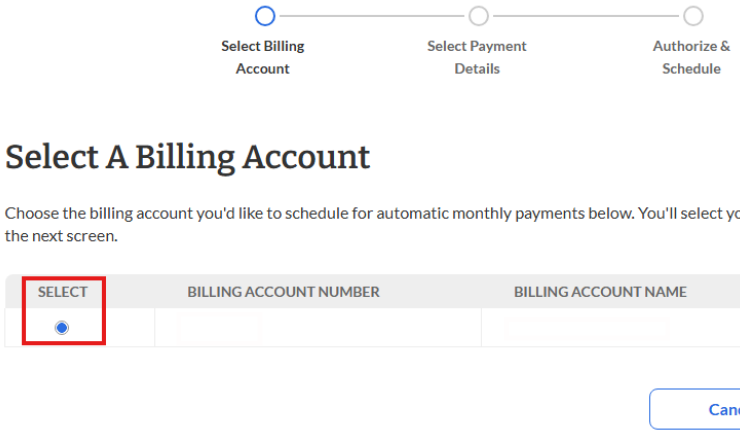
How To Enroll EFT

1. Navigate to the EmployerAccess portal. Enter your Username and Password. Click **Log In**.
2. From the home page, select **Billing & Payment** in the top menu bar. Then select “**Schedule Auto Pay**.”



3. Select your Billing Account Number. Select **Continue**.

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4. Once you are on the Select Payment Details you will need to select **Manage** to add your banking details if you do not see your account information in the Pay From drop down. Then select **Add Payment Info**.
5. You will need the following details:
    - Bank Account Type (checking or savings).
    - Account Nickname
    - Routing number and Account number.
    - Select box stating, "Set as my preferred form of payment."
    - Select **Add Account**.
    - Select your payment details. Note: *Anthem bills 30 days in advance.*
    - What monthly amount would you like to pay?
        1. Selecting "Let the system to determine my amount" will enroll Automatic payments for current amounts due every month.
        2. Selecting "I'll enter an amount" will only pull that specified amount every month.
    - How long should the automatic payments last?
        1. Select "Monthly by calendar day, no end date."
            1. Select your desired draft date as the First Payment Date. Anthem's preferred draft date is the 25th of the month.

Why We Recommend Selecting the 25th as Your Draft Date

Selecting the 25th of each month as your EFT draft date helps ensure:

- Your payment is received before the 1st of the next coverage month
- Your group remains current and avoids delinquency
- Your "Paid To" date advances timely each month, helping prevent interruptions in coverage.

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How EFT Drafting Works

EFT drafts based on your selected draft date and your current "Paid To" date.

Important:

If your group is already paid current, the EFT draft will pull the premium for the *next unpaid coverage month*.

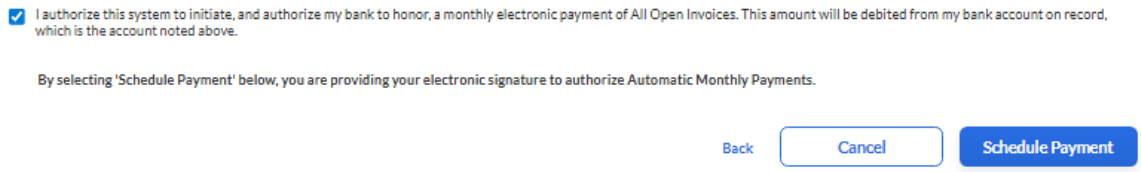
Example 1 – Group Paid Current

- **Paid To Date:** 03/01/2026
- **EFT Draft Date:** 02/25/2026
  On 02/25/2026, the EFT will draft the **March premium**, advancing the Paid To Date to **04/01/2026**.

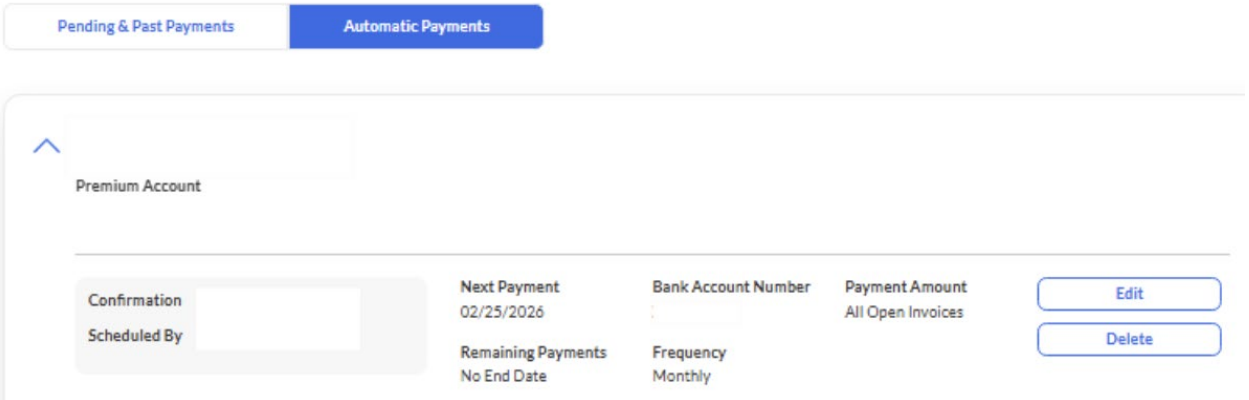
Example 2 – Group Behind on Payments

- **Paid To Date:** 01/01/2026
- **EFT Draft Date:** 02/25/2026
  - On 02/25/2026, the EFT will draft premiums for: January, February and March.
  - This advances the Paid To Date to **04/01/2026**, bringing the group current.

6. Once your selections have been made, select **Continue**.
7. Make sure to select the box at the bottom of the screen to authorize the EFT.



8. Select **Schedule payment**.
9. The screen will then load your EFT information and the changes made to your account.



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