



# Welcome to VueBill

# A guide to managing your HMSA bills online.

Access your HMSA bills online, whenever and wherever.

- Receive your HMSA bill and other important notifications by email.
- · View and pay your bill securely online.
- Set up automatic and recurring payments.
- · View your billing and payment history.
- · Review detailed billing information.

# Go paperless

Have your HMSA bills sent to your in-box instead of your mailbox.

- · No paper clutter, filing, and shredding.
- Safe and secure. Less chance of getting your billing information stolen.
- Convenient way to view current and past bills.
- Receive your bills instantly instead of waiting for them to be mailed from the Mainland.

# **Getting Started**

Access VueBill in My Account

- · Go to hmsa.com.
- On the home page, click Member Login.

Not registered for My Account? It's easy to sign up. At hmsa.com, click **Member Login.** On the Login page, click **Register.** It only takes a few minutes to create an account and link your plan. All you need is your HMSA membership card and an email address.

Note: If you created an employer group VueBill account, you must use a different email address to register for My Account.





In My Account, access VueBill:

Go to the **About your plan** section. Click **Pay your bill**.

#### My Profile

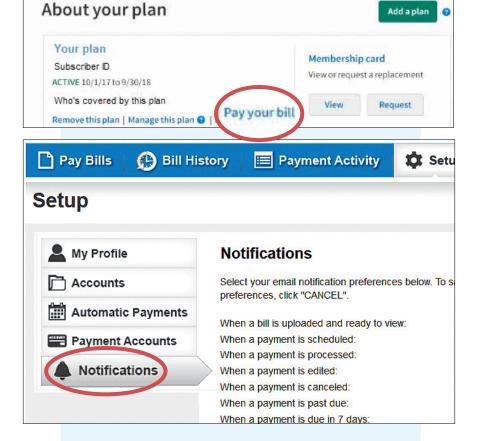
- Fill in your name.
- Manage your password.

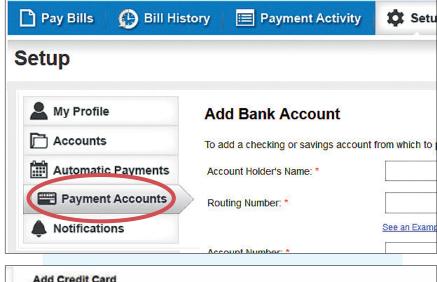
#### **Notifications**

- On the set-up page, click **Notifications**.
- Select email preferences, including notices when a payment is scheduled and processed.
- If you want your bill emailed to you, set up a password so only you can access it.

#### **Payment Accounts**

- On the Setup page, click Payment Accounts.
- Click Add Bank Account.
- Enter the required information. Select either a checking or savings account from the drop-down menu.
  Click Add.
- To add a credit card, return to the Payment Accounts page and click Add Credit Card. Fill in the required fields, select the type of credit card, and click Add.







## **Pay Your Bill**

- On the Pay Bills page, click Pay.
- If you have multiple accounts, check the appropriate box(es) to pay either a single or multiple accounts.
- You can edit the amount to pay and payment date fields.
- In the drop-down menu, select the bank or credit card account that you saved in your settings.
- Click Next.
- View your payment information to confirm the transaction and click **Pay**.
- You'll get a confirmation, which you can print or receive by email.

### **Automatic Payments**

Once you've made your initial payment on VueBill, you can set up automatic payments for future bills.

- Set up automatic payments through your bank or credit card account on the Setup page.
- Automatic payments will pay on the due date.
- · Update the account information and click Add.

Note: You must pay any outstanding balances before setting up automatic payments.

#### **More Features**

Bill history. View and export past bills.

**Payment activity.** View recent and recurring payments.

#### Questions?

We'll be happy to help you. Call Monday through Friday, 8 a.m. to 5 p.m.:

- Oahu: 948-6140
- Neighbor Islands: 1 (800) 782-4672 toll-free

