

VIEW BILL - BENEFIT MANAGER

STEP 1

After logging in and selecting your role click on View Bill Information

The screenshot displays the Sagicor Benefit Manager web application. The top navigation bar includes the Sagicor logo, a hamburger menu icon, the text 'Benefit Manager', and a timer showing 73 Days, 7 Hours, 41 Minutes, and 32 Seconds. The left sidebar contains a list of navigation items: 'Approve Member', 'Enroll Member', 'Manage Assistants', 'Manage Notification', 'Manage Transactions', 'Register Members', 'Sagicor Updates', 'View Bill Information' (highlighted with a red box and a mouse cursor), 'Voluntary Insurance', and 'Wellness Report'. The main content area is titled 'Monthly Billings Files' and features two dropdown menus: 'Select Group' (with 'Select Group' as the selected option) and 'Select Account' (with 'All' as the selected option). A blue 'Show Bills' button is positioned to the right of these dropdowns. Below the dropdowns, a note states 'Note* View Bills last six months'. A table with the following headers is displayed: '#', 'Group Number', 'Account Number', 'Date', and 'View'. The table body contains the text 'No data found'.

Sagicor Benefit Manager

73 Days 7 Hours 41 Minutes 32 Seconds

Monthly Billings Files

Select Group: Select Group Select Account: All Show Bills



Note* View Bills last six months

#	Group Number	Account Number	Date	View
No data found				

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STEP 2

Select your group and the account bills you wish to view then click 'Show Bills'.


**Benefit Manager**


73
Days


7
Hours


39
Minutes


18
Seconds





 Approve Member


 Enroll Member


 Manage Assistants


 Manage Notification


 Manage Transactions

 Register Members

 Sagikor Updates

 View Bill Information

 Voluntary Insurance

 Wellness Report

Monthly Billings Files

Select Group

000000001111

Select Account

All

Show Bills

Note* View Bills last six months


#	Group Number	Account Number	Date
1	0000000000111	00001	Jan/11/2020

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STEP 3

To download a pdf of the bills for each account click the red icon in the view column.

Account



[Show Bills](#)

Account Number	Date	View
	Jan/11/2020	