

Department of Administrative Services

Lead. Empower. Collaborate.

DOAS Flexible Benefits Premium Tool

A new way forward

June 2023

Training for Manual/Hybrid Entities

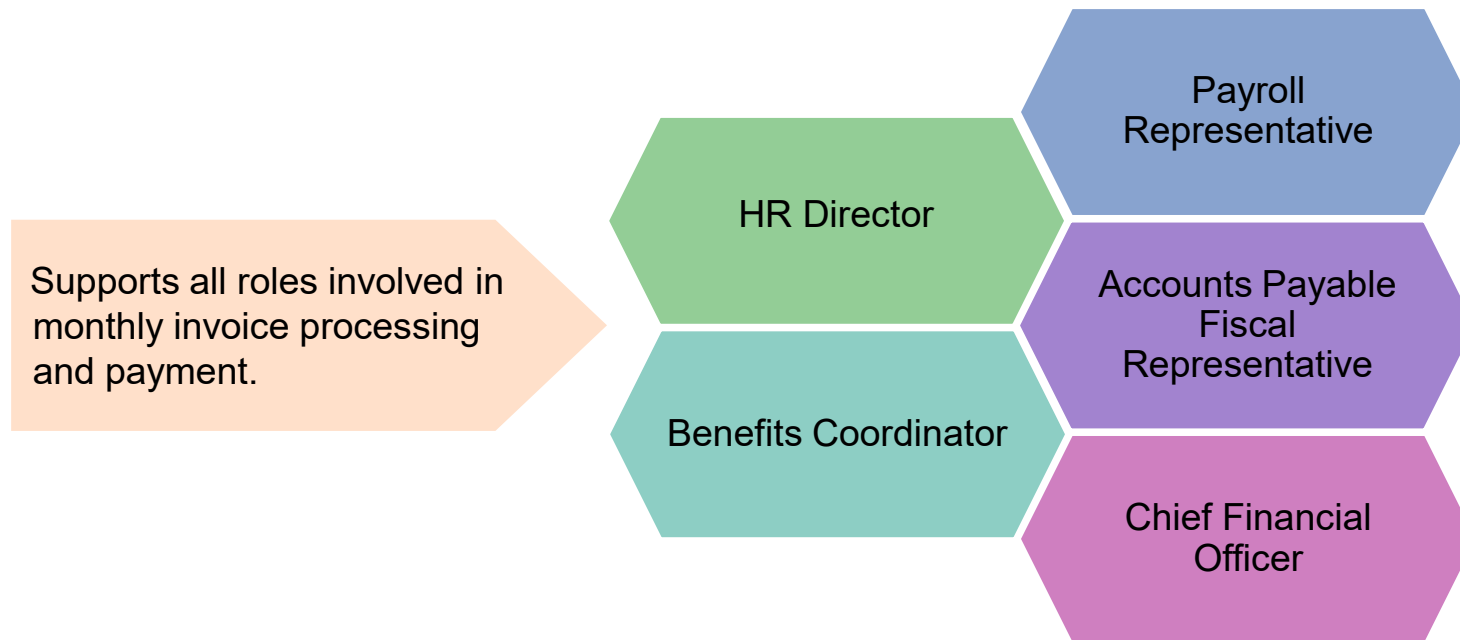


Agenda

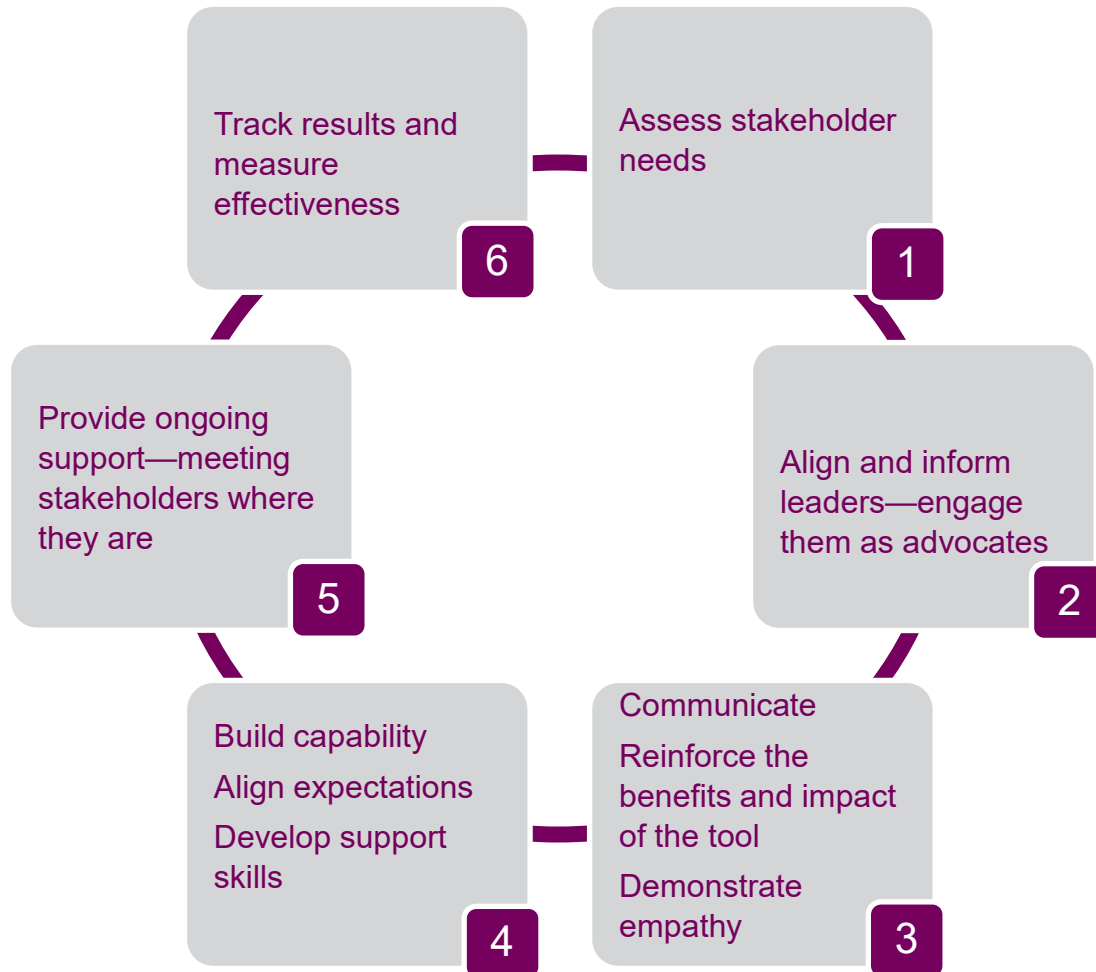
- Overview of the new tool
- What is changing and why?
- Deep dive of the new online tool: Flexible Benefits Premium
- Reports in the tool
- Your role
- Timeline and support
- Questions and discussion
- Wrap-up and next steps

DOAS Flexible Benefits Premium Tool

A new way forward ... Empowering you to use the new tool for reviewing and submitting Flexible Benefits Plan premium payments.



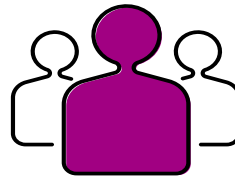
Change Management Strategy



What Is Changing and Why?

Current Process

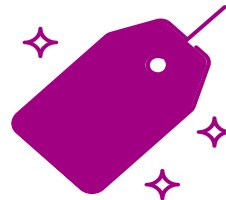
- Dental Insurance
- Vision Insurance
- Life and AD&D Insurance
- STD and LTD
- Critical Illness Insurance
- Long-term Care Insurance
- Legal Plans
- Health Care and Dependent Care FSAs



Participating manual/hybrid state and local entities send Flexible Benefit premiums to DOAS Finance each month.



This process will be changing when the payments will need to be sent to Alight Solutions.



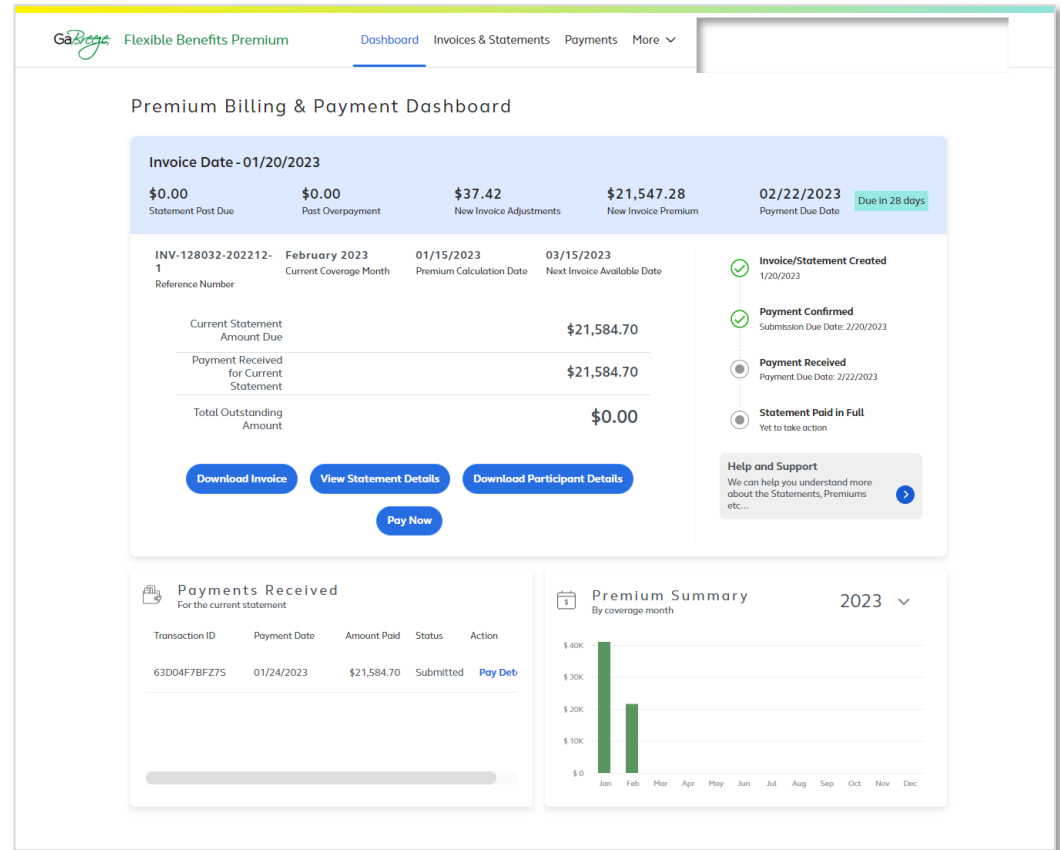
DOAS Finance uses these premiums to pay the Flexible Benefit vendors' premiums based on reports from Alight.

Question to discuss:

Which roles are involved in the current monthly payment premium process for your entity?

New online tool + payments to Alight

- Simplifies payment processing and collection of Flexible Benefit Premiums
 - Monthly payments are made to Alight, not DOAS
- Provides:
 - Clear, concise invoicing data for monthly premium payments
 - Reporting that supports timely and accurate payment processing
 - An easy, at-a-glance dashboard view of the payment process




The new tool will be rolled out to all participating entities this year.

New Online Flexible Benefits Premium Tool

Accessing the Flexible Benefits Premium Tool

Log on to **www.GaBreeze.ga.gov** to access the new tool with the same credentials used to access your personal accounts.



The screenshot displays the GaBreeze login interface. On the left is a login form with fields for 'User ID' and 'Password', a 'Show Password' checkbox, and a 'Log On' button. Below the form are links for 'Forgot User ID or Password?', 'New User?', and 'Help'. The main content area features a green 'Welcome to GaBreeze' message, a blue 'Did you forget your password?' message, and two promotional banners: 'Flexible Benefits Information' and 'PSR 401(k)/457 Plan Information'. A 'Need Help?' button is located in the bottom right corner.

Welcome to GaBreeze
Log in to access State of Georgia's Flexible Benefits (including dental, vision, spending accounts, etc.) and Peach State Reserves (PSR) 401(k) & 457 plans. Click on the link(s) to the right to learn more about available benefit options.

Flexible Benefits Information

PSR 401(k)/457 Plan Information

Did you forget your password?
To reset your password, click on "Forgot User ID or Password?". After five failed login attempts your account will be locked. To unlock, you will need to click on the "Forgot User ID or Password?" link to request a reset by postal mail or phone.

Need Help?

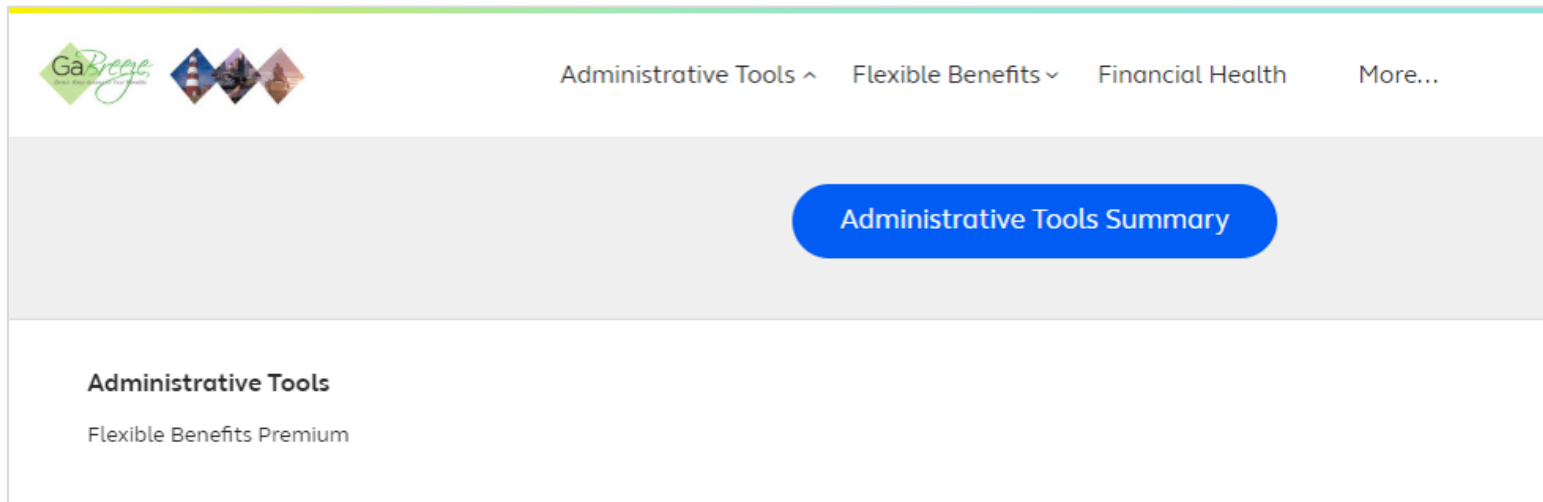
Accessing the Flexible Benefits Premium Tool

Select Administrative Tools

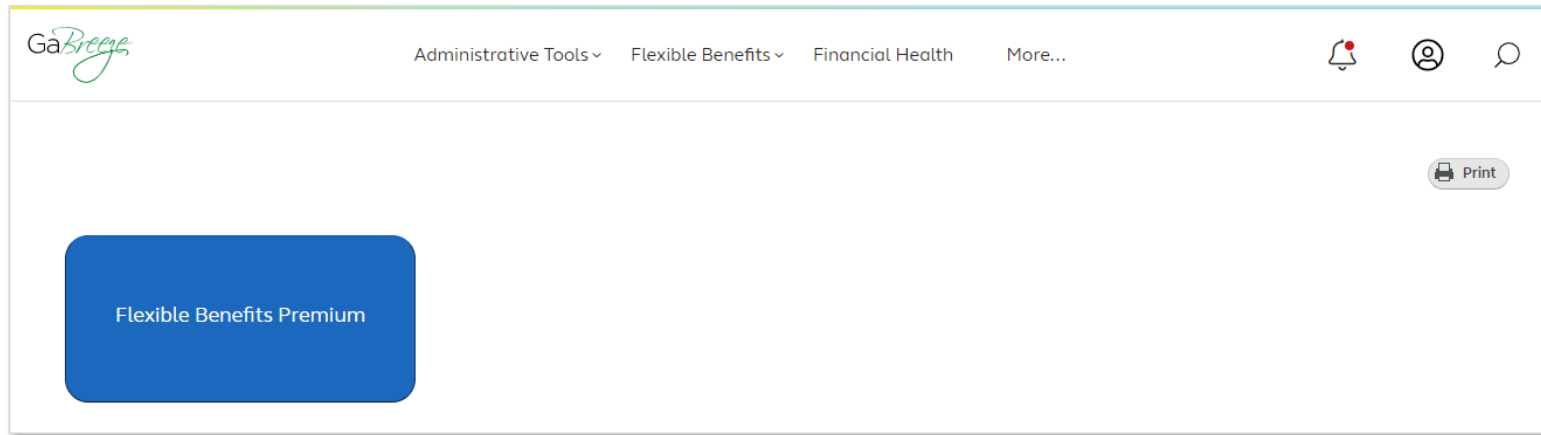
The screenshot displays the GaBreeze portal interface. At the top left is the GaBreeze logo. The main navigation bar includes the following items: Administrative Tools (with a dropdown arrow), Flexible Benefits (with a dropdown arrow), Financial Health, and More... On the right side of the navigation bar are three icons: a notification bell with a red dot, a user profile icon, and a speech bubble icon. Below the navigation bar, the word "Recommended" is displayed. There are two recommended content cards. The first card features a circular image of an orange life preserver on a beach and contains the text: "Help, so the Aight Protection Program may cover losses due to fraud." followed by "Do my part". The second card features a circular image of two people in a meeting and contains the text: "For State of Georgia Employees" followed by "Team Georgia". A blue arrow points from the left side of the slide to the "Administrative Tools" menu item in the navigation bar.

Accessing the Flexible Benefits Premium Tool

- Select **Flexible Benefits Premium**
- Or click the **Administrative Tools Summary** button.



Accessing the Flexible Benefits Premium Tool



Access the Flexible Benefits Premium tool from the **Administrative Tools Summary** page

Flexible Benefits Premium Dashboard

The dashboard provides a quick view of the amount due, current, payment received, and the total outstanding amount.

The dashboard displays the following information:

- Invoice Date - 01/20/2023**
- Statement Past Due:** \$0.00
- Past Overpayment:** \$0.00
- New Invoice Adjustments:** \$37.42
- New Invoice Premium:** \$21,547.28
- Payment Due Date:** 02/22/2023 (Due in 28 days)
- Reference Number:** INV-128032-202212-1
- Current Coverage Month:** February 2023
- Premium Calculation Date:** 01/15/2023
- Next Invoice Available Date:** 03/15/2023
- Current Statement Amount Due:** \$21,584.70
- Payment Received for Current Statement:** \$21,584.70
- Total Outstanding Amount:** \$0.00
- Payment Status:** Invoice/Statement Created (1/20/2023), Payment Confirmed (Submission Due Date: 2/20/2023), Payment Received (Payment Due Date: 2/22/2023)
- Actions:** Download Invoice, View Statement Details, Download Participant Details, Pay Now
- Payments Received:** Transaction ID: 63D04F7BF275, Payment Date: 01/24/2023, Amount Paid: \$21,584.70, Status: Submitted, Action: Pay Det.
- Premium Sum:** Bar chart showing premium sums by coverage month (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec).

View your most recent payment.

Convenient navigation to download invoices, view statement details, download participant details, and make payments.

Flexible Benefits Premium Dashboard (cont.)

The dashboard displays the following information:

- Invoice Date - 01/20/2023**
- Summary:** Statement Past Due: \$0.00, Past Overpayment: \$0.00, New Invoice Adjustments: \$37.42, New Invoice Premium: \$21,547.28, Payment Due Date: 02/22/2023 (Due in 28 days).
- Reference Number:** INV-128032-202212-1
- Current Coverage Month:** February 2023
- Premium Calculation Date:** 01/15/2023
- Next Invoice Available Date:** 03/15/2023
- Current Statement Amount Due:** \$21,584.70
- Payment Received for Current Statement:** \$21,584.70
- Total Outstanding Amount:** \$0.00
- Payment Status:** Invoice/Statement Created (1/20/2023), Payment Confirmed (Submission Due Date: 2/20/2023), Payment Received (Payment Due Date: 2/22/2023), Statement Paid in Full (Yet to take action).
- Buttons:** Download Invoice, View Statement Details, Download Participant Details, Pay Now.
- Help and Support:** We can help you understand more about the Statements, Premiums etc...
- Payments Received:** Transaction ID: 63D04F7BFZ7S, Payment Date: 01/24/2023, Amount Paid: \$21,584.70, Status: Submitted, Action: Pay Det.
- Premium Summary:** By coverage month for 2023. Bar chart showing Jan (~\$40K) and Feb (~\$20K).

Keep track of the steps in the payment process.

Get help and support.

View a summary of premiums by coverage month. Hover over the third bar to see graphic legend.

Flexible Benefits Premium Dashboard (cont.)

Past due amounts display here.

The dashboard displays the following information:

- Invoice Date - 01/20/2023**
- \$9,526.27** Statement Past Due
- \$0.00** Past Overpayment
- (\$170.81)** New Invoice Adjustments
- \$49,749.26** New Invoice Premium
- 02/22/2023** Payment Due Date (Due in 28 days)

Reference Number: INV-7321000-202212-1
Current Coverage Month: February 2023
Premium Calculation Date: 01/15/2023
Next Invoice Available Date: 03/15/2023

Current Statement Amount Due	\$59,104.72
Payment Received for Current Statement	\$0.00
Total Outstanding Amount	\$59,104.72

Payment Status:

- Invoice/Statement Created (1/20/2023)
- Payment Confirmed (Submission Due Date: 2/20/2023)
- Payment Received (Payment Due Date: 2/22/2023)
- Statement Paid in Full (Yet to take action)

Help and Support: We can help you understand more about the Statements, Premiums etc...

Payments Received: No payment received for the current invoice/statement. Your February invoice/statement payment is due on 02/22/2023.

Premium Summary (2023):

Month	Premium Amount
Jan	\$80K
Feb	\$50K
Mar	\$0
Apr	\$0
May	\$0
Jun	\$0
Jul	\$0
Aug	\$0
Sep	\$0
Oct	\$0
Nov	\$0
Dec	\$0

Flexible Benefits Premium Dashboard (cont.)

Overpayments for the prior month display here.

The dashboard displays the following information:

- Invoice Date - 01/20/2023**
- Statement Past Due:** \$0.00
- Past Overpayment:** (\$6,370.30)
- New Invoice Adjustments:** (\$328.08)
- New Invoice Premium:** \$31,167.01
- Payment Due Date:** 02/22/2023 (Due in 28 days)

Reference Number	Current Coverage Month	Premium Calculation Date	Next Invoice Available Date
INV-371-202212-1	February 2023	01/15/2023	03/15/2023

Current Statement Amount Due	\$24,468.63
Payment Received for Current Statement	\$0.00
Total Outstanding Amount	\$24,468.63

Buttons: Download Invoice, View Statement Details, Download Participant Details, Pay Now

Invoice/Statement Created 1/20/2023

Payment Confirmed Submission Due Date: 2/20/2023

Payment Received Payment Due Date: 2/22/2023

Statement Paid in Full Yet to take action

Help and Support
We can help you understand more about the Statements, Premiums etc...

Payments Received
For the current statement

No payment received for the current invoice/statement
Your February invoice/statement payment is due on 02/22/2023

Premium Summary By coverage month 2023

Month	Premium Amount
Jan	\$60K
Feb	\$30K
Mar	\$0
Apr	\$0
May	\$0
Jun	\$0
Jul	\$0
Aug	\$0
Sep	\$0
Oct	\$0
Nov	\$0
Dec	\$0

Dashboard: Four Navigation Buttons Guide You to Key Processing Steps

The dashboard displays the following information:

- Invoice Date - 01/20/2023**
- Statement Past Due:** \$0.00
- Past Overpayment:** (\$6,370.30)
- New Invoice Adjustments:** (\$328.08)
- New Invoice Premium:** \$31,167.01
- Payment Due Date:** 02/22/2023 (Due in 28 days)
- Reference Number:** INV-371-202212-1
- Current Coverage Month:** February 2023
- Premium Calculation Date:** 01/15/2023
- Next Invoice Available Date:** 03/15/2023
- Current Statement Amount Due:** \$24,468.63
- Payment Received for Current Statement:** \$0.00
- Total Outstanding Amount:** \$24,468.63

Navigation buttons include: Download Invoice, View Statement Details, Download Participant Details, and Pay Now.

Payment status timeline:

- Invoice/Statement Created 1/20/2023 (Completed)
- Payment Confirmed (Submission Due Date: 2/20/2023)
- Payment Received (Payment Due Date: 2/22/2023)
- Statement Paid in Full (Yet to take action)

Help and Support: We can help you understand more about the Statements, Premiums etc...

Payments Received: No payment received for the current invoice/statement. Your February invoice/statement payment is due on 02/22/2023.

Premium Summary: By coverage month 2023. The bar chart shows a premium amount of approximately \$60K for January and \$30K for February.

Select these buttons to complete your monthly processing steps

Dashboard: Download Invoice

Click **Download Invoice** to download, view, and/or print.

The invoice includes:

- Covered plans
- Number of participants
- Amounts due
- **New invoice total**

Please pay the amount in full.

Make any necessary eligibility and/or HR updates in your HR/Payroll system or in Alight's Employer Website.

GaBreeze Flexible Benefits Premium		Invoice Details for Flexible Benefits	
Entity Number	371	New Invoice Premiums	\$31,167.01
Entity Name	Example 4 ePayment		
Invoice/Statement Date	1/20/2023	New Invoice Adjustments	(\$328.08)
Current Coverage Month	February 2023		
Payment Due Date	2/22/2023	New Invoice Total	\$30,838.93
Invoice Number	INV-371-202212-1		

Invoice Total by Plans

December 2022

Plan	No. of Participants	Amount
AD&D	100	\$444.64
Child Life	55	\$114.27
Critical Illness	40	\$759.47
DC Spending Account	3	\$1,212.00
Dental	210	\$10,753.34

November 2022

Plan	No. of Participants	Amount
AD&D	1	(\$2.38)
Dental	2	(\$81.77)
Employee Life	2	(\$33.75)
HC Spending Account	1	(\$3.20)
Legal	1	(\$7.46)
LTD	3	(\$86.14)
Spouse Life	1	(\$4.18)
STD	3	(\$54.68)
Vision	1	(\$5.61)
Total	15	(\$279.17)


October 2022

Plan	No. of Participants	Amount
LTD	1	(\$34.22)
STD	1	(\$14.69)
Total	2	(\$48.91)

New Invoice Total: \$30,838.93

Dashboard: Download Invoice (cont.)

- Follow the instructions for paying your invoice.



Flexible Benefits
Premium

Invoice Details for Flexible Benefits

Past Due or Overpayment Amount:

In addition to the new premiums and adjustments outlined on this invoice, your Entity has a past due or overpayment amount for previous invoiced coverage. Find more info at www.GaBreeze.ga.gov and access your Monthly Statement. Your Monthly Statement fully outlines both your new invoiced amounts as well as amounts for past due coverage.

Instructions for Confirming and Making a Payment:

1. View this invoice.
2. Obtain additional detail information and supporting reports for this invoice at www.GaBreeze.ga.gov.
3. Visit the DOAS Premium Billing and Payment website at www.GaBreeze.ga.gov and confirm your payment amount(s) no later than 02/20/2023.
4. Send Your Payment no later than 02/22/2023. Your entity pays by ACH Direct Deposit. After confirming your payment amount online following the directions to send your ACH Direct Deposit Payment.

Past Due Amounts Prior to October 2022:

Please be advised that this statement may not reflect all past due balances or carry over amounts reflected on the Participating Entity's Flexible Benefits Account. Your statement only reflects New Premiums and Adjustments determined after the

Dashboard: View Statement Details

Select the appropriate blue button to download your invoice, download participant details or pay.

The screenshot displays the 'Statement Details' page for 'Example 4 ePayment'. It includes a summary table on the right and a 'Summary by Coverage Month' table at the bottom. The 'Total Outstanding Amount' is highlighted as \$24,468.63.

Category	Amount
New Invoice Premiums	\$31,167.01
New Invoice Adjustments	(\$328.08)
New Invoice Total	\$30,838.93
Past Due	\$0.00
Past Overpayment	(\$6,370.30)
Total Outstanding Amount	\$24,468.63

Coverage Month	Previous Statement Amount	Payments Received	Past Due	Past Overpayment	New Invoice Adjustments
February 2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January 2023	\$63,629.70	\$70,000.00	\$0.00	(\$6,370.30)	(\$279.17)
December 2022	(\$313.66)	(\$313.66)	\$0.00	\$0.00	(\$48.91)
Total	\$63,316.04	\$69,686.34	\$0.00	(\$6,370.30)	(\$328.08)

View a summary of the total outstanding premiums.

- View details about:
- Previous statement amounts
 - Payments received
 - Past due amounts
 - New invoice premiums
 - New invoice adjustments
 - Total outstanding amount

Dashboard: View Statement Details (cont.)

Use the blue buttons to choose the month you want to view.

New Invoice Premiums and Adjustments by Plan and Coverage Month

This section reflects the new premiums and adjustments that correspond to this invoice and statement's billing cycle.

December 2022 | November 2022 | October 2022

December 2022

Plan	No. of Participants	Amount
AD&D	100	\$444.64
Child Life	55	\$114.27
Critical Illness	40	\$759.47
DC Spending Account	3	\$1,212.00
Dental	210	\$10,753.34
Employee Life	179	\$4,669.49
HC Spending Account	49	\$4,431.80
Legal	47	\$387.82
LTD	80	\$2,560.39
Spouse Critical Illness	14	\$170.07
Spouse Life	49	\$461.50
STD	136	\$3,145.04
Vision	173	\$2,057.18
Total	1135	\$31,167.01

Previous Statement Payments

Reference Number	Payment Date	Amount Paid	Payment Method	Status	Action
63C9CB34AB4E	01/19/2023	\$69,686.34	Direct Deposit	Received	Payment Details

Dashboard: Download Participant Details

Gallego Flexible Benefits Premiums

Dashboard Invoices & Statements Payments More ▾

Premium Billing & Payment Dashboard

08/19/2022 Invoice/Statement Date	\$224,905.83 New Invoice Premiums	\$9,511.64 New Invoice Adjustments	\$0.00 Past Due	07/07/2022 Payment Due Date Past Due
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INV-427-202207-1 Reference Number	July 2022 Current Coverage Month	06/28/2022 Premium Calculation Date	08/19/2022 Next Invoice Available Date
--------------------------------------	-------------------------------------	--	---

Current Statement Amount Due	\$234,417.47
Payment Received for Current Statement	\$0.00
Total Outstanding Amount	\$234,417.47

[Download Invoice](#) [View Statement Details](#) [Download Participant Details](#) [Pay Now](#)

- Invoice/Statement Created
8/20/2022
- Payment Confirmed
Submission Due Date: 7/7/2022
- Payment Received
Payment Due Date: 7/8/2022
- Statement Paid in Full
Yet to take action

Help and Support
We can help you understand more about the Statements, Premiums etc... [▶](#)

Payments Received
For the current statement

No payment received for the current invoice/statement
Your July invoice/statement payment is due on 07/07/2022

Premium Summary
By coverage month 2022 ▾

Month	Premium
Jan	\$0
Feb	\$0
Mar	\$0
Apr	\$0
May	\$0
Jun	\$0
Jul	\$0.2M
Aug	\$0
Sep	\$0
Oct	\$0
Nov	\$0
Dec	\$0

Select the **Download Participant Details** button to download a report in a CSV file format with details of each participant's plan options, the premium amounts, and administrative fees.

Dashboard: Pay Now Initial Screen

All Payment Methods (Prior Month Past Due)

Review details for each Coverage Month.

Review the Pay Details.

Dashboard / Confirm Payment Amount

Confirm Payment Amount INV-368-202212-1 01/20/2023 02/22/2023 \$35,201.20 \$0.00 \$35,201.20

Reference Number Invoice/Statement Date Payment Due Date Statement Amount Your Payment Amount Total Outstanding Amount

Coverage Month	Past Due	Past Overpayment	New Invoice Adjustments	New Invoice Premiums	Total Outstanding Amount	Your Payment or Credit
February 2023	\$0.00	\$0.00	\$0.00	\$28,838.49	\$28,838.49	\$28,838.49
January 2023	\$5,641.54	\$0.00	\$459.23	\$0.00	\$6,100.77	\$6,100.77
December 2022	\$261.94	\$0.00	\$0.00			
Total	\$5,903.48	\$0.00	\$459.23	\$28,838.49	\$35,201.20	

Past Due amount

Pay Details

- New Invoice Premiums **\$28,838.49**
- New Invoice Adjustments **\$459.23**
- Past Due **\$5,903.48**
- Past Overpayment **\$0.00**
- Total Outstanding Amount **\$35,201.20**

- New Payments Entered **\$35,201.20**
- Credits applied against your amount ⓘ **\$0.00**
- Total Paying** **\$35,201.20**


Save As Draft
Confirm Amount

Total Balance Remaining: \$0.00

Select **Confirm Amount** to authorize payment via ePayment, Direct Deposit or check. Select **Save as Draft** if you are not ready to confirm.

Important! This is NOT the last step!

Payment Process for Manual/Hybrid Entities


Flexible Benefits Premium
Dashboard
Invoices & Statements
Payments
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Premium Billing & Payment Dashboard

Invoice Date - 04/14/2023

\$78,606.67 <small>Statement Past Due</small>	\$0.00 <small>Past Overpayment</small>	\$0.00 <small>New Invoice Adjustments</small>	\$39,428.52 <small>New Invoice Premium</small>	04/21/2023 <small>Payment Due Date</small> Past Due
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INV-482-202304-1 <small>Reference Number</small>	April 2023 <small>Current Coverage Month</small>	04/01/2023 <small>Premium Calculation Date</small>	05/16/2023 <small>Next Invoice Available Date</small>
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Current Statement Amount Due	\$118,035.19
Payment Received for Current Statement	\$0.00
Total Outstanding	\$118,035.19

Download Invoice
View Statement Details
Download Participant Details

Pay Now

Invoice/Statement Created
4/14/2023


Payment Confirmed
Submission Due Date: 4/19/2023

Payment Received
Payment Due Date: 4/21/2023

Statement Paid in Full
Yet to take action

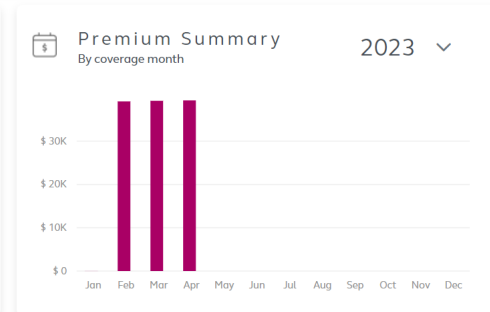
Help and Support
We can help you understand more about the Statements, Premiums etc... ➤

Payments Received
For the current statement



No payment received for the current invoice/statement

Your April invoice/statement payment is due on 04/20/2023



Payment Process for Manual/Hybrid Entities (continued)

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Dashboard / Confirm Payment Amount

Confirm Payment Amount

INV-482-202304-1 <small>Reference Number</small>	04/14/2023 <small>Invoice/Statement Date</small>	04/20/2023 <small>Payment Due Date</small>	\$ 118,035.19 <small>Statement Amount</small>	\$ 0.00 <small>Your Payment Amount</small>	\$ 118,035.19 <small>Total Outstanding Amount</small>
---	---	---	--	---	--

Coverage Month	Past Due	Past Overpayment	New Invoice Adjustments	New Invoice Premiums	Total Outstanding Amount	Your Payment or Credit
April 2023	\$0.00	\$0.00	\$0.00	\$39,428.52	\$39,428.52	\$39,428.52
March 2023	\$39,332.31	\$0.00	\$0.00	\$0.00	\$39,332.31	\$39,332.31
February 2023	\$39,193.09	\$0.00	\$0.00	\$0.00	\$39,193.09	\$39,193.09
January 2023	\$22.51	\$0.00	\$0.00	\$0.00	\$22.51	\$22.51
December 2022	\$58.76	\$0.00	\$0.00	\$0.00	\$58.76	\$58.76
Total	\$78,606.67	\$0.00	\$0.00	\$39,428.52	\$118,035.19	\$118,035.19

Pay Details

New Invoice Premiums	\$39,428.52
New Invoice Adjustments	\$0.00
Past Due	\$78,606.67
Past Overpayment	\$0.00
Total Outstanding Amount	\$118,035.19
New Payments Entered	\$118,035.19
Credits applied against your amount ⓘ	\$0.00
Total Paying	\$118,035.19

Your Entity pays by ACH Direct Deposit

The amounts above reflect the amounts due as of your last statement. You must confirm the amount that you will pay against your total amount due which includes both new invoiced premiums and adjustments as well as past due amounts. if

[Show more](#)

Save As Draft

Confirm Amount

Total Balance Remaining: \$0.00

Payment Process for Manual/Hybrid Entities (continued)

Dashboard
Invoices & Statements
Payments
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Dashboard / Confirm Payment Amount

Confirm Payment Amount

INV-482-202304-1
Reference Number

04/14/2023
Invoice/Statement Date

04/20/2023
Payment Due Date

\$ 118,035.19
Statement Amount

\$0.00
Your Payment Amount

\$ 118,035.19
Total Outstanding Amount

Coverage Month	Past Due	Past Overpayment	New Invoice Adjustments	New Invoice Premiums	Total Outstanding Amount	Your Payment or Credit
April 2023	\$0.00	\$0.00	\$0.00	\$39,428.52	\$39,428.52	\$21,393.33
March 2023	\$39,332.31	\$0.00	\$0.00	\$0.00	\$39,332.31	\$39,332.31
February 2023	\$39,193.09	\$0.00	\$0.00	\$0.00	\$39,193.09	\$39,193.09
January 2023	\$22.51	\$0.00	\$0.00	\$0.00	\$22.51	\$22.51
December 2022	\$58.76	\$0.00	\$0.00	\$0.00	\$58.76	\$58.76
Total	\$78,606.67	\$0.00	\$0.00	\$39,428.52	\$118,035.19	\$100,000.00

Pay Details

New Invoice Premiums **\$39,428.52**

New Invoice Adjustments **\$0.00**

Past Due **\$78,606.67**

Past Overpayment **\$0.00**

Total Outstanding Amount **\$118,035.19**

New Payments Entered **\$100,000.00**

Credits applied against your amount ⓘ **\$0.00**

Total Paying \$100,000.00

Your Entity pays by ACH Direct Deposit

The amounts above reflect the amounts due as of your last statement. You must confirm the amount that you will pay against your total amount due which includes both new invoiced premiums and adjustments as well as past due amounts. if

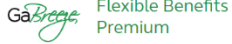
[Show more](#)

Save As Draft

Confirm Amount

Total Balance Remaining: \$18,035.19

Payment Process for Manual/Hybrid Entities (continued)


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[Dashboard](#) / [Confirm Payment Amount](#) / [Payment Summary](#)

Payment Summary Print As PDF

Reference Number	Invoice/Statement Date	Payment Due Date	Statement Amount	Your Payment Amount	Total Paying
INV-482-202304-1	04/14/2023	04/20/2023	\$118,035.19	\$0.00	\$100,000.00

Coverage Month	Past Due	Past Overpayment	New Invoice Adjustments	New Invoice Premiums	Total Outstanding Amount	Total Paying
April 2023	\$0.00	\$0.00	\$0.00	\$39,428.52	\$39,428.52	\$21,393.33
March 2023	\$39,332.31	\$0.00	\$0.00	\$0.00	\$39,332.31	\$39,332.31
February 2023	\$39,193.09	\$0.00	\$0.00	\$0.00	\$39,193.09	\$39,193.09
January 2023	\$22.51	\$0.00	\$0.00	\$0.00	\$22.51	\$22.51
December 2022	\$58.76	\$0.00	\$0.00	\$0.00	\$58.76	\$58.76
Total	\$78,606.67	\$0.00	\$0.00	\$39,428.52	\$118,035.19	\$100,000.00

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Payment Process for Manual/Hybrid Entities (continued)

Dashboard
Invoices & Statements
Payments
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Dashboard / Confirm Payment Amount / Payment Summary / Payment Confirmation

Payment Confirmation

647DE6290DZ8	04/14/2023	04/20/2023	06/05/2023	Direct Deposit	\$100,000.00	Print as PDF
Reference Number	Invoice/Statement Date	Payment Due Date	Confirmation Date	Payment Method	Your Payment Amount	

Payments

Reference Number	Amount Paid	Status
⊕ 647DE6290DZ8	\$100,000.00	Processing

Payment Allocations

Coverage Month	Amount Paid
April 2023	\$21,393.33
February 2023	\$39,193.09
January 2023	\$22.51
December 2022	\$58.76

Instructions

Thank you for submitting your Payment Confirmation. Please send payment via ACH Direct Deposit or Wire to the DOAS Alight Bank Account with the below financial institution information.

Receipt of Payment is/was due by: **04/20/2023**

Financial institution: **Citibank NA**

Account Name: **ALIT FBO STATE OF GEORGIA**

Transit Routing/ABA Routing Number:

Account Number:

Payment Process for Manual/Hybrid Entities (continued)

Premium Billing & Payment Dashboard

Invoice Date - 04/14/2023

\$78,606.67 Statement Past Due	\$0.00 Past Overpayment	\$0.00 New Invoice Adjustments	\$39,428.52 New Invoice Premium	04/21/2023 Payment Due Date Past Due
--	-----------------------------------	--	---	--

INV-482-202304-1 <small>Reference Number</small>	April 2023 <small>Current Coverage Month</small>	04/01/2023 <small>Premium Calculation Date</small>	05/16/2023 <small>Next Invoice Available Date</small>
Current Statement Amount Due	\$118,035.19		
Payment Received for Current Statement	\$100,000.00		
Total Outstanding	\$18,035.19		

Download Invoice
View Statement Details
Download Participant Details

Pay Now

Invoice/Statement Created
4/14/2023 ✔

Payment Confirmed
Submission Due Date: 4/19/2023 ✔

Payment Received
Payment Due Date: 4/21/2023 ●

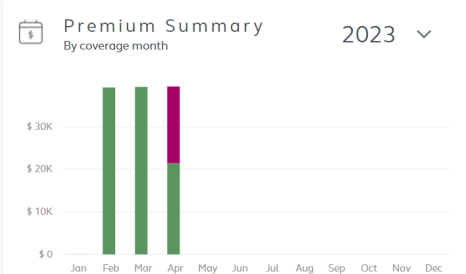
Statement Paid in Full
Yet to take action ●

Help and Support
We can help you understand more about the Statements, Premiums etc... ➤

Your outstanding balance includes a payment that was confirmed but the actual money has not yet been received. Please remember to submit your actual payment. If you've recently sent payment please ignore this message and allow 3-5 business days for Direct Deposits and 7-10 business days for checks for actual payment to be reflected in the system.

Payments Received
For the current statement

Transaction ID	Confirmation Date	Amount Paid	Status	Ac
647DE6290DZ8	06/05/2023	\$100,000.00	Confirmed	Pi



Payment Process for Manual/Hybrid Entities (continued)

Premium Billing & Payment Dashboard

Invoice Date - 04/14/2023

\$0.00 Statement Past Due	\$0.00 Past Overpayment	(\$789.51) New Invoice Adjustments	\$32,933.17 New Invoice Premium	04/21/2023 Payment Due Date Past Due
-------------------------------------	-----------------------------------	--	---	--

INV-368-202304-1 Reference Number	April 2023 Current Coverage Month	04/01/2023 Premium Calculation Date	05/16/2023 Next Invoice Available Date
--------------------------------------	--------------------------------------	--	---

Current Statement Amount Due	\$32,143.66
Payment Received for Current Statement	\$0.00
Total Outstanding Amount	\$32,143.66

[Download Invoice](#)
[View Statement Details](#)
[Download Participant Details](#)

[Pay Now](#)

Invoice/Statement Created
4/14/2023


Payment Confirmed
Submission Due Date: 4/19/2023


Payment Received
Payment Due Date: 4/21/2023

Statement Paid in Full
Yet to take action

Help and Support

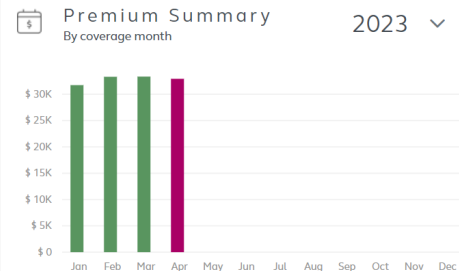
We can help you understand more about the Statements, Premiums etc...

 **Payments Received**
For the current statement



No payment received for the current invoice/statement

Your April invoice/statement payment is due on 04/20/2023



Payment Process for Manual/Hybrid Entities (continued)

Garage Flexible Benefits Premium
Dashboard Invoices & Statements Payments More ▾

Dashboard / Confirm Payment Amount

Confirm Payment Amount

INV-368-202304-1
Reference Number

04/14/2023
Invoice/Statement Date

04/20/2023
Payment Due Date

\$32,143.66
Statement Amount

\$0.00
Your Payment Amount

\$32,143.66
Total Outstanding Amount

Coverage Month	Past Due	Past Overpayment	New Invoice Adjustments	New Invoice Premiums	Total Outstanding Amount	Your Payment or Credit
April 2023	\$0.00	\$0.00	\$0.00	\$32,933.17	\$32,933.17	\$32,933.17
March 2023	\$0.00	\$0.00	(\$231.41)	\$0.00	(\$231.41)	-\$231.41
February 2023	\$0.00	\$0.00	(\$267.32)	\$0.00	(\$267.32)	-\$267.32
January 2023	\$0.00	\$0.00	(\$267.32)	\$0.00	(\$267.32)	-\$267.32
December 2022	\$0.00	\$0.00	(\$23.46)	\$0.00	(\$23.46)	-\$23.46
Total	\$0.00	\$0.00	(\$789.51)	\$32,933.17	\$32,143.66	\$32,143.66

Pay Details

New Invoice Premiums \$32,933.17

New Invoice Adjustments (\$789.51)

Past Due \$0.00

Past Overpayment \$0.00

Total Outstanding Amount \$32,143.66

New Payments Entered \$32,933.17

Credits applied against your amount ⓘ (\$789.51)

Total Paying \$32,143.66

Save As Draft

Confirm Amount

Total Balance Remaining: \$0.00

Your Entity pays by ePayment

The amounts above reflect the amounts due as of your last statement. You must confirm the amount that you will pay against your total amount due which includes both new invoiced premiums and adjustments as well as past due amounts. if

[Show more](#)

Payment Process for Manual/Hybrid Entities (continued)

GaBeige Flexible Benefits Premium
Dashboard Invoices & Statements Payments More

Overpayment entered
 The total amount paying is higher than the current amount due from your Entity. If this is not intentional please adjust your payment amounts by coverage month.

Dashboard / Confirm Payment Amount

Confirm Payment Amount

INV-368-202304-1 <small>Reference Number</small>	04/14/2023 <small>Invoice/Statement Date</small>	04/20/2023 <small>Payment Due Date</small>	\$32,143.66 <small>Statement Amount</small>	\$0.00 <small>Your Payment Amount</small>	\$32,143.66 <small>Total Outstanding Amount</small>
---	---	---	--	--	--

Coverage Month	Past Due	Past Overpayment	New Invoice Adjustments	New Invoice Premiums	Total Outstanding Amount	Your Payment or Credit
April 2023	\$0.00	\$0.00	\$0.00	\$32,933.17	\$32,933.17	\$35,789.51
March 2023	\$0.00	\$0.00	(\$231.41)	\$0.00	(\$231.41)	-\$231.41
February 2023	\$0.00	\$0.00	(\$267.32)	\$0.00	(\$267.32)	-\$267.32
January 2023	\$0.00	\$0.00	(\$267.32)	\$0.00	(\$267.32)	-\$267.32
December 2022	\$0.00	\$0.00	(\$23.46)	\$0.00	(\$23.46)	-\$23.46
Total	\$0.00	\$0.00	(\$789.51)	\$32,933.17	\$32,143.66	\$35,000.00

Pay Details

New Invoice Premiums	\$32,933.17
New Invoice Adjustments	(\$789.51)
Past Due	\$0.00
Past Overpayment	\$0.00
Total Outstanding Amount	\$32,143.66

New Payments Entered	\$35,789.51
Credits applied against your amount	(\$789.51)
Total Paying	\$35,000.00

Your Entity pays by ePayment

The amounts above reflect the amounts due as of your last statement. You must confirm the amount that you will pay against your total amount due which includes both new invoiced premiums and adjustments as well as past due amounts. if

[Show more](#)

Save As Draft

Confirm Amount

Total Balance Remaining: (\$2,856.34)

Payment Process for Manual/Hybrid Entities (continued)

Payment Summary

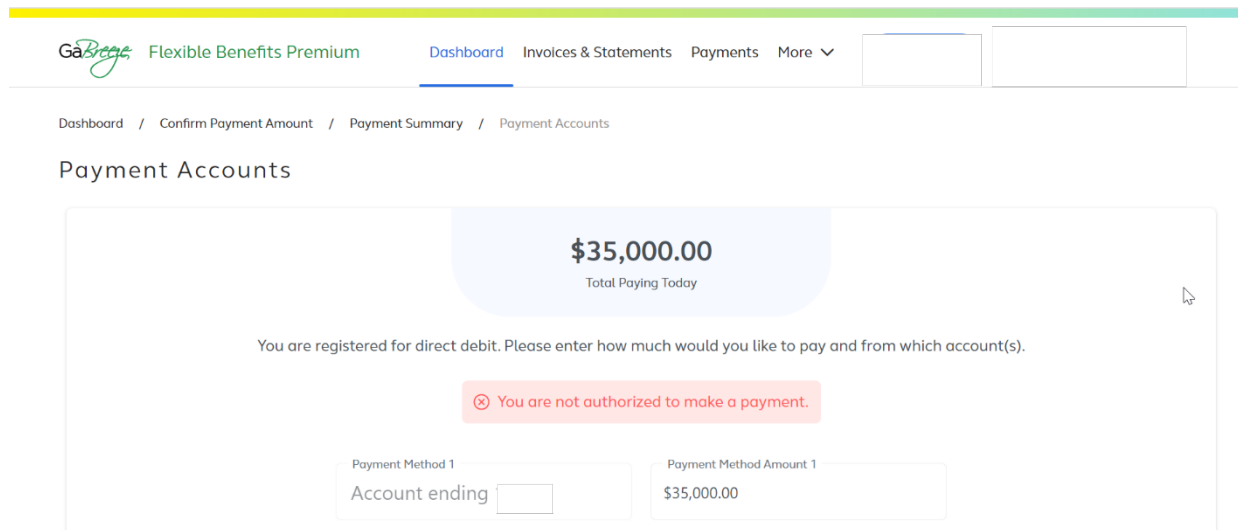
Print As PDF

Reference Number	Invoice/Statement Date	Payment Due Date	Statement Amount	Your Payment Amount	Total Paying	
INV-368-202304-1	04/14/2023	04/20/2023	\$32,143.66	\$0.00	\$35,000.00	
Coverage Month	Past Due	Past Overpayment	New Invoice Adjustments	New Invoice Premiums	Total Outstanding Amount	Total Paying
April 2023	\$0.00	\$0.00	\$0.00	\$32,933.17	\$32,933.17	\$35,789.51
March 2023	\$0.00	\$0.00	(\$231.41)	\$0.00	(\$231.41)	(\$231.41)
February 2023	\$0.00	\$0.00	(\$267.32)	\$0.00	(\$267.32)	(\$267.32)
January 2023	\$0.00	\$0.00	(\$267.32)	\$0.00	(\$267.32)	(\$267.32)
December 2022	\$0.00	\$0.00	(\$23.46)	\$0.00	(\$23.46)	(\$23.46)
Total	\$0.00	\$0.00	(\$789.51)	\$32,933.17	\$32,143.66	\$35,000.00

Previous

Submit & Proceed to ePayment

Payment Process for Manual/Hybrid Entities (continued)



GaBene Flexible Benefits Premium

Dashboard Invoices & Statements Payments More ▾

Dashboard / Confirm Payment Amount / Payment Summary / Payment Accounts

Payment Accounts

\$35,000.00
Total Paying Today

You are registered for direct debit. Please enter how much would you like to pay and from which account(s).

⊗ You are not authorized to make a payment.

Payment Method 1
Account ending

Payment Method Amount 1
\$35,000.00

Payment Process for Manual/Hybrid Entities (continued)

Premium Billing & Payment Dashboard

Invoice Date - 04/14/2023

\$0.00	(\$59.72)	\$0.00	\$24,317.18	04/21/2023
Statement Past Due	Past Overpayment	New Invoice Adjustments	New Invoice Premium	Payment Due Date

INV-432-202304-1	April 2023	04/01/2023	05/16/2023	
Reference Number	Current Coverage Month	Premium Calculation Date	Next Invoice Available Date	
Current Statement Amount Due			\$24,257.46	
Payment Received for Current Statement			\$24,317.18	
Total Outstanding Amount			-\$59.72	


Download Invoice
View Statement Details
Download Participant Details

Pay Now


- ✓ **Invoice/Statement Created**
4/14/2023
- ✓ **Payment Confirmed**
Submission Due Date: 4/19/2023
- ✓ **Payment Received**
Payment Received Date: 04/13/2023
- ✓ **Statement Paid in Full**
Payment Received Date: 04/13/2023


Help and Support

We can help you understand more about the Statements, Premiums etc... ➔

 **Payments Received**
For the current statement

Transaction ID	Confirmation Date	Amount Paid	Status	Ac
644687ACJREM	04/24/2023	\$8,842.40	Received	Pay
643EA074LVFA	04/18/2023	\$15,474.78	Received	Pay
643D9B50UUE4	04/17/2023	\$24,317.18	Cancelled	Pc

 **Premium Summary** 2023 ▾
By coverage month



Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Payment Methods

The payment method options are:

- ePayment
- ACH Direct Deposit
- Check

Many entities currently pay using ePas. These entities will need to change to one of the three payment methods above. ePayment is preferred because this payment method is done in the Flexible Benefits Premium tool.

Dashboard: Pay Now Initial Screen

All Payment Methods (Overpayment)

Garage Flexible Benefits Premium Dashboard Invoices & Statements Payments More

Dashboard / Confirm Payment Amount

Confirm Payment Amount

INV-371-202212-1 Reference Number 01/20/2023 Invoice/Statement Date 02/22/2023 Payment Due Date \$24,468.63 Statement Amount \$0.00 Your Payment Amount \$24,468.63 Total Outstanding Amount

Coverage Month	Past Due	Past Overpayment	New Invoice Adjustments	New Invoice Premiums	Total Outstanding Amount	Your Payment or Credit
February 2023	\$0.00	\$0.00	\$0.00	\$31,167.01	\$31,167.01	\$31,167.01
January 2023	\$0.00	(\$6,370.30)	(\$279.17)	\$0.00	(\$6,649.47)	-\$6,649.47
December 2022	\$0.00	\$0.00	(\$48.91)			
Total	\$0.00	(\$6,370.30)	(\$328.08)			

Past Overpayment amount

Pay Details

- New Invoice Premiums: \$31,167.01
- New Invoice Adjustments: (\$328.08)
- Past Due: \$0.00
- Past Overpayment: (\$6,370.30)
- Total Outstanding Amount: \$24,468.63
- New Payments Entered: \$31,167.01
- Credits applied against your amount: (\$6,698.38)
- Total Paying: \$24,468.63**

Your Entity pays by ACH Direct Deposit

The amounts above reflect the amounts due as of your last statement. You must confirm the amount that you will pay against your total amount due which includes both new invoiced premiums and adjustments as well as past due amounts, if applicable.

[Show more](#)

[Save As Draft](#)

[Confirm Amount](#)

Total Balance Remaining: \$0.00

This message varies based on your Entity's payment method.

Dashboard: Overpayment rules

Dashboard / Confirm Payment Amount

Confirm Payment Amount INV-7222000-202212-1 01/20/2023 02/22/2023 \$3,736.22
Reference Number Invoice/Statement Date Payment Due Date Statement Amount

Coverage Month	Past Due	Past Overpayment	New Invoice Adjustments	New Invoice Premiums	Total Outstanding Amount	Your Payment or Credit
February 2023	\$0.00	\$0.00	\$0.00	\$1,736.22	\$1,736.22	\$5,000.00
January 2023	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total	\$2,000.00	\$0.00	\$0.00	\$1,736.22	\$3,736.22	\$7,000.00

Pay Details

New Invoice Premiums	\$1,736.22
New Invoice Adjustments	\$0.00
Past Due	\$2,000.00
Past Overpayment	\$0.00

Overpayment amount now allowed

Your entity is not allowed to pay premiums in advance of more than 25% of your expected premium amount. If you have additional remitted deductions, your Entity needs to hold onto that money until your next invoice is created and additional premiums are due.

The tool has been enhanced to allow participating entities to pay more than the invoice amount. However, entities cannot pay premiums in advance of more than 25% of the expected premium amount.

Dashboard: Pay Now Message: ePayment

July 2022	\$0.00	\$1,129.10	\$0.00	\$1,129.10	\$100.00
-----------	--------	------------	--------	------------	----------

Your Agency pays by ePayment

The amounts above reflect the amounts due as of your last statement. You must confirm the amount that you will pay against your total amount due which includes both new invoiced premiums and adjustments as well as past due amounts if applicable.

The amounts above here reflect the amounts due as of your last statement. To make a partial payment select pay partially and confirm the amounts you are paying against each coverage month you have outstanding. Confirming which coverage amounts you are paying is required in order to track amounts that will remain outstanding.

After you complete this step you'll be asked to confirm your banking information and authorize

[Show less](#)

New Invoice Premiums	\$1,129.10
New Invoice Adjustments	\$0.00
Past Due	\$0.00
Total Outstanding Amount	\$1,129.10
Total Paying	\$100.00

[Save As Draft](#) [Confirm Amount](#)

Total Balance Remaining: \$1,029.10

If your entity pays by ePayment, you will see this message at the bottom of the **Pay Now** screen.

Dashboard: Pay Now Follow-up Screen 1: ePayment (cont.)

Payment Summary

Print As PDF

Pro Tip: You can print this summary as a PDF.

INV-364-202207-1	08/25/2022	07/07/2022	\$22,141.04	\$0.00	\$402.27
Reference Number	Invoice/Statement Date	Payment Due Date	Statement Amount	Your Payment Amount	Total Paying

Coverage Month	Past Due	New Invoice Premiums	New Invoice Adjustments	Total Outstanding Amount	Total Paying
July 2022	\$0.00	\$21,738.77	\$0.00	\$21,738.77	\$0.00
June 2022	\$0.00	\$0.00	\$350.28	\$350.28	\$350.28
May 2022	\$0.00	\$0.00	\$51.99	\$51.99	\$51.99
Total	\$0.00	\$21,738.77	\$402.27	\$22,141.04	\$402.27

Previous

Submit & Proceed to ePayment

Review the Payment Summary screen and then select **Submit & Proceed to ePayment**.

Dashboard: Pay Now Follow-up Screen 2: ePayment (cont.)

Galileo Flexible Benefits Premium Dashboard Invoices & Statements Payments More ▾

Dashboard / Confirm Payment Amount / Payment Summary / Payment Accounts

Payment Accounts

\$402.27
Total Paying Today

You are registered for direct debit. Please enter how much would you like to pay and from which account(s).

Payment Method 1	Payment Method Amount 1
Account ending 5444	\$402.27

By clicking 'Confirm' I authorize Alight and Citi to electronically debit the accounts above for the amounts above.

[Previous](#) [Confirm & Pay](#)

Enter the amount you want to pay and from which accounts.

Select **Confirm & Pay** to authorize the payment.

Dashboard: Pay Now Follow-up Screen 3: ePayment (cont.)

GaBreeze Flexible Benefits Premium Dashboard Invoices & Statements Payments More ▾

Dashboard / Confirm Payment Amount / Payment Summary / Payment Accounts / Payment Confirmation

Payment Confirmation

63124F3EOIRVBW0	08/25/2022	07/07/2022	09/02/2022	ePayment	\$402.27	Print as PDF
Reference Number	Invoice/Statement Date	Payment Due Date	Payment Date	Payment Method	Your Payment Amount	

Payments

Reference Number	Accounts	Amount Paid	Status
⊕ 63124F3EOIRVB...	Account ending 5444	\$402.27	Processing

Payment Allocations

Coverage Month	Amount Paid
June 2022	\$350.28
May 2022	\$51.99

Review the Payment Confirmation information on this screen and select **Print as a PDF** to print a file for your records.

Dashboard: Pay Now Message: Direct Deposit

July 2022	\$0.00	\$1,129.10	\$0.00	\$1,129.10	\$100.00
-----------	--------	------------	--------	------------	----------

New Invoice Premiums	\$1,129.10
----------------------	------------

New Invoice Adjustments	\$0.00
-------------------------	--------

Past Due	\$0.00
----------	--------

Total Outstanding Amount	\$1,129.10
--------------------------	------------

Total Paying	\$100.00
--------------	----------

Your Agency pays by ACH Direct Deposit

The amounts above reflect the amounts due as of your last statement. You must confirm the amount that you will pay against your total amount due which includes both new invoiced premiums and adjustments as well as past due amounts if applicable.

To pay your premiums in full select submit. To make a partial payment select pay partially and confirm the amounts you are paying against each coverage month you have outstanding. Confirming which coverage amounts you are paying is required in order to track amounts that will remain outstanding.

Show less

Save As Draft

Confirm Amount

Total Balance Remaining: \$1,029.10

If your entity pays by Direct Deposit, you will see this message at the bottom of the **Pay Now** screen.

Dashboard: Pay Now Follow-up Screen 1: Direct Deposit (cont.)

Dashboard / Confirm Payment Amount / Payment Summary

Payment Summary

[Print As PDF](#)

INV-371-202212-1	01/20/2023	02/22/2023	\$24,468.63	\$0.00	\$24,468.63	
Reference Number	Invoice/Statement Date	Payment Due Date	Statement Amount	Your Payment Amount	Total Paying	
Coverage Month	Past Due	Past Overpayment	New Invoice Adjustments	New Invoice Premiums	Total Outstanding Amount	Total Paying
February 2023	\$0.00	\$0.00	\$0.00	\$31,167.01	\$31,167.01	\$31,167.01
January 2023	\$0.00	(\$6,370.30)	(\$279.17)	\$0.00	(\$6,649.47)	(\$6,649.47)
December 2022	\$0.00	\$0.00	(\$48.91)	\$0.00	(\$48.91)	(\$48.91)
Total	\$0.00	(\$6,370.30)	(\$328.08)	\$31,167.01	\$24,468.63	\$24,468.63

[Previous](#) | [Submit & Proceed to Payment](#)

Review this Payment Summary Screen and select **Submit & Proceed to Payment** when you are ready to initiate payment.

Dashboard: Pay Now Follow-up Screen 2: Direct Deposit (cont.)

GaBreeze Flexible Benefits Premium		Payment Summary				
Entity Number	371	New Invoice Premiums				\$31,167.01
Entity Name	Example 4 ePayment	New Invoice Adjustments				(\$328.08)
Invoice/Statement Date	1/20/2023	Past Due				--
Current Coverage Month	February 2023	Past Overpayment				(\$6,370.30)
Payment Due Date	2/22/2023	Statement Amount				\$24,468.63
Reference Number	INV-371-202212-1	Total Paying				\$24,468.63
Your Payment Amount	\$24,468.63					

Coverage Month	Past Due	Past Overpayment	New Invoice Premium	New Invoice Adjustments	Total Outstanding Amount	Total Paying
February 2023	--	--	\$31,167.01	--	\$31,167.01	\$31,167.01
January 2023	--	(\$6,370.30)	--	(\$279.17)	(\$6,649.47)	(\$6,649.47)
December 2022	--	--	--	(\$48.91)	(\$48.91)	(\$48.91)
Total	--	(\$6,370.30)	\$31,167.01	(\$328.08)	\$24,468.63	\$24,468.63

Review this follow-up screen for additional details about Past Due amounts, Past Overpayment amounts and the Total Outstanding Amount due.

Dashboard: Pay Now Follow-up Screen 3: Direct Deposit (cont.)

When you see the Payment Confirmation Screen, make sure the status is "Processing."

Confirmation

Invoice/Statement Date	Payment Due Date	Payment Date	Payment Method	Your Payment Amount
01/20/2023	02/22/2023	01/25/2023	Direct Deposit	\$24,468.63

Print as PDF

Payment Allocations

Coverage Month	Amount Paid
February 2023	\$31,167.01
January 2023	(\$6,649.47)
December 2022	(\$48.91)

Instructions

Thank you for submitting your Payment Confirmation. Please send payment via ACH Direct Deposit or Wire to the DOAS Alight Bank Account with the below financial institution information.

Receipt of Payment is/was due by: **02/22/2023**

Financial institution: **Citibank NA**

Account Name: **ALIT FBO STATE OF GEORGIA**

Transit Routing/ABA Routing Number: **031100209**

Account Number: **54126565**

Also, ensure your bank's transmission includes adequate Addendum/Memo information to identify your payment by including a note that includes (at least) one of the following: Entity Description (preferred), Entity number and/or Invoice number

Select "Print as a PDF" to obtain a copy of this page for your records

Dashboard: Pay Now Follow-up Screen 4: Direct Deposit (cont.)

GaBreeze Flexible Benefits Premium Payment Confirmation

Entity Number	371	Reference Number	63D17FD4NAZT
Entity Name	Example 4 ePayment	Payment Date	01/25/2023
Invoice/Statement Date	01/20/2023	Your Payment Amount	\$24,468.63
Payment Due Date	02/22/2023	Payment Method	Direct Deposit

Payments

Reference Number	Amount Paid
63D17FD4NAZT	\$24,468.63

Payment Allocations

Coverage Month	Amount Paid
February 2023	\$31,167.01
January 2023	(\$6,649.47)
December 2022	(\$48.91)

You will see this screen when your payment has been processed.

Dashboard: Pay Now Message: Check Payment

July 2022	\$0.00	\$1,129.10	\$0.00	\$1,129.10	\$100.00
-----------	--------	------------	--------	------------	----------

Your Agency pays by Check

The amounts above reflect the amounts due as of your last statement. You must confirm the amount that you will pay against your total amount due which includes both new invoiced premiums and adjustments as well as past due amounts if applicable.

To pay your premiums in full select submit. To make a partial payment select pay partially and confirm the amounts you are paying against each coverage month you have outstanding. Confirming which coverage amounts you are paying is required in order to track amounts that will remain outstanding.

[Show less](#)

New Invoice Premiums	\$1,129.10
New Invoice Adjustments	\$0.00
Past Due	\$0.00
Total Outstanding Amount	\$1,129.10
Total Paying	\$100.00

[Save As Draft](#) [Confirm Amount](#)

Total Balance Remaining: \$1,029.10

If your entity pays by check, you will see this message at the bottom of the **Pay Now** screen.

Dashboard: Pay Now Follow-up Screen 1: Check Payment (cont.)

Payment Summary

Select **Print as PDF** to download and print the Payment Statement that must be included with your check.

Print As PDF

Reference Number	Invoice/Statement Date	Payment Due Date	Statement Amount	Your Payment Amount	Total Paying
INV-6922000-202207-1	08/25/2022	07/07/2022	\$1,129.10	\$0.00	\$100.00
Coverage Month	Past Due	New Invoice Premiums	New Invoice Adjustments	Total Outstanding Amount	Total Paying
July 2022	\$0.00	\$1,129.10	\$0.00	\$1,129.10	\$100.00
Total	\$0.00	\$1,129.10	\$0.00	\$1,129.10	\$100.00

Previous

Confirm Payment

Choose **Confirm Payment** to complete the online process.

Invoices & Statements

After selecting **Invoices & Statements** from the top navigation, view the current statements and download invoices as shown on this screenshot.

Reference Number	Invoice/Statement Date	Past Due	New Invoice Premiums	New Invoice Adjustments	Total Outstanding Amount	Actions
INV-405-202207-1	8/19/2022	\$0.00	\$116,618.10	-\$26.99	\$116,591.11	View Statement Download Invoice

Invoices can be downloaded from the **Dashboard** and the **Invoices & Statements** selections.

Invoices & Statements: Downloaded Invoice

GaBreeze Flexible Benefits Premiums		Invoice Details for Flexible Benefits	
Agency Number	405	New Invoice Premiums	\$116,618.10
Agency Name			
Invoice/Statement Date	8/19/2022	New Invoice Adjustments	-\$26.99
Current Coverage Month	July 2022		
Payment Due Date	7/7/2022	New Invoice Total	\$116,591.11
Invoice Number	INV-405-202207-1		

Invoice Total by Plans		
July 2022		
Plan	No. of Participants	Amount
AD&D	471	\$2,918.20
Child Life	291	\$591.05
Critical Illness	223	\$5,151.66
Dental	810	\$45,184.26
Employee Life	719	\$24,049.27
HC Spending Account	205	\$656.00
Legal	232	\$2,068.08
Long Term Care	24	\$1,112.26
LTD	332	\$9,159.23
Spouse Critical Illness	77	\$1,784.28
Spouse Life	219	\$2,540.00
STD	509	\$12,758.44
Vision	666	\$8,645.37

Invoice

Invoices & Statements: Downloaded Statement

Statement Details

Agency Number: 06/28/2022 (Premium Calculation Date)
 Reference Number: INV-405-202207-1
 Invoice/Statement Date: 08/19/2022
 Payment Due Date: 07/07/2022

Buttons: [Download Invoice](#), [Download Participant Details](#), [Pay Now](#)

New Invoice Premiums	\$116,618.10
New Invoice Adjustments	-\$26.99
New Invoice Total	\$116,591.11
Past Due	\$0.00
Total Outstanding Amount	\$116,591.11

Summary by Coverage Month

Your statement details include new premiums from this month's invoice as well as premiums that were past due at the point your statement was created. Statement does not reflect payments that were made after their creation. To see your Agency's current outstanding balance refer to the Dashboard.

Coverage Month	Previous Statement Amount	Payments Received	Past Due	New Invoice Premiums	New Invoice Adjustments	Total Outstanding Amount
July 2022	\$0.00	\$0.00	\$0.00	\$116,618.10	\$0.00	\$116,618.10
June 2022	\$0.00	\$0.00	\$0.00	\$0.00	-\$26.99	-\$26.99
Total	\$0.00	\$0.00	\$0.00	\$116,618.10	-\$26.99	\$116,591.11

New Invoice Premiums and Adjustments by Plan and Coverage Month

This section reflects the new premiums and adjustments that correspond to this invoice and statement's billing cycle.

Buttons: [July 2022](#), [June 2022](#)

Statement

Payments

Dashboard Invoices & Statements **Payments** More ▾

Payments

Reference Number	Payment Date	Amount Paid	Payment Method	Status	Action
6303CFB4X4OVLV7	08/22/2022	\$361.29	Direct Deposit	Received	View Details

< 1 of 1 ▾ >

Dashboard Invoices & Statements **Payments** More ▾

Payments / Payment Details

Payment Details

63C9CB05IH6W	INV-7222000-202211-1	January 2023	01/19/2023	Direct Deposit	\$1,472.44	Received
Reference Number	Invoice/Statement Reference Number	Invoice Cycle	Payment Date	Payment Method	Your Payment Amount	Status

✓ Payment Allocations

Coverage Month	Amount Paid	Submitted by	Email
January 2023	\$1,472.44		

In **Payment Details**, view the payment date, amount paid, payment method, and status.

Help and Support

The screenshot shows the GaBreeze Flexible Benefits Premium dashboard. At the top, there is a navigation bar with 'Dashboard', 'Invoices & Statements', 'Payments', and a 'More' dropdown menu. The 'More' menu is circled in purple, and a purple arrow points from it to a callout box. Below the navigation bar, the breadcrumb 'Dashboard / Help & Support' is visible. The main content area is titled 'Help & Support' and contains five action cards: 'Make a Payment', 'Submit a Question through Email', 'Flex Benefits Premium Job Aid', 'Contact a Customer Care Representative', and 'Premium Key Dates'. Below these cards is a 'Frequently Asked Questions' section with a list of questions. A callout box with a purple border contains the following text:

Select **More** and then **Help & Support** to:

- Get help with questions and support
- Review list of frequently asked questions
- And more!

Premiums by Coverage Months

GaBreeze Flexible Benefits Premium Dashboard Invoices & Statements Payments More ▾

Premiums by Coverage Months

2023 ✓

Coverage Month	Total Amount	Paid Amount	Balance Amount	Status	Action
February 2023	\$31,167.01	\$31,167.01	\$0.00	Paid	View Details
January 2023	\$63,350.53	\$63,350.53	\$0.00	Paid	View Details

Select **Premiums by Coverage Months** from the **More** drop down to view this summary.

Choose **View Details** to review payment details for each month.

Coverage Months—View Details

The Coverage Month screen shows:

- Payment details
- Number of participants
- Method of payment

Dashboard Invoices & Statements Payments More ▾

Coverage Months / View Details

Coverage Month - February 2023

\$31,167.01 Total Amount	\$31,167.01 Total Paid	\$0.00 Balance Amount	Paid Status	Download Participant Details
-----------------------------	---------------------------	--------------------------	----------------	--

Activities

Reference Number	Invoice Cycle	Reason	No. of Participants	Total Amount
PA-371-202212202212-1	December 2022	New Premiums	1184	\$31,167.01

Payment Details

Payment Confirmation	Payment Date	Payment Method	Amount Paid	Status	Action
63D17FD4NAZT	01/25/2023	Direct Deposit			

Use the blue button to Download Participant Details.

Partial Payments

Past due or overpayment scenarios:

- Eligibility timing differences
- Employer eligibility errors
- Enrollment timing differences or errors
- Entity did not remit the appropriate deductions

Participant data updates required for the first three situations listed above:

- Update data in your HR/Payroll system or in Alight's Employer Website, as needed.

Question to discuss:

How will your current processes need to change when the new tool is available? Who will be involved with these changes?

Flexible Benefits Premium Tool Reports

Reports

Flexible Benefits Premium

Dashboard Invoices & Statements Payments **More**

JS Joslyn Stemple
Align Director

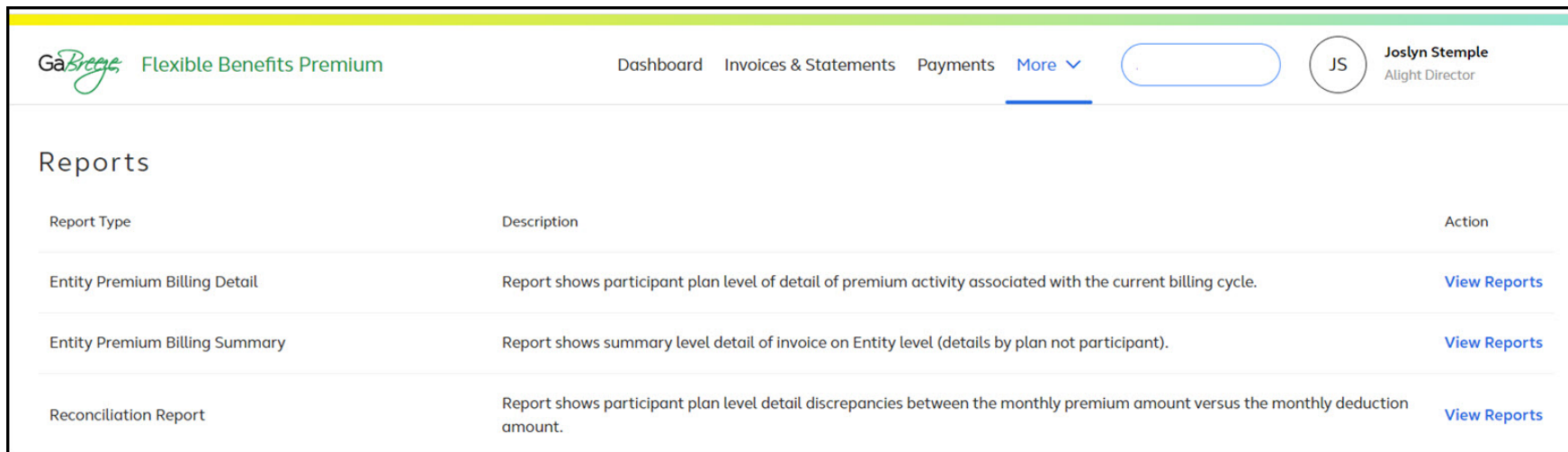
Reports

Report Type	Description	Action
Entity Premium Billing Detail	Report shows participant plan level of detail of premium activity associated with the current billing cycle.	View Reports
Entity Premium Billing Summary	Report shows summary level detail of invoice on Entity level (details by plan not participant).	View Reports
Reconciliation Report	Report shows participant plan level detail discrepancies between the monthly premium amount versus the monthly deduction amount.	View Reports

Select **More** and then **Reports** to view:

- Entity Premium Billing Detail
- Entity Premium Billing Summary
- Reconciliation Report

Reports



The screenshot shows the GaBreeze Flexible Benefits Premium interface. The top navigation bar includes 'Dashboard', 'Invoices & Statements', 'Payments', and 'More'. The user profile 'Joslyn Stemple, Alight Director' is visible in the top right. The main content area is titled 'Reports' and contains a table with the following data:

Report Type	Description	Action
Entity Premium Billing Detail	Report shows participant plan level of detail of premium activity associated with the current billing cycle.	View Reports
Entity Premium Billing Summary	Report shows summary level detail of invoice on Entity level (details by plan not participant).	View Reports
Reconciliation Report	Report shows participant plan level detail discrepancies between the monthly premium amount versus the monthly deduction amount.	View Reports

Creating the Reconciliation Report:

- Entity needs to interface HR/Payroll data with Alight.
 - Entity provides Alight with the payroll benefit deduction totals by month, not by pay period.
- Alight uses the data to create the report.

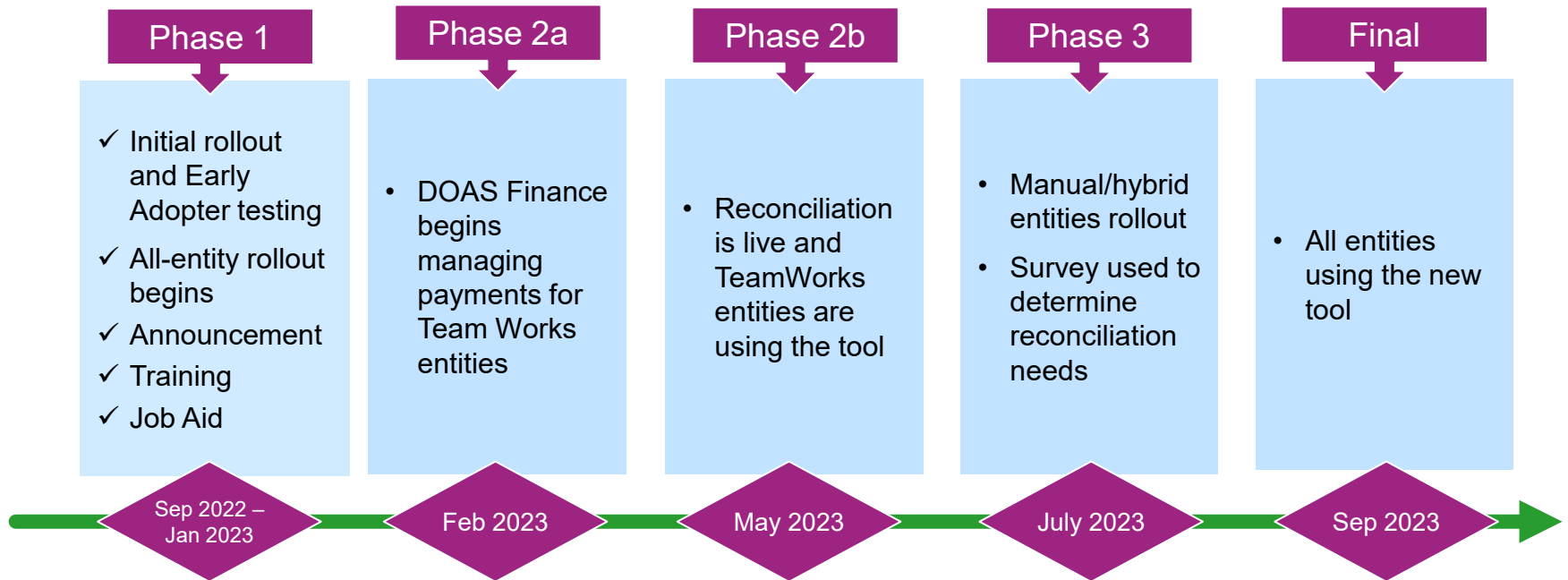
Reconciliation Report Sample

	A	B	C	D	E	F	G	H	I
1	COMPANY	SSN	FIRST NAME	LAST NAME	DEDUCTION MONTH	DEDUCTION CODE	MONTHLY PAYROLL DEDUCTION AMOUNT	MONTHLY FM PREMIUM AMOUNT	DIFFERENCE AMOUNT
2	123456	XXX-X1-2345	JOHN	DOE	12	XLEGL4	0.00	9.80	-9.80
3	123456	XXX-X1-2345	JOHN	DOE	12	XLF2XB	0.00	45.14	-45.14
4	123456	XXX-X1-2345	JOHN	DOE	12	XLTSSA	0.00	55.82	-55.82
5	123456	XXX-X1-2345	JOHN	DOE	12	XST+SS	0.00	22.60	-22.60
6	123456	SUBTOTAL					0.00	133.36	-133.36

- 
- The “Difference Amounts” are due to various factors.

Implementation Plan

Implementation Timeline



Processing Deadlines: May through September 2023

	May	June	July	August	September
Invoice and Statement Ready for Your Review	May 16	June 15	July 17	August 15	September 15
Payment Confirmation Date	May 19	June 21	July 20	August 18	September 20
Payment Due Date	May 23	June 23	July 24	August 22	September 22

Support Tools

Topic	Where to go
<ul style="list-style-type: none">▪ Frequently asked questions section of the payment tool	GaBreeze.ga.gov > More > Help & Support
<ul style="list-style-type: none">▪ Comments and feedback about the tool	HRA Email box: flex.emailsupport@doas.ga.gov
<ul style="list-style-type: none">▪ Questions not found in the FAQ document▪ Problems accessing the tool or other defects▪ Questions about premiums amounts due▪ Questions about available reports	Alight Flexible Benefits Premium Service Center at 1-844-967-5533
<ul style="list-style-type: none">▪ DOAS Web Page	Link: https://doas.ga.gov/human-resources-administration/employee-benefits-information/flexible-benefits-premium-tool Path: www.doas.ga.gov > human resources administration > flexible benefits information > flexible benefits premium tool

Questions and Discussion

Wrap-up and Next Steps

Your Role

- Begin using the tool for review of invoice, reports and payments.
- In general, you cannot use any other method after this point.
- To resolve past due amounts owed prior to your implementation of the tool, contact DOAS Finance at Flex.Reconciliations@doas.ga.gov.

Next Steps

- Confirm that you can access the Flexible Benefits Premium tool at www.GaBreeze.ga.gov (under the **Administrative Tools** section) using your user ID and password.
 - Path: GaBreeze > Administrative Tools > Administrative Tools Summary > Flexible Benefits Premium > Select and Confirm Entity
- View frequently asked questions about the tool and how to use it.
 - Once you're in the tool, select **More**, then **Help & Support** in the top navigation to access the FAQs.
- Visit the Flexible Benefits Premium tool web page to learn more: <https://doas.ga.gov/human-resources-administration/employee-benefits-information/flexible-benefits-premium-tool>

Next Steps (continued)

- Review your current Flexible Benefits payment and reconciliation processes.
- Determine which of your entity employee(s) will be handling the responsibilities for each role: HR Director, Benefits Coordinator, Payroll Representative, Accounts Payable Representative, and Chief Financial Officer.
- If your entity's authorized contacts need to be updated, notify DOAS Flexible Benefits. DOAS will notify Aight.
- If your entity's payment method is changing from your current setup, notify Aight directly.
- After you receive the notification from Aight that your invoice is ready in the tool:
 1. Access and review the dashboard, invoice and statement.
 2. Determine the amount your entity will pay Aight, enter the data, and click "Confirm Amount".
 3. To help Aight allocate your payment correctly, confirm your payment in the tool before you send your payment to Aight.
 4. Reconcile Aight's premiums to the payroll deductions that were withheld.
 5. Update HR/Payroll data in your HR/Payroll system and/or in Aight's Employer Website, as needed.

Summary

- Overview of the new tool
- What is changing and why?
- Deep dive of the new online tool: Flexible Benefits Premium
- Reports in the tool
- Your role
- Timeline and support
- Questions and discussion
- Wrap-up and next steps



Thank you

Human Resources Administration