Navigation A: Getting to Payment process from Account log-in page.

If you haven't registered for an Employer Group Portal Account, you will need to do so prior to making a one-time Premium Payment Online.

You as an Employer Group have the ability to make a one-time premium payment online, they can select "Employers DeanConnect Login"

This will direct you to Login A {Below}

Login A: Once you've has registered for an Employer Group Portal Account, you can use the Login

Once the Employer Group has registered, they will be asked to Login.

This will direct you to Step 1 {Below}

Dean > Connect

Friday, 07/10/2020
#1D1TNW

Site Sign In

Username: groupadmin17

Password: •••••••••••

Sign In

Forgot Username or Password?

Attention

If you have 3 unsuccessful login attempts in a row, your account will be disabled.

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Welcome

Welcome to DeanConnect! We"re glad that you"ve chosen to Get Connected! At Dean Health Plan we are continuously developing new products to help our employers and members better understand and manage their healthcare coverage. This new portal allows you to access your healthcare coverage information - all in one place, 24-hours a day. Thank you for choosing Dean Health Plan and enjoy the freedom and convenience of DeanConnect. This just text?

The DeanConnect portal will be unavailable from 6:00 a.m. (cst) until 12:00 pm on Saturday, March 42nd.

Step 1: If you are the Group Administrator

Select profile (Employer Group ID) you would like to make a one-time premium payment for.

Once you have selected your Employer Group ID you'd like to make a one-time premium payment for.

This will direct you to Step 2 {Below}

Dean > Connect

Home   My Account Profile   Group Services ▾   Member Services ▾   Contact Us

Joe's BBQ Shack   **(DHP - 1-3Z-153)** **Change Group**
Member Search

Friday, 07/10/2020
#1D1TNW

User Details

**admin, group
(groupadmin17)**
Dean Health Plan

Group Administrator

Sign Out

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17:44

Please enter your search criteria, then click the 'Begin Member Search' button.

You must enter a value for either the Member ID or the Member Last Name.

Member ID: *

SSN: *

Member Last Name: *

Member First Name:

Date of Birth (mm/dd/yyyy):

Member Zip Code: [   ]-[   ]

Groups to Search: Joes BBQ Shack   :(DHP - 1-3Z-1 ▾)

Begin Member Search   Clear Member Search Fields

Step 2: _Employer Groups:_ Navigating my portal splash page.

To view your bill and/or make a premium payment, select the "Premium Bill Presentment and Payment".

This will direct you to Step 3 {Below}

Step 3: *Employer Groups:* My Current Premium Bill.

To make a one-time premium payment, first select the Recipient ID in the drop-down

Note: *If there is only one Recipient ID tied to the Employer Group, then the record will be selected by default in the drop-down menu*

Select a Payment Type (ACH-Checking or ACH-Savings), enter the payment date (Same day or Future Dated), enter amount to pay, and select the "Pay This Amount".

This will direct you to Step 4 {Below}

Example of Same Day payment:

DeanHealthPlan
A member of SSM Health

Recipient ID

1332 - Joe's BBQ Shack ▼

VIEW PREMIUM BILL HISTORY

My Current Premium Bill

DUE DATE	PAYMENT STATUS	RECIPIENT ID	INVOICE ID	AMOUNT DUE	VIEW/EXPORT BILL
07/01/2020	ready to pay	1332	005807242	$24,963.07	**VIEW BILL** 📄 **EXPORT BILL** 📄

PAYMENT TYPE: ACH-Checking ▼   07/10/2020 📅

PAY THIS AMOUNT $24,963.07

Note: Paying less than the balance due could result in coverage termination.
If you pay more than the balance due it will be reflected on the next premium bill.

DeanHealthPlan
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Dean Connect

MyChart

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Example of Future Dated payment:

Step 4: Payment Validation pop-up

To continue with your premium payment, select "Yes, Proceed".

This will direct you to Step 5 {Below}

To return to the prior screen, to adjust your payment amount, select "No, Go Back".

This will direct you to Step 3 {Below}

Step 5: Entering Account information

Enter all of the pertinent Bank information, confirm you're not a robot by completing reCaptcha, then select "Pay Now".

This will direct you to Step 6 {Below}

DeanHealthPlan
A member of SSM Health

Invoice ID: 005807242

Scheduled Payment Date	BAC Type
2020-07-10	Checking

Phone Number

`null`

Email Address - *optional*

`null`

ADD NEW PAYMENT METHOD

ACH — Checking Payment

Payer Name

[ ]

Routing Number   Bank Account Number

[ ]   [ ]

By selecting the Pay Now button; I affirm that I am authorized to make this payment and/or that I am an authorized signer on this account. I agree and authorize that I want to initiate a one-time ACH debit from the bank account listed above, in the amount stated, and on the scheduled payment date I've entered on the payment page. I understand that these funds may be withdrawn from the account listed above as soon as the above noted scheduled payment date.

[ ] I'm not a robot
reCAPTCHA
Privacy - Terms

Pay Now $24963.07

Cancel

Step 6: Retrieving your Confirmation Message

You can capture a screen-print of this page. You will also receive an email confirmation, if the payment is not scheduled into the future.
To return to your account page "My Current Premium Bill" you can select the "Go Back" button.
This will direct you to Step 3 {Above}
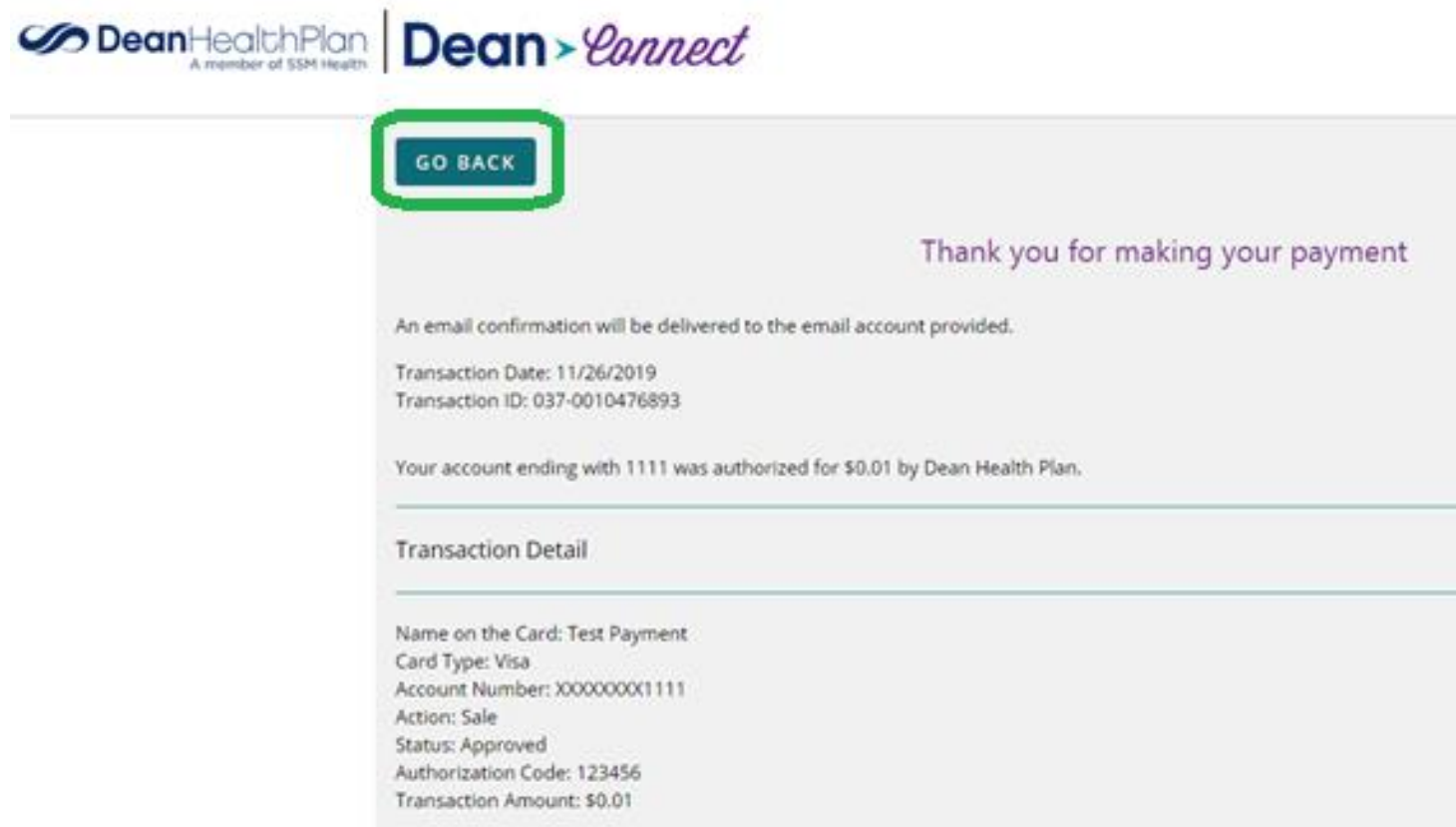
STEP 7: Submitting an additional one-time Premium Payment

    A. To submit a one-time Premium Payment for a different Recipient ID within the same Employer Group go to STEP 3; OR

    B. To submit a one-time Premium Payment for a different Employer Group then go to STEP 1A or STEP B depending on the user type (i.e. Group Admin, Client Admin or CSR)