

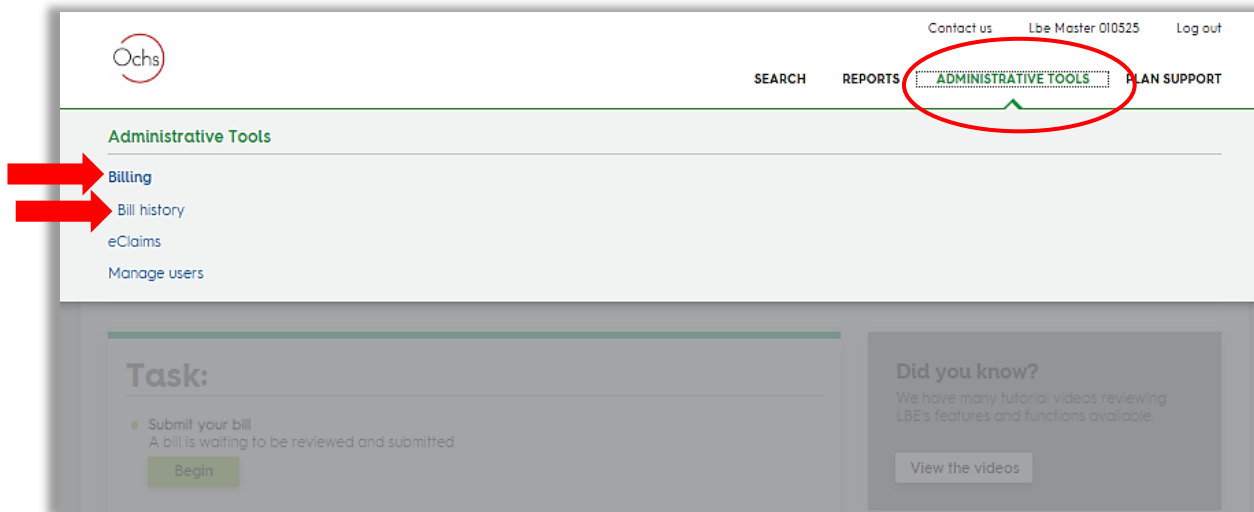
Securian Online Billing Quick Reference

When your bill is ready to view on the [Lifebenefits.com](https://lifebenefits.com) website, you will receive an email letting you know that the bill has been posted online.

Where to find your bill

Click on **Administrative Tools** and choose **Billing** to see the most recent bill.

Or choose **Bill history** to see an older bill.

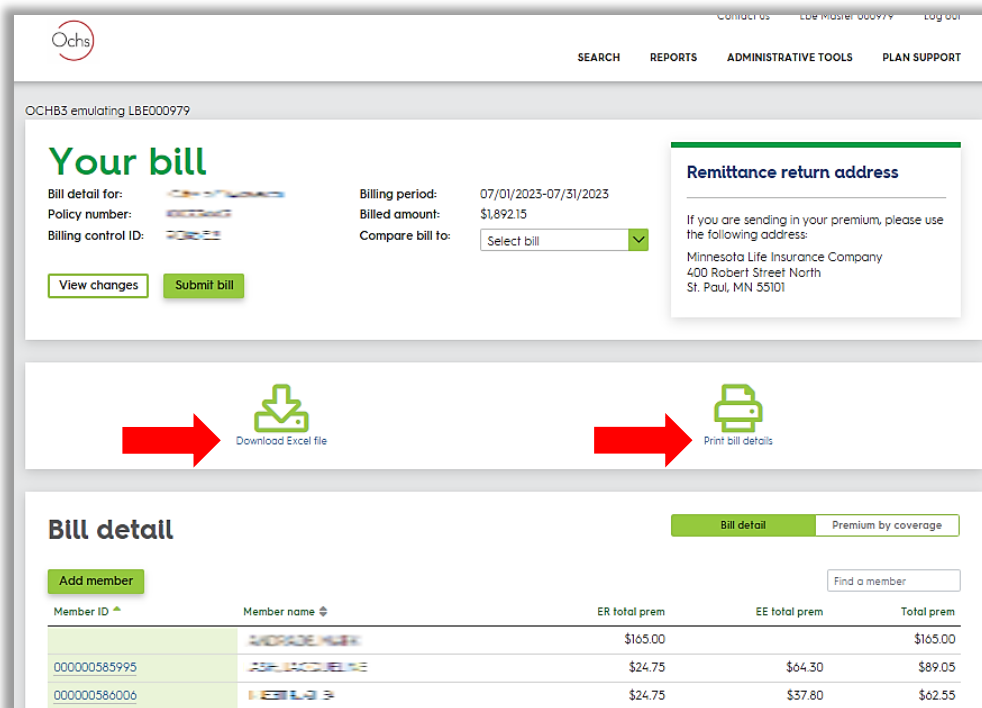


Viewing your Bill

Your online bill shows a summary of the premiums billed for each employee.

To view a detailed billing report, which includes coverage amounts and a breakdown of the billed amounts, you'll want to download the Excel version of the bill by clicking on **Download Excel file**.

You also have the option to download a PDF version of the bill by clicking on **Print bill details**.



Viewing employees' billed amounts

You can search for an employee by typing their name in the **Find a member** box. To see details of the employee's billed amount, you can click on the employee's Member ID.

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Your bill

Bill detail for: [blurred]
Policy number: [blurred]
Billing control ID: [blurred]

Billing period: 07/01/2023-07/31/2023
Billed amount: \$1,892.15
Compare bill to: Select bill

[View changes](#) [Submit bill](#)

Remittance return address

If you are sending in your premium, please use the following address:
Minnesota Life Insurance Company
400 Robert Street North
St. Paul, MN 55101

[Download Excel file](#) [Print bill details](#)

Bill detail

[Add member](#)

[Bill detail](#) [Premium by coverage](#)

Member ID	Member name	ER total prem	EE total prem	Total prem
000000585995	[blurred]	\$165.00		\$165.00
000000586006	[blurred]	\$24.75	\$64.50	\$89.05
000000586006	[blurred]	\$24.75	\$37.80	\$62.55

When you're done reviewing the employee's detailed billing, you can click on **Back to bill** and it will bring you back to the billing summary.

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[Back to bill](#)

Member details

[Edit](#)

Member ID: 000000585995
Name: [blurred]
Date of birth: [blurred]
Location: OCHS
Frequency:

[Delete member](#) [18-month continuation](#)

Coverage details

[Edit](#)

Coverage type	Payor	Insurance amount	Premium	Charge/Credit
Basic Life	Employer	\$150,000 / \$0	\$21.75	
Basic AD&D	Employer	\$150,000 / \$0	\$3.00	
Supplemental Life	Employee	\$150,000 / \$0	\$34.50	
Supplemental AD&D	Employee	\$150,000 / \$0	\$3.00	
Supplemental Spouse Life	Employee	\$150,000 / \$0	\$22.50	
Supplemental Spouse AD&D	Employee	\$150,000 / \$0	\$3.00	
Supplemental Child Life	Employee	\$10,000 / \$0	\$1.30	

Comparing Bills

You can compare bills to see changes that have been made between the bill that you are currently viewing and a previous month's billing period. To do this, click on the "Compare bill to" dropdown and select the billing period that you want to compare your bill with. After you select a billing period, the page will refresh and display changes that have been made between the two billing periods. *Please note, you will not be able to use this feature until 2 or more billing periods have been posted online.*

The screenshot shows the 'Your bill' page. The 'Compare bill to' dropdown menu is open, showing a list of billing periods from 08/01/2022 to 06/30/2023. The current billing period is 07/01/2023-07/31/2023. The billed amount is \$1,072.16. The page also includes a 'Remittance return address' section and a 'Bill detail' table.

Member ID	Member name	ER total prem	EE total prem	Total prem
	ANDREW HENR	\$165.00		\$165.00
000000585995	ASHLEY QUENE	\$24.75	\$64.30	\$89.05
000000586006	ISABELLA S	\$24.75	\$37.80	\$62.55

After you are done reviewing the changes, you can click on **Back to current bill** and it will bring you back to the billing summary.

The screenshot shows the 'Compare bills' page. A red arrow points to the 'Back to current bill' button. The page displays a table of changes from 04/01/2023 to 07/01/2023. Values shown in bold indicate changes from the older bill.

Member ID	Member name	Change type	ER life prem	ER rider prem	ER total prem	EE spouse prem	EE child prem	EE total prem	Total prem
000000586006	ISABELLA S	MEMBER DELETED	\$0.00	\$0.00	\$0.00				\$0.00
000000585995	ASHLEY QUENE	MEMBER ADDED	\$145.00	\$20.00	\$165.00				\$165.00
000000586006	ISABELLA S	MEMBER ADDED	\$14.50	\$2.00	\$16.50				\$16.50
000000586006	ISABELLA S	MEMBER DELETED	\$14.50	\$2.00	\$16.50				\$16.50
000000585995	ASHLEY QUENE	MEMBER DELETED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000000586006	ISABELLA S	MEMBER DELETED	\$0.00	\$0.00	\$0.00				\$0.00

Submitting Your Bill

Submitting your bill will generate a remittance statement that can be sent in with your payment. This will not start the payment process as payments cannot be made on the Lifebenefits website. To produce a remittance statement, click on **Submit bill**.

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Your bill

Bill detail for: [blurred]
Policy number: [blurred]
Billing control ID: [blurred]

Billing period: 07/01/2023-07/31/2023
Billed amount: \$1,892.15
Compare bill to:

Remittance return address

If you are sending in your premium, please use the following address:
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400 Robert Street North
St. Paul, MN 55101

Bill detail

Member ID	Member name	ER total prem	EE total prem	Total prem
	[blurred]	\$165.00		\$165.00
00000565995	[blurred]	\$24.75	\$64.50	\$89.05
00000560006	[blurred]	\$24.75	\$37.80	\$62.55

Next, you will have the option to add comments onto the remittance statement. If you will be making any premium adjustments or if you have any billing and payment details to note, please enter your notes into the comments section. Click **Submit** after entering your comments and the premium remittance statement will generate, with comments shown on the bottom of the remittance statement.

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Submit bill

Please enter any comments you feel would be helpful in processing this bill. Once you submit, the bill will be closed and further changes will not be allowed.

Comments (optional)

Adding \$24.75 for new hire, Britney Spears. Subtracting \$49.50 for terminated employee, Taylor Swift (May and June premiums).

After submitting your bill, it will be moved into the Billing History. This completes the online billing process.

If you have any questions, please contact Ochs at 800-392-7295 or ochs@ochsinc.com.