

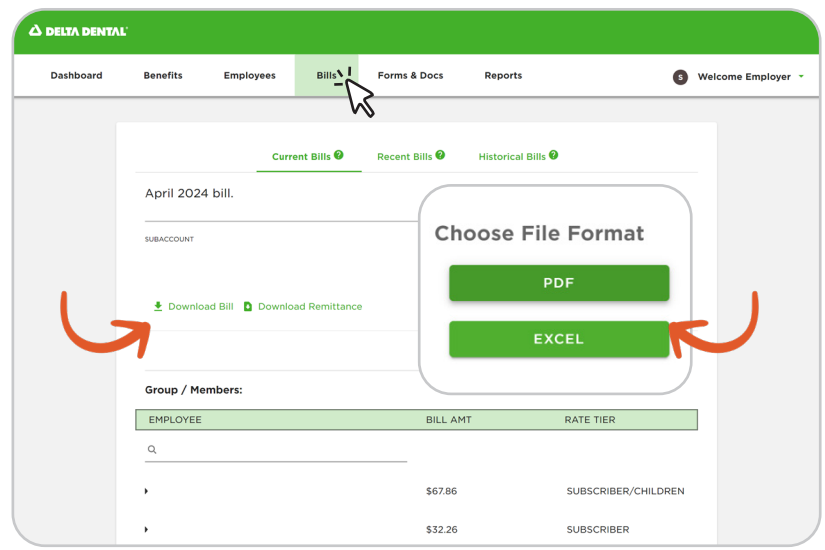
Accessing Bills Online (ASC)

Online Employer Account

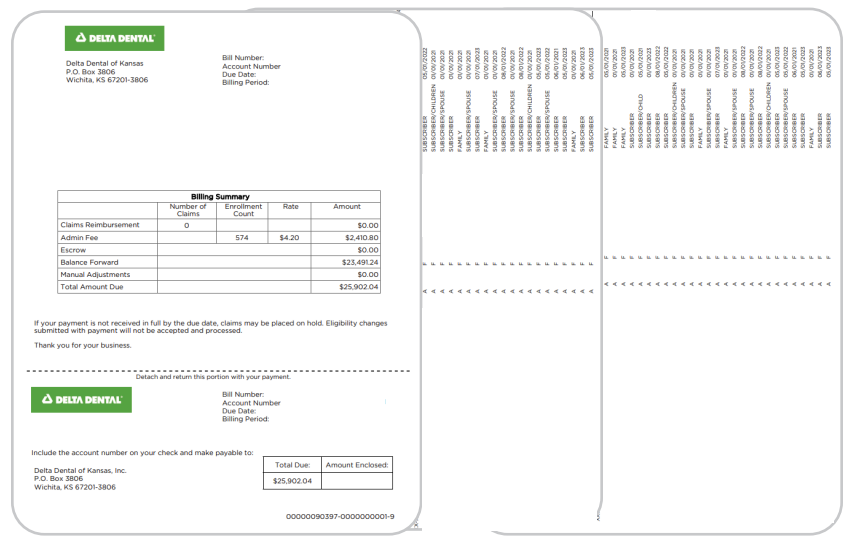
How to Access Bills

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, including a **breakdown by claims reimbursement, admin fee, followed by your group's group activity report**.



Accessing Bills Online (ASC) Online Employer Account

★ How to Access Bills

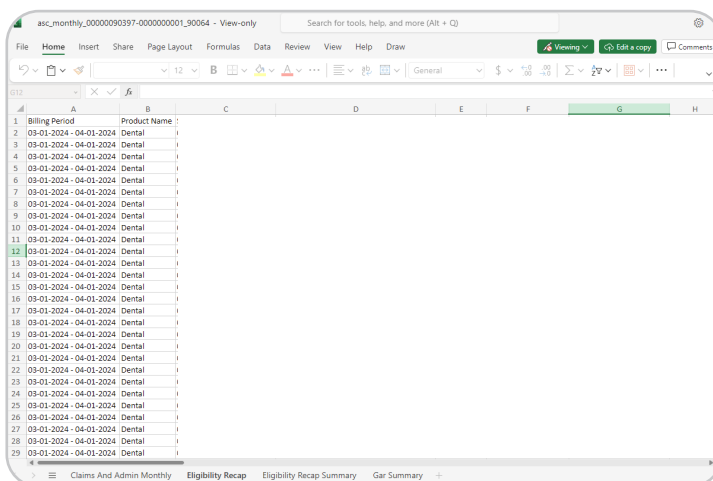
- 4 In the group activity report or GAR, you will find a detailed breakdown of submitted claims per member.

DELTA DENTAL Group Activity Report (GAR) Summary

Status	Type	Account ID:
A Active	Full-Time	Account Name:
C COBRA	Hourly	Billing Period:
ER Early Release	Service Contract Act	
LTD Loss of Duty	Non-Service Contract Act	
LTD Long-Term Disability	Part-Time	
	Salaried	

Department	Employment Status	Union Type	Benefit Plan	Subscriber Count	Claim Count	Submitted Amount	Paid Amount	Patient Pays
						\$6,705.10	\$3,307.80	\$1,612.20
						\$544.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$1,611.00	\$0.00	\$0.00
						\$3,826.00	\$1,547.20	\$380.80
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$590.00	\$438.00	\$30.00
						\$4,775.00	\$1,381.00	\$3,126.00
						\$0.00	\$0.00	\$0.00
Total for Group:				567	44	\$18,051.10	\$6,674.00	\$5,149.00

- 5 By downloading the excel file, you will be able to expand the columns to see the **most detail**.



▶ Accessing Bills Online (ASC) [Watch Video](#)

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