FOR GROUP ADMINISTRATORS AND FINANCIAL USERS ONLY

# How to create an invoice

For non-BSI groups

## USER TIPS FOR THE SECURE EMPLOYER WEBSITE

### You will need

- A valid account on the Premera secure Employer Website with a Group Administrator or Financial user role

### Steps

1. Log in to the secure Employer Website (see How to Log In).
2. From the Dashboard main menu, select: Tools/Billing.
3. Select the desired Subgroup from the list.
4. Select the desired Invoice Period (default is current month).
5. Select the desired Format (Excel or PDF).
6. Click the Request an Invoice button.

### Notes

- Invoices are created per subgroup.
- If you see the BSI page when you select Tools/Billing, you do not have access to Premera invoices.

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