

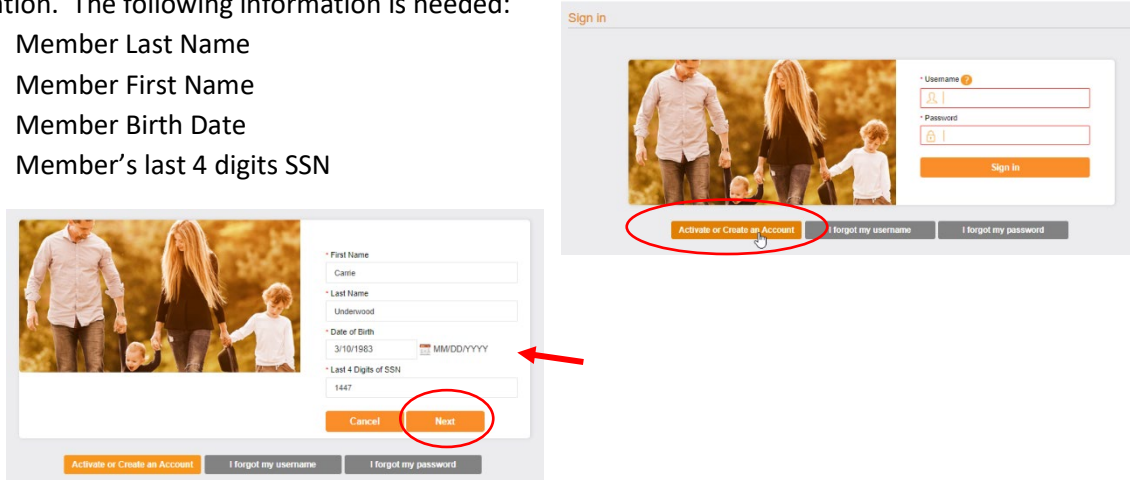
JET Insure Broker Portal Training Guide 19: Individual & Family Plan Binder Payment

1. When the member’s application is approved by Enrollment, it will show as “Pending Payment.”

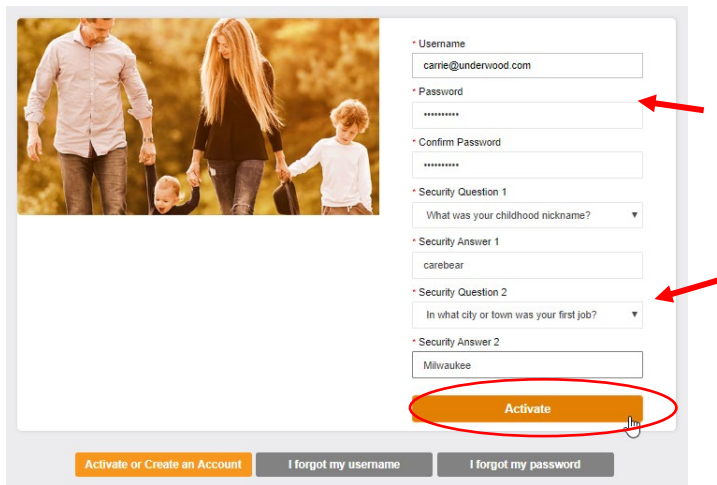
View/Edit	Carrie Underwood	Carrie Underwood	202004447829	Individual Health Applications	Pending Payment	05/01/2020	Test Broker	4/17/2020 3:15:52 PM	Off Exchange
---------------------------	------------------	------------------	--------------	--------------------------------	-----------------	------------	-------------	----------------------	--------------

2. The Broker can then assist the member with making a binder payment. Due to compliance measures, the member is the only person who can make a binder payment. The broker can assist with setting up the member’s JET account to do so. All information needed for the member account activation is gathered in the application. The following information is needed:

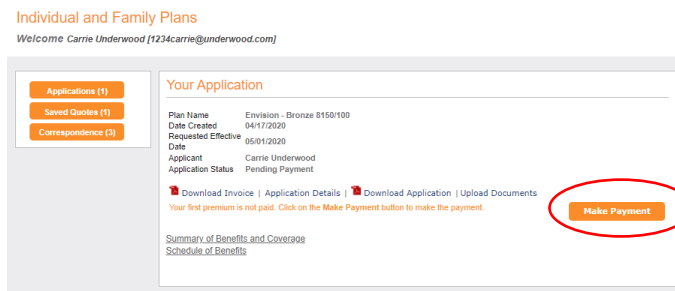
- Member Last Name
- Member First Name
- Member Birth Date
- Member’s last 4 digits SSN



3. You will then be asked to answer the following questions. If you are not actively communicating with the member or they have no intention to use the account, you can use a generic password and security questions. The member can go into the portal to change the generic answers at a later time.



4. The activated member account will look like this. Click “Make Payment” to make the binder payment.



- You can choose to apply a one-time payment online or send in a physical payment. It is easiest to do an online payment by clicking “Make One-Time Payment”

Applicant(s) Information ▶ Supporting Documentation ▶ Summary ▶ **Payment Options**

Applicant(s) Information

- Carrie Underwood ✓
- Supporting Documentation ✓
- Documents & Attachments ✓
- Application Summary ✓
- Submit Application ✓

Your Quote Profile

Coverage for
Primary (Female/37) Completed

Zip Code
53130

County
Milwaukee

Requested Coverage Start Date
05/01/2020

Est. Monthly Premium
\$341.58

Plan(s)
Envision - Bronze 8150/100

Agent

Test Broker
Agency
Broker Phone

Payment Options

For your plan to become effective, we must receive payment in full. Please choose one of the following options to make the payment.

Make One-Time Payment Note: e-check will be posted to your bank account within 2-3 days whereas credit cards will be charged immediately.

Other Payments Mail a check, cashier's check or money order with the remittance stub from the bottom of your invoice to our lockbox at the following address:

Common Ground Healthcare Cooperative
Box 78553
Milwaukee, WI 53278-8553

If you are missing your payment stub, please be sure your member ID number is on your check or money order to ensure your payment is properly credited.

Billing Details

Requested Coverage Start Date
5/1/2020

Member Payable
\$341.58

Plan Name
Envision - Bronze 8150/100

Finish

- Payment information screens will appear in the same format as in the broker portal to add in a credit card or bank account.

Member Information

Amount
\$342.00

Payment Reference ID
447829

First Name
Carrie

Last Name
Underwood

Email Address
JETUAT@COMMONGROUNDHEALTHCARE.ORG

Close **Next**

Payment Information

CREDIT/DEBIT CARD **BANK ACCOUNT**

Name on Card

Card Number

Exp. Date

Zip

Save Payment Method to My Wallet

Back **Next**

Review & Confirm

Please confirm payment to Common Ground Healthcare Cooperative - Initial Premium Payment of \$342.00.

Member Information
Carrie Underwood (447829) \$342.00

Payment Method
VISA CARRIE UNDERWOOD
Ending in 8754 (Exp: 11 / 21)

I agree to pay the above amount according to my card payment agreement.

Confirm

- Once approved, you can press “Done” which will finalize the payment profile. Clicking “finish” will official submit the payment to our enrollment team. Payments run over night, so the next day, the member’s policy should appear in the broker portal.

Payment Summary

✓ Payment Approved

Your payment has been successfully processed for \$342.00.

Member Information
CARRIE UNDERWOOD (447829) \$342.00

Payment Method
VISA CARRIE UNDERWOOD
Ending in 8754 (Exp: 11 / 21)
Date: Apr 28 2020 2:36:20 PM CST
Auth. Code: AB974E
Response: APPROVAL 000

Your receipt has been emailed to:
JETUAT@COMMONGROUNDHEALTHCARE.ORG

SHARE RECEIPT **Done** **NEW RECEIPT**

Applicant(s) Information ▶ Supporting Documentation ▶ Summary ▶ **Payment Options**

Applicant(s) Information

- Carrie Underwood ✓
- Supporting Documentation ✓
- Documents & Attachments ✓
- Application Summary ✓
- Submit Application ✓

Your Quote Profile

Coverage for
Primary (Female/37) Completed

Zip Code
53130

County
Milwaukee

Requested Coverage Start Date
05/01/2020

Est. Monthly Premium
\$341.58

Plan(s)
Envision - Bronze 8150/100

Agent

Test Broker
Agency
Broker Phone

Payment Details

Your payment has been processed successfully. The following are payment details.

Name: Carrie Underwood
Reference Number: 447829
Payment Mode: Credit Card
Payment Amount: \$342.00

Billing Details

Requested Coverage Start Date
5/1/2020

Member Payable
(\$0.42)

Plan Name
Envision - Bronze 8150/100

Monthly Premium Payment

Premium payments are due on the 25th of each month for the upcoming month of coverage. For example, payment for June coverage is due by May 25th.

Finish