

Members Online Payment Guide



1 | OptimaHealth.com

#### Step One: Sign in at OptimaHealth.com/members





## Step Two: Sign In

Optima Health B. A Service of Sentara	Sign in
Member Sign In Username Password Sign In	Enter your username and password exactly as you entered them during your account registration.
Forgot Username? / Forgot Password? / Need to Register? Optima Health is the trade name of Optima Health Plan, Optima Health Insurance Company, Optima Health Group, Inc., and Sentara Health Plans, Inc. Optima HMO products, related Patient Optional Point-of-Service products, Point-of-Service products, and Open Access products are underwritten by Optima Health Insurance Company. Self-funded plans are administered by Sentara Health Insurance 0 2018 Optima Health.	Once completed click the "Sign in" button.



#### Step Three: Pay Premium

My Account Member Home				Contact Us	A HELLO FIRSTNAM	
Optima Health &		Benefit Information		<ul><li>✔ MEM</li><li>☞ SIGN</li></ul>	MEMBER HOME     SIGN OUT	
MyOptima		HOME / BREADCRUMBS / BREADCRUMBS / BREAD	CRUMBS			
8 FULL MEMBER NAME		Member Information				
12345678*01 OPTIMA FAMILY CARE Member Services: MEMBER SERVICES PHONE NUMBER Care Coordinator: CARE COORDINATOR CARE COORDINATOR PHONE NUMBER		Member Name: MEMBER NAME Enrolled Date: 07/01/2014		d Date: 07/01/2014		
		Member ID: 12345678*01	Primary	mary Care Provider (PCP): CANDACE M WHITEHURST MD		
		Date of Birth: 10/08/1950	ective Date: 07/01/2014			
View Other Plans 🛱		Copays or Coinsurance	_			
Benefits and Coverage	•	Member Copays or Coinsurance		Discounted Network Copays	or Coinsurance:	
Claims and Payments		PCP: \$10		PCP: \$20		
Pay Monthly Premium		Preventive: Refer to Summary of Benefits for preventive copay amount.		Specialist: \$55		
😲 Doctors and Drugs	-					
🔁 Get Healthy	-	Specialist: \$20				
🏟 Account Settings	•	UCC: \$20				
		ER: \$200				
		RX: Refer to your member coverage docu member ID Card or call Member Services on your pharmacy benefit copays.	ments, your for information			



# Monthly Premium" in your left navigation menu.

Once signed in click "Pay

Pay Online

#### Step Four: Online Invoice Payment

ustomer Overview			Search for Custom	PROFILE
CUSTOME	RINFORMATION	LAT	EST INVOICE 🖄	Biller Type
		Amount Due \$13.00	Remaining Amount	A/R File Processor Standard AR file Presentment Servi
Account Number	Enrollment Type Consumer	Account Number	Invoice	Por Pay Latest Invoice
.ogin ID	Date Enrolled /2017	Statement Date 10/12/2017	Due Date 10/17/2017	Update Available Paymen Click "Pay Now" button t
Manage SRe-Send Activation Email O Un-Enroll Pay Now 2) Pay My Bills @ View Invoice		ACH, CreditCard begin paying your most recent invoice. If you hav		
PREVIOUS PAYMENTS				, this is a st button may display "Pay
PAYMENT ACCOUNTS				All".
LINKED ACCOUNTS				



#### Step Five: Select Invoice and add a Payment Method

**Toggle Invoices** 

Ensure the invoice you intend to pay has a green checkmark, if not click the checkmark to enable payment for each invoice.





#### Step Six: Select Payment Type

Link to Bank Accounts	Card Accounts Link to Card Accounts	Account or Credit Account.		
ADD BANK ACCOUNT Account Type Personal	Account #	By selecting "Agree and Add Account", you authorize the		
Banking Type Checking Account Savings Account	Re-enter Account #	information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you		
Name on the Account Routing Number	Pay to the Criter of	provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.		
	Routing Number Account Number Make sure to use your bank account number, not your ATM or Debit card number.	Agree and Add Account		



#### Step Seven: Select Payment & Continue to Payment

#### 1) Select Payment Method

If you added multiple payment methods. Select preferred payment method for current invoice.

ALCOLLOFO						
MESSAGES						
Health has you cove h MDLIVE. Talk to a via phone or video, v O C	ered 24 hours a Get the board-certified Visit op wherever you are! award- 0 0 • 0	0				
DPAYMENT SUM	IMARY					
0 Invoices	\$0	.00				
Remove All						
CHARTWAY FEDE	RAL CREDIT UNION ***		2) Cont	inue		
	7/26/2017		Click "C	ontinue t	o Paymen <sup>.</sup>	t".
Payments confirmed	before Wednesday, July		Cher C	ontinue t	oraymen	· ·
26, 2017 7:00 PM C Wednesday, July 26, after Wednesday, Jul	T will be posted on 2017. Payments confirm ly 26, 2017 7:00 PM CT ursday, July 27, 2017.	ned				



#### Step Eight: Verify and Make Payment



#### Verify Payment

Optima Health





#### Step Nine: Payment Confirmation

	Confirmation	n					
	Thank You! Your	payment has been	has been made.				
	Print Confirmation F	Page	Payment Date	1/03/2018			
			Payment Method	Visa *****			
			Total Payment				
Payment Confirmation	Payments confirmed bef January 03, 2018. Payme Thursday, January 04, 20 If you have any further q	ore Wednesday, January 03 ents confirmed after Wedne 118. Juestions about payments t	, 2018 8:00 PM ET will be pos Isday, January 03, 2018 8:00 Pf o Optima Health, please conta	ted on Wednesday, 4 ET will be posted on ct our office at 888-737-			
Print, save, or write down	Reference Number	Confirmation #	Payment Amount	Number of Invoices			
your record.	1234567	1234567		1			
	7		Return to Pay My Bills	Return to Main Menu			



## Welcome to your MyOptima Member Account.

