

WEB BILLING PROCEDURES



.....
FAMILY MATTERS.
NO MATTER WHAT.
.....

WEB BILLING PROCEDURES

Welcome to Boston Mutual Life Insurance Company's Web Billing Procedures.

If you have any questions, please contact Anji Maskell at 1-800-669-2668 ext. 512.

Login Page:

www.bostonmutual.com/webbilling



MAIN LOGIN PAGE

Untitled Page Page 1 of 1



Boston Mutual
LIFE INSURANCE COMPANY SINCE 1891

**Bigger
Than
Life ...**

**Boston Mutual Life Insurance
Web Billing Login**

List Bill #:

Password:

[Send password to my email address](#)

Enter Listbill # and Password supplied and click Log In.

If you forget your password click here to have it sent to your e-mail address.

LISTBILL SELECTION SCREEN

All listbills that have not been paid will show on this screen. See **RED** notes for first time users.

Boston Mutual Web Billing - List Bill History Page 1 of 1

 **Boston Mutual**
LIFE INSURANCE COMPANY SINCE 1891

Bigger Than Life ...

[Log Out](#)

[Preferences](#)

List bill number: 1501

Due Date	Status
10/01/2006	Open >>>

First time users must update preferences by clicking here.

To begin Reconciliation, click here.

PREFERENCES

Listbill Preferences will be saved.

Boston Mutual Web Billing - List Bill Preferences Page 1 of 1

 **Boston Mutual**
LIFE INSURANCE COMPANY SINCE 1891

Bigger Than Life ...

[Log Out](#)

[History](#) | [Change Password](#) | [Return to Previous](#)

User preferences for list bill number: 1501

Preferences

Transmittal Type Electronic Funds Transfer

ABA Routing #

Account #

Email sandy_carraggi@bostonmutual.com

First time users click Edit to select Transmittal Type and enter your e-mail address. These can be updated as needed by clicking Edit.

USER PREFERENCES



Boston Mutual
LIFE INSURANCE COMPANY SINCE 1891

**Bigger
Than
Life ...**

[Log Out](#)

User preferences for list bill number: 1501

Preferences

Transmittal
Type

Paper Check

ABA
Routing #

Account #

Email

Transmittal Type is how you will remit payment. Please set preference to "Paper Check" unless you select to have the Electronic Funds Transfer initiated by Boston Mutual Life. The Electronic Funds Transfer will require your ABA Routing number and Account # of the account you want the funds withdrawn from.

Enter E-mail Address of the contact you would like to receive notifications regarding the web billing account.

Click on Update to save changes. You will be returned to the User Preference page so you can change your password.

CHANGE PASSWORD

Boston Mutual Web Billing - List Bill Preferences

Page 1 of 1



**Bigger
Than
Life ...**

[Log Out](#)

[History](#) | [Change Password](#) | [Return to Previous](#)

User preferences for list bill number: 1501

Preferences

Transmittal Type Electronic Funds Transfer

ABA Routing #

Account #

Email sandy_carraggi@bostonmutual.com

[Edit](#)

Click on
Change
Password

CHANGE PASSWORD

Untitled Page

Page 1 of 1



Boston Mutual
LIFE INSURANCE COMPANY SINCE 1891

**Bigger
Than
Life ...**

[Log Out](#)

Change Password

Current Password:

Enter Current Password

New Password:

Enter New Password twice.

Confirm
Password:

Update

Cancel

Click update to save changes.
Note: You may use the same
password for all of your listbills.

BEGIN RECONCILIATION



Bigger
Than
Life ...

[Log Out](#)

[Preferences](#)

List bill number: 1501

Due Date	Status
10/01/2006	Open >>>

Click on >>> next to the date you wish to reconcile. This will bring you to the Summary Screen

SUMMARY FOR LISTBILL SCREEN



Boston Mutual
LIFE INSURANCE COMPANY SINCE 1891

**Bigger
Than
Life ...**

[Log Out](#)

To begin Reconciliation, click on Show Employees

History | **Show Employees** | Preferences

Summary for List Bill # **Due Date: 10/01/2006**

Listbill due date

**BML Billed
Amount:** 3,654.24
New Amount Billed: 3,475.90

Amount Billed

Deductions:

4

Number of
deductions billed

To change the
number of deductions
you wish to pay, click
Edit.

New Deductions:

Edit

New Amount Billed-recalculated amount due based on
changes you make during reconciliation

Status Code: Open
**Deduction
Frequency:** Weekly
Agency: 56310
Rep Initials: RM
Rep Ext: 477

Case No.: 41805

Company Name: ITT POWER SOLUTIONS
Policies (BML): 259
Policies (Total): 259

Company
name and
number of
Policies billed.

Your Account Representatives initials and telephone extension.

Show Employees

Lock Bill



EMPLOYEE DETAIL SCREEN



Click on Summary at any time to return to the Listbill Summary Screen and finalize payment.

History Summary Preferences

Find changes Only, will list only those employees who have an entry in the New Amt. Field.

Printer Friendly Version to keep for your records

Employee detail for List Bill #: 1501 Due Date: 10/01/2006
Amount Billed: 1,745.55

Add New Employee Employee Search Find Changes Only Next Page Friendly Print

Click on page number, >> or Next Page to change pages.

1 2 3 4 5 6 7 8 9 10 >>

	SSN	Last Name	First Name	Dept.	Wkly Deduct.	Tot Amt.				Edit
Policies	*****7224	JARRETT	JUNE		5.78	24.12	11.56			Edit
Policies	*****3235	CARLSON	CHARLENE		3.00	12.00	6.00			Edit
Policies	*****1441						12.38	Deceased	TET	Edit
Policies	*****9535						18.70			Edit
Policies	*****1237						15.24			Edit
Policies	*****0109						12.46			Edit
	*9184	HALLE	MATHEW		6.42	25.68	12.84			Edit
	*9801	PIEROG	KATHLEEN		8.00	32.00	16.00		TEST	Edit
	*4006	LONG	JERRY		4.42	17.68	8.84			Edit
	*8342	CHAFFEE	DANIEL		4.36	21.80	8.72			Edit

List can be sorted by SSN, Last Name or Dept. By clicking on the header. The last 4 digits of the SSN are displayed, but sorting will use the entire SSN.

Click Policies to see a list of all policies.

Click Edit to change the amount remitted.

*Hi-lighted rows Non-Employees



NEW AMOUNT PAID



Boston Mutual
LIFE INSURANCE COMPANY SINCE 1891

**Bigger
Than
Life ...**

[Log Out](#)

[History](#) [Summary](#) [Preferences](#)

Employee detail for List Bill #: 1501 Due Date: 10/01/2006
Amount Billed: 1,745.55

Return to Employees will bring you to the Employee Detail Screen.

[Return To Employees](#) [Friendly Print](#)

SSN	Last Name	First Name	Dept.	Wkly Deduct.	Tot Amt.	New Amt.	Reason Code	Remarks
*****7224	JARRETT	JUNE		5.78	24.12	<input type="text" value="11.5600"/>		<input type="text"/> Update Cancel

Enter amount to be paid in the box. Click on Update to save changes.

Cancel will bring you to the Policy detail screen

Employee
Policy
Detail

Emp.	Policy #	Dept.	Coverage	Last Name	First Name	Paid To Dt.	Ded. Amt.	# Ded.	Tot. Amt.
			LIFE	FILIAULT	CHRISTINA	110106	1.20	4	4.80
			LIFE	FILIAULT	JENNIFER	100106	1.18	4	4.72
			LIFE	FILIAULT	JOSHUA	100106	1.21	4	4.84
			LIFE	FILIAULT	JOSHUA JR	100106	1.00	5	5.00
			LIFE	JARRETT	JUNE	100106	0.00	5	0.00
			LIFE	JARRETT	SAMANTHA	100106	1.19	4	4.76

ADD EMPLOYEE NOT LISTED



Boston Mutual
LIFE INSURANCE COMPANY SINCE 1891

Bigger
Than
Life ...

[Log Out](#)

[History](#)

[Summary](#)

[Preferences](#)

Employee detail for List Bill #: 1501 Due Date: 10/01/2006

Amount Billed: 1,745.55

[Add New Employee](#)

[Employee Search](#)

[Find Changes Only](#)

[Next Page](#)

[Friendly Print](#)

Click Add New Employee to remit deductions for an employee not listed on the bill

1 2 3 4 5 6 7 8 9 10 ... >>

	st Name	Dept.	Wkly Deduct.	Tot Amt.	New Amt.	Reason Code	Remarks	
	IE		5.78	24.12	11.56			Edit
Policies	*****3235	CARLSON	CHARLENE	3.00	12.00	6.00		Edit
Policies	*****1441	HILLS	EDWARD JR	6.19	30.95	12.38	Deceased TET	Edit
Policies	*****9535	ZERCHERM	JEAN	9.35	45.75	18.70		Edit
Policies	*****1237	DION	SANDRA	7.62	30.48	15.24		Edit
Policies	*****0109	REDMOND	CHERLYN	6.23	24.92	12.46		Edit
Policies	*****9184	HALLE	MATHEW	6.42	25.68	12.84		Edit
Policies	*****9801	PIEROG	KATHLEEN	8.00	32.00	16.00	TEST	Edit
Policies	*****4006	LONG	JERRY	4.42	17.68	8.84		Edit
Policies	*****8342	CHAFFEE	DANIEL	4.36	21.80	8.72		Edit

*Hi-lighted rows Non-Employees

ADD NEW EMPLOYEE



Boston Mutual
LIFE INSURANCE COMPANY SINCE 1891

**Bigger
Than
Life ...**

[Log Out](#)

[History](#) [Summary](#) [Preferences](#)

Fill in **entire** SSN, Last Name and First Name of employee you wish to add

Employee detail for List Bill #: 1501 Due Date: 10/01/20
Amount Billed: 1,745.55

[Add New](#) [Cancel](#) [Next Page](#) [Friendly Print](#)

SSN: Last Name: First Name:

Click Add New to save changes

1 2 3 4 5 6 7 8 9 10 ... >>

	First Name	Dept.	Wkly Deduct.	Tot Amt.	New Amt.	Reason Code	Remarks	
	JUNE		5.78	24.12	11.56			Edit
Policies *****3235	CARLSON		3.00	12.00	6.00			Edit
Policies *****1441	HILLS		6.19	30.95	12.38	Deceased	TET	Edit
Policies *****9535	ZERCHERM		9.35	45.75	18.70			Edit
Policies *****1237	DION		7.62	30.48	15.24			Edit
Policies *****0109	REDMOND		6.23	24.92	12.46			Edit
Policies *****9184	HALLE		6.42	25.68	12.84			Edit
Policies *****9801	PIEROG		8.00	32.00	16.00		TEST	Edit
Policies *****4006	LONG		4.42	17.68	8.84			Edit
Policies *****8342	CHAFFEE		4.36	21.80	8.72			Edit

*Hi-lighted rows Non-Employees



ADD NEW EMPLOYEE



Boston Mutual
LIFE INSURANCE COMPANY SINCE 1891

**Bigger
Than
Life ...**

[Log Out](#)

[History](#) [Summary](#) [Preferences](#)

Employee detail for List Bill #: 1501 Due Date: 10/01/2006
Amount Billed: 1,745.55

[Add New Employee](#) [Employee Search](#) [Find Changes Only](#) [Next Page](#) [Friendly Print](#)

Click the Edit button next to the added employee to enter the amount being remitted.

1 2 3 4 5 6 7 8 9 10 ... >>

	SSN	Last Name	First Name	Dept.	Wkly Deduct.	Tot Amt.	New Amt.	Reason Code	Remarks	
Policies	*****7224	JARRETT	JUNE		5.78	24.12	11.56			Edit
Policies	*****3235	CARLSON	CHARLENE		3.00	12.00	6.00			Edit
Policies	*****1441	HILLS	EDWARD JR		6.19	30.95	12.38	Deceased	TET	Edit
Policies	*****9535	ZERCHERM	JEAN		9.35	45.75	18.70			Edit
Policies	*****1237	DION	SANDRA		7.62	30.48	15.24			Edit
Policies	*****0109	REDMOND	CHERLYN		6.23	24.92	12.46			Edit
Policies	*****9184	HALLE	MATHEW		6.42	25.68	12.84			Edit
Policies	*****9801	PIEROG	KATHLEEN		8.00	32.00	16.00		TEST	Edit
Policies	*****4006	LONG	JERRY		4.42	17.68	8.84			Edit
Policies	*****8342	CHAFFEE	DANIEL		4.36	21.80	8.72			Edit

*Hi-lighted rows Non-Employees



ENTER AMOUNT TO BE PAID FOR NEW EMPLOYEE



Boston Mutual
LIFE INSURANCE COMPANY SINCE 1891

Bigger
Than
Life ...

[Log Out](#)

[History](#)

[Summary](#)

[Preferences](#)

Employee detail for List Bill #: 1501 Due Date: 10/01/2006
Amount Billed: 1,745.55

[Return To Employees](#)

[Friendly Print](#)

Enter Amount to be remitted in New Amt. box and click update to save changes.

SSN	Last Name	First Name	Dept.	Wkly Deduct.	Tot Amt.	New Amt.	Reason Code	Remarks
*****1111	doe	jane		0.00	0.00	<input type="text" value="0.0000"/>	<input type="text" value=""/>	<input type="text" value=""/>

*Hi-lighted rows Non-Employees

[Update](#) [Cancel](#)

Emp.	Policy #	Dept.	Coverage	Last Name	First Name	Paid To Dt.	Ded. Amt.	# Ded.	Tot. Amt.
*				doe	jane		0.00	0	0.00



EMPLOYEE SEARCH



Boston Mutual
LIFE INSURANCE COMPANY SINCE 1891

**Bigger
Than
Life ...**

[Log Out](#)

[History](#)

[Summary](#)

[Preferences](#)

Employee detail for List Bill #: 1501 Due Date: 10/01/2006
Amount Billed: 1,745.55

Employee Search allows you to search for a particular employee to make adjustments or notes regarding employment.

[Add New Employee](#)

[Employee Search](#)

[Find Changes Only](#)

[Next Page](#)

[Friendly Print](#)

1 2 3 4 5 6 7 8 9 10 ... >>

	SSN	Last Name	First Name	Dept.	Wkly Deduct.	Tot Amt.	New Amt.	Reason Code	Remarks	
Policies	*****7224	JARRETT	JUNE		5.78	24.12	11.56			Edit
Policies	*****3235	CARLSON	CHARLENE		3.00	12.00	6.00			Edit
Policies	*****1441	HILLS	EDWARD JR		6.19	30.95	12.38	Deceased	TET	Edit
Policies	*****9535	ZERCHERM	JEAN		9.35	45.75	18.70			Edit
Policies	*****1237	DION	SANDRA		7.62	30.48	15.24			Edit
Policies	*****0109	REDMOND	CHERLYN		6.23	24.92	12.46			Edit
Policies	*****9184	HALLE	MATHEW		6.42	25.68	12.84			Edit
Policies	*****9801	PIEROG	KATHLEEN		8.00	32.00	16.00		TEST	Edit
Policies	*****4006	LONG	JERRY		4.42	17.68	8.84			Edit
Policies	*****8342	CHAFFEE	DANIEL		4.36	21.80	8.72			Edit

*Hi-lighted rows Non-Employees



SEARCH FOR AN EMPLOYEE



Boston Mutual
LIFE INSURANCE COMPANY SINCE 1893

**Bigger
Than
Life ...**

[Log Out](#)

Enter SSN, Last Name, First Name or Dept. as your search criteria.

[History](#) [Summary](#) [Preferences](#)

Employee detail for List Bill #: 1501 Due Date: 10/01/2006
Amount Billed: 1,745.55

[Find](#) [Cancel Find](#) [Next Page](#) [Friendly Print](#)

SSN: Last Name: First Name: Dept.:

1 2 3 4 5 6 7 8 9 10 ... >>

Click Find to search.

SSN	Last Name	First Name	Dept.	Wkly Deduct.	Tot Amt.	New Amt.	Reason Code	Remarks	
	JUNE			5.78	24.12	11.56			Edit
3233	CARLSON	CHARLENE		3.00	12.00	6.00			Edit
*****1441	HILLS	EDWARD JR		6.19	30.95	12.38	Deceased	TET	Edit
*****9535	ZERCHERM	JEAN		9.35	45.75	18.70			Edit
*****1237	DION	SANDRA		7.62	30.48	15.24			Edit
*****0109	REDMOND	CHERLYN		6.23	24.92	12.46			Edit
*****9184	HALLE	MATHEW		6.42	25.68	12.84			Edit
*****9801	PIEROG	KATHLEEN		8.00	32.00	16.00		TEST	Edit
*****4006	LONG	JERRY		4.42	17.68	8.84			Edit
*****8342	CHAFFEE	DANIEL		4.36	21.80	8.72			Edit

*Hi-lighted rows Non-Employees



COMPLETING TRANSACTION

Boston Mutual Web Billing - List Bill Summary

Page 1 of 1

When reconciliation is complete, return to the Summary Page

[Log Out](#)



Bigger Than Life ...

[History](#) | [Show Employees](#) | [Preferences](#)

Summary for List Bill #: 1501 Due Date: 10/01/2006

New Amount Billed should be equal to your payroll deductions.

BML Billed Amount:	3,654.24	Deductions:	4
New Amount Billed:	3,475.90	New Deductions:	Edit

Status Code:	Open	Case No.:	41865
Deduction Frequency:	Weekly	Company Name:	ITT POWER SOLUTIONS
Agency:	56310	Policies (BML):	259
Rep Initials:	RM	Policies (C):	
Rep Ext:	477		

If further reconciliation is necessary, click on Show Employees. If the New Amount Billed is correct, click on Lock Bill.

[Show Employees](#) | [Lock Bill](#)



ADDITIONAL INFORMATION

- We will send an e-mail to the address listed in preferences when there is a new listbill available.
- If you lock a bill in error, you will need to contact Boston Mutual to have it un-locked. You can call 1-800-669-2668 and the extension listed on the Summary Page for your Account Representative.
- If you forget your password, please click on Send Password to my Email address or call us for assistance.
- Payments should be sent to Boston Mutual Life Insurance-W P.O. Box 55153 Boston, MA 02205-5153

