

ANNOUNCING E-BILLING



Save Time! Save Paper! No more mail delays!
Introducing an easier way to receive your monthly bill.

What is E-Billing?

E-Billing is an easy, paperless way for us to let you know when your monthly bill is ready. When you register for E-billing, you will receive a monthly email notification that your bill is available for viewing. You can then choose the option to save the bill on your company computer or print it for your records.

How To Get Started?

If you would like to take advantage of this new service please follow the instructions below:

To Register for E-Billing

1. Log into *Empire Life's Plan Administrator Web site*
2. From the Home page select the **Register for E-Billing** link
3. Select the division you wish to register for E-Billing
4. Enter the email address to which you would like the Monthly Notification sent
5. Press submit

To View Your Monthly E-Bill

1. Log into *Empire Life's Plan Administrator Web site*
2. Select the **Contract Tab**
3. Select 'Billing' for the specific division you would like to view
4. Select 'Current Billing'

* Your current and previous bill are available as a PDF document

To update your E-Billing information

Select the **Update E-Billing** link from the billing screen

Need Help?

If you have any questions please contact:

Email: group.csu@empire.ca

Phone: 1 800 267-0215

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