

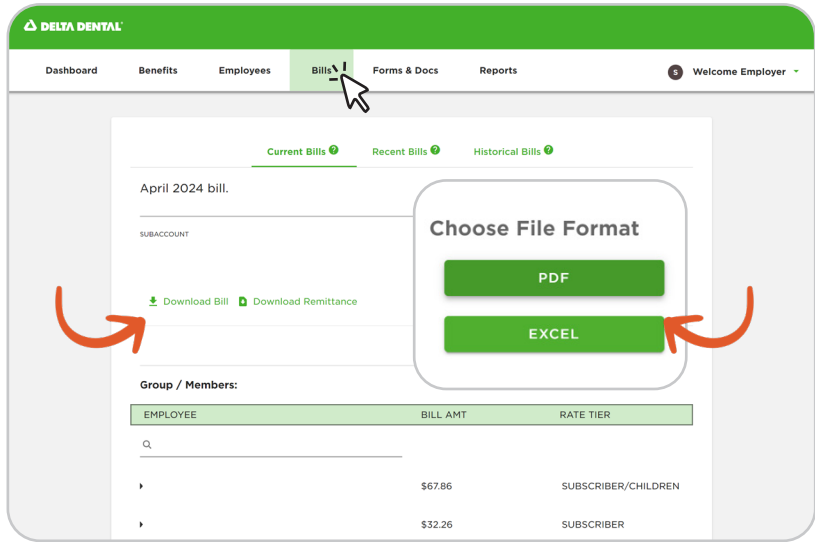
# Accessing Bills Online (Risk)

## Online Employer Account

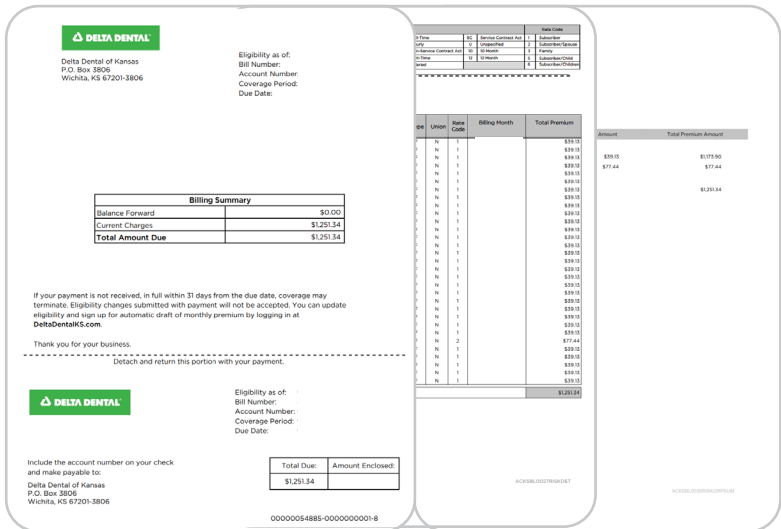
### ★ How to Access Bills

1 In the **Bills** tab, you will find your **current, recent and historical bills**.

2 From this tab you can download your bill as a **PDF or Excel file**.



3 Looking at your bill, you will see a cover page with your total amount due, followed by your **groups detailed breakdown by subscriber and then your groups summary**.



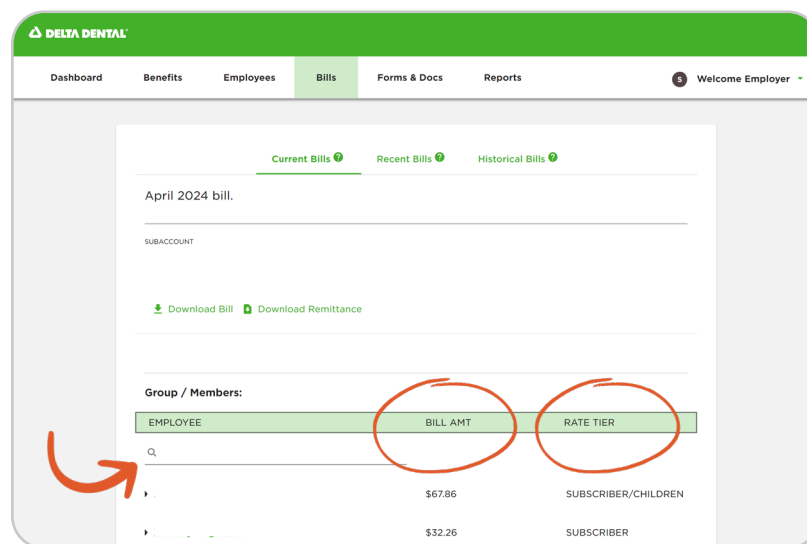
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### *How to Access Bills*

4 Below your downloadable bill, you will also find a detailed breakdown showing the **bill amount** and **rate tier** for each employee.

Use the **search function** to quickly find the employee you are looking for.



### *Accessing Bills Online (Risk)* [Watch Video](#)

Watch this video on how to access bills online on the new online Employer Account.