## How to review premium

To review premium for an employer, go to <u>Humana Member Sign in | Humana</u> and sign in by entering your username and password.



Once you are logged in the Employer Self-Service portal, from the top banner, select **Billing** and then **Go to billing**.

		🗇 Welcome Video 🚱 Help 🖂 Secure Mail 🔒 Sign Out
Humana Employer Self-Service	Manage Employees 🗸 Billing ^ Benefit Center 🗸 Reports 🗸 Resources 🗸	My Account 😒
Welcome, Employer Group3!	Go to billing	

On the **Invoice Summary** page, you can gather your premium information. To obtain a 12-month total, you will have to select each month individually and capture the amount. You can change the **coverage month** by using the drop down to choose the month and select **Go** to view. (A)

In the Product type summary table, you can find the total premium equivalent under medial. (B)

Invoice details are also viewable in Excel Details and in a Printable Invoice (C)

Under the **Plan type summary**, combine the stop-loss aggregate, stop-loss individual, specific riders, and the admin fees. Use the scroll to see totals. (D)

Note: A legend is available on the printable invoice. (E)

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ADM	ASO ADMIN FEES
CLM	CLAIMS FUNDING - SMALL GROUP
NPO	NATIONAL POINT OF SERVICE
SLA	STOP LOSS-AGGREGATE
SLI	STOP LOSS-INDIVIDUAL (SPECIFIC)

Plan Type Legend