Step by Step instructions on how to retrieve your Mercer Monthly IBA (Internet Billing Application) Invoices

Below is the email you will receive from Mercer each month letting you know that your monthly invoice has been produced. Invoices are produced on or around the 10th day of each month.

* * * * * * * * * * <mark>As a reminder - All payments are due on the 25th of each month</mark>. * * * * * * * * * *

There is no change to the lockbox address so please continue to send your premium payments to the same address as you are currently.
Payments should be mailed to:

Mercer H&B Iowa Fiduciary
29985 Network Place
Chicago, IL 60673-1299

<mark>REMINDER – Please Do Not send employee change notifications with your payments.   All employee updates and change information should be sent to CBS.HBP.Billing&Eligibility@mmc.com</mark>
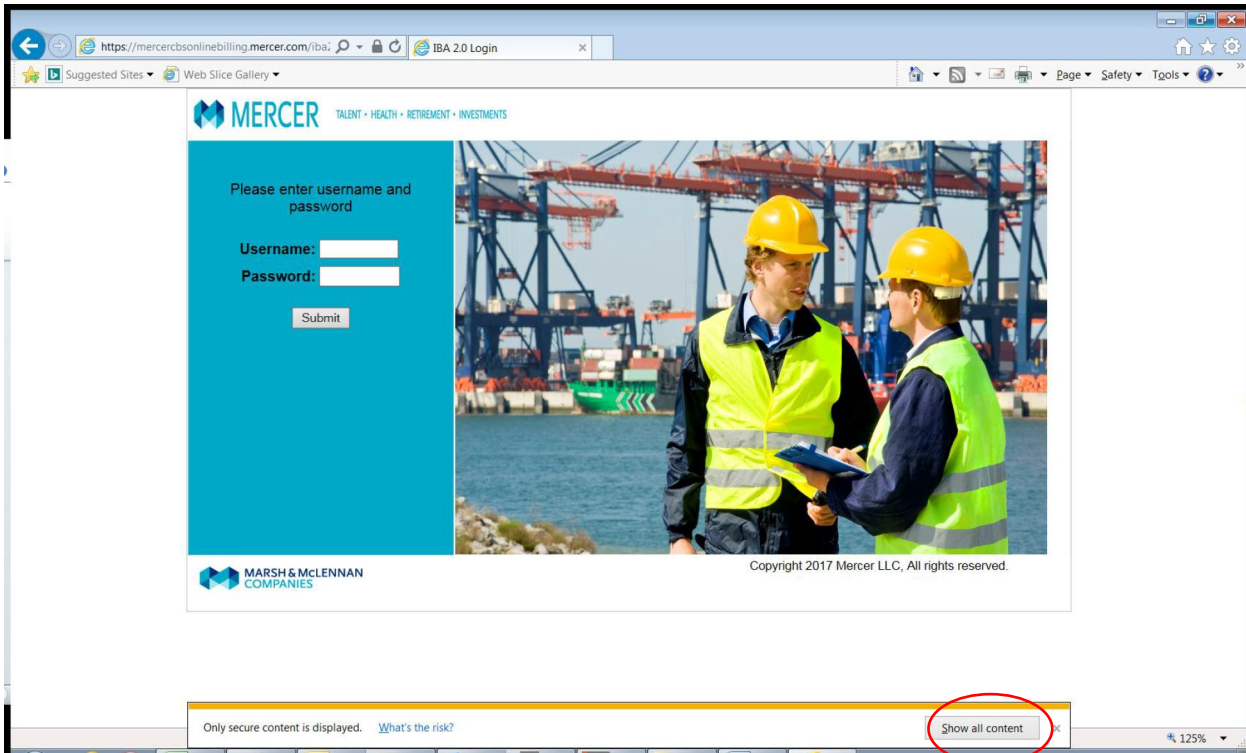

You can click on the link within the email that you received or you can access your billing invoice at the following link:

https://mercercbsonlinebilling.mercer.com/iba2/main/ForwardAction
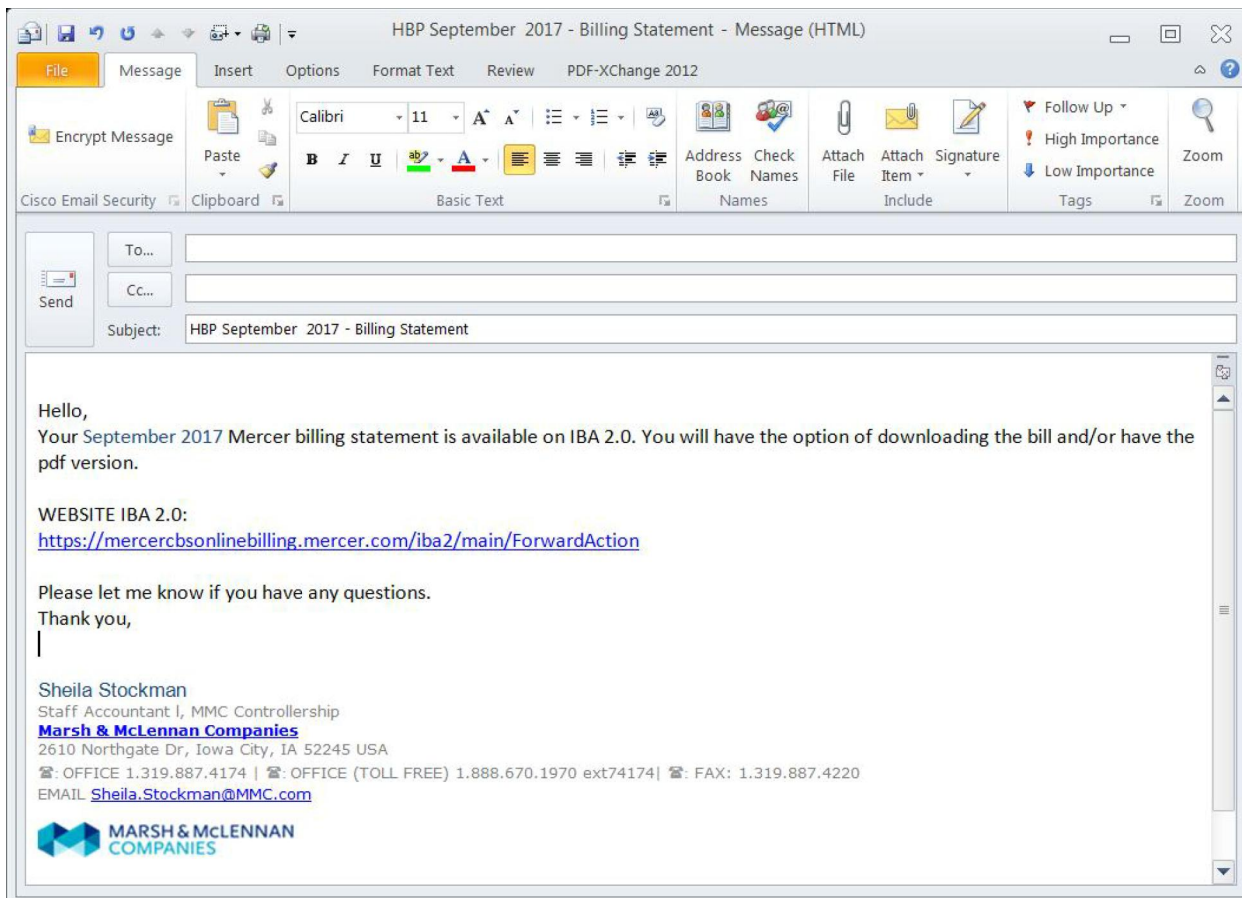
When you first get to the site, be sure to click "Show all content" if it pops up.

Next, enter your username and password that was emailed to you and click "submit".


For <mark>Excel</mark> version, see pages 3-5
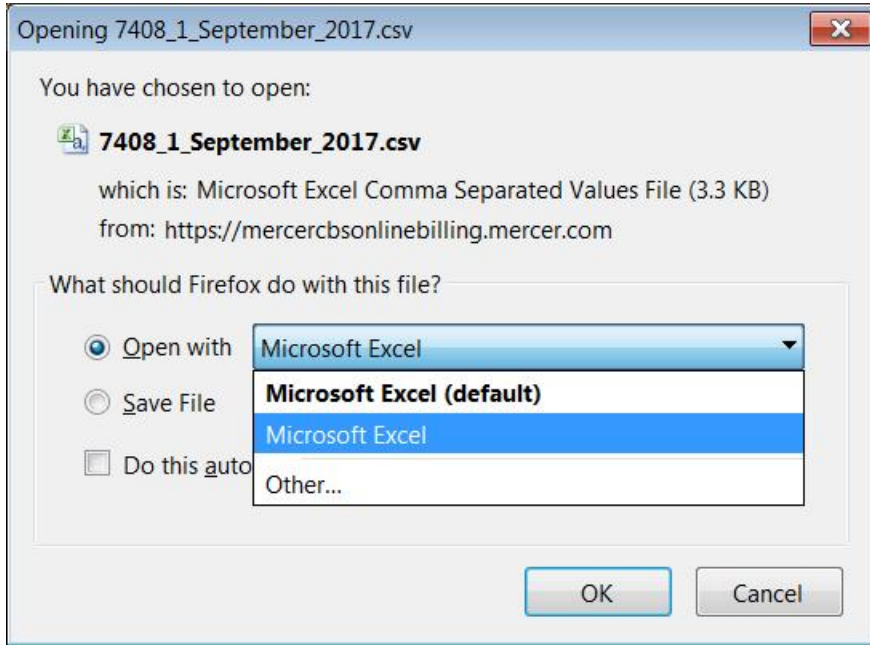
For <mark>PDF</mark> version, see pages 6-8

If you would like to retrieve your invoice in the Excel version, click "Data Download" (first option on the blue bar at the top of the screen). When the 'Data Downloads' box pops up, select the 'month' and 'year'. Next, click on your company number (in blue) this may take a moment to open the next box. Click either 'Open' or 'Save As' (in Internet Explorer) or 'Open with' or 'Save File' (in Firefox) to save your invoice in Excel format to your computer.
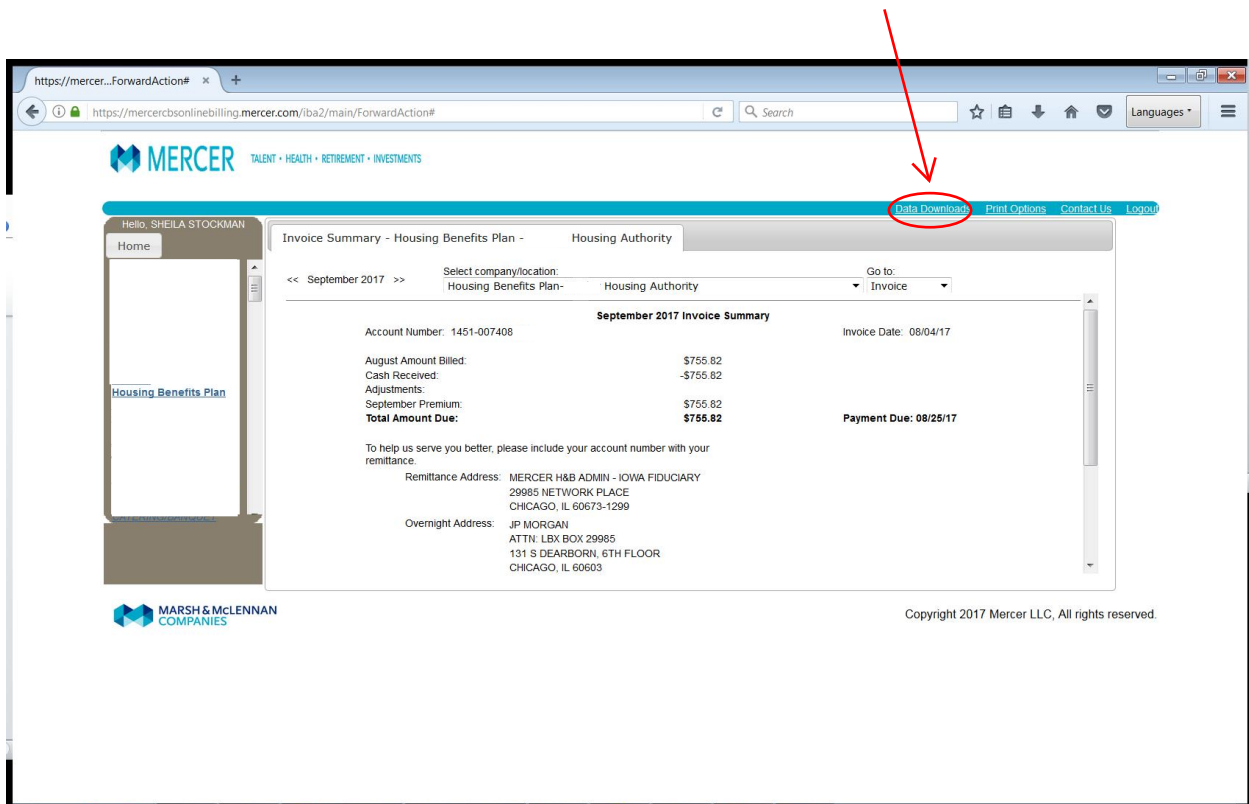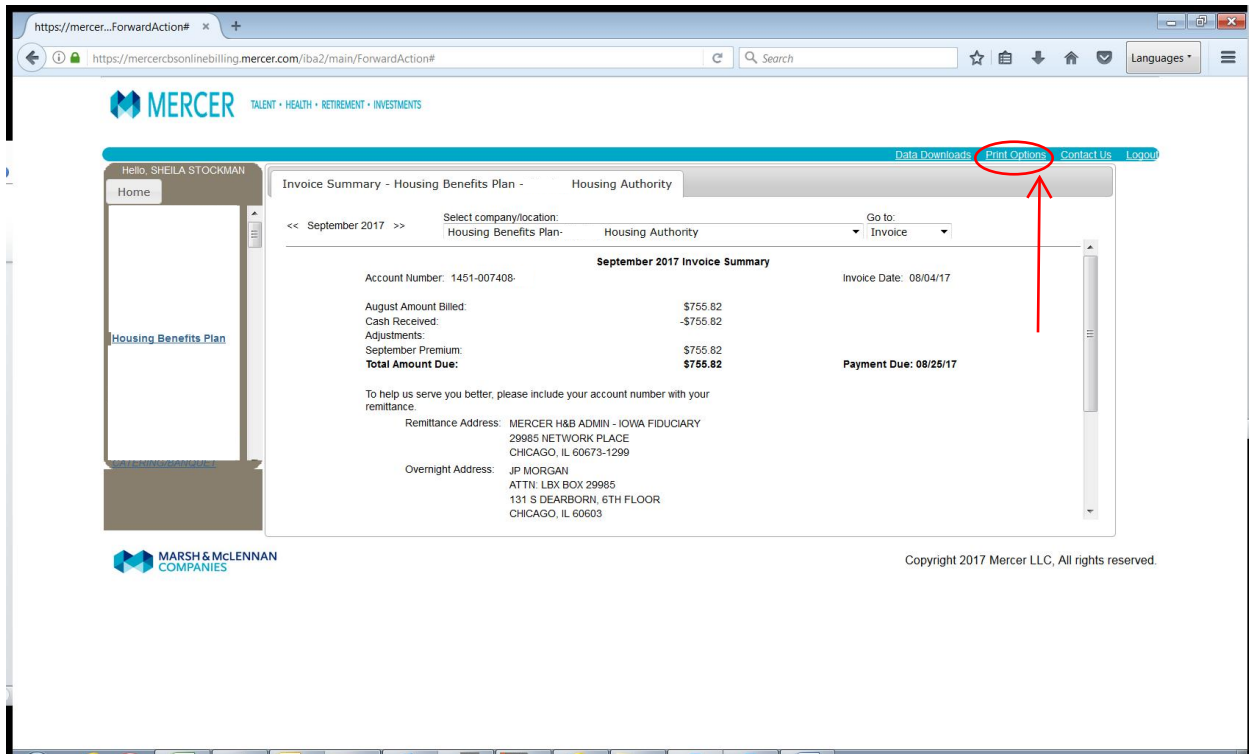
Next you will see this box pop up – click on the 'company number, month and year' (in blue) for the invoice you're wanting to access.
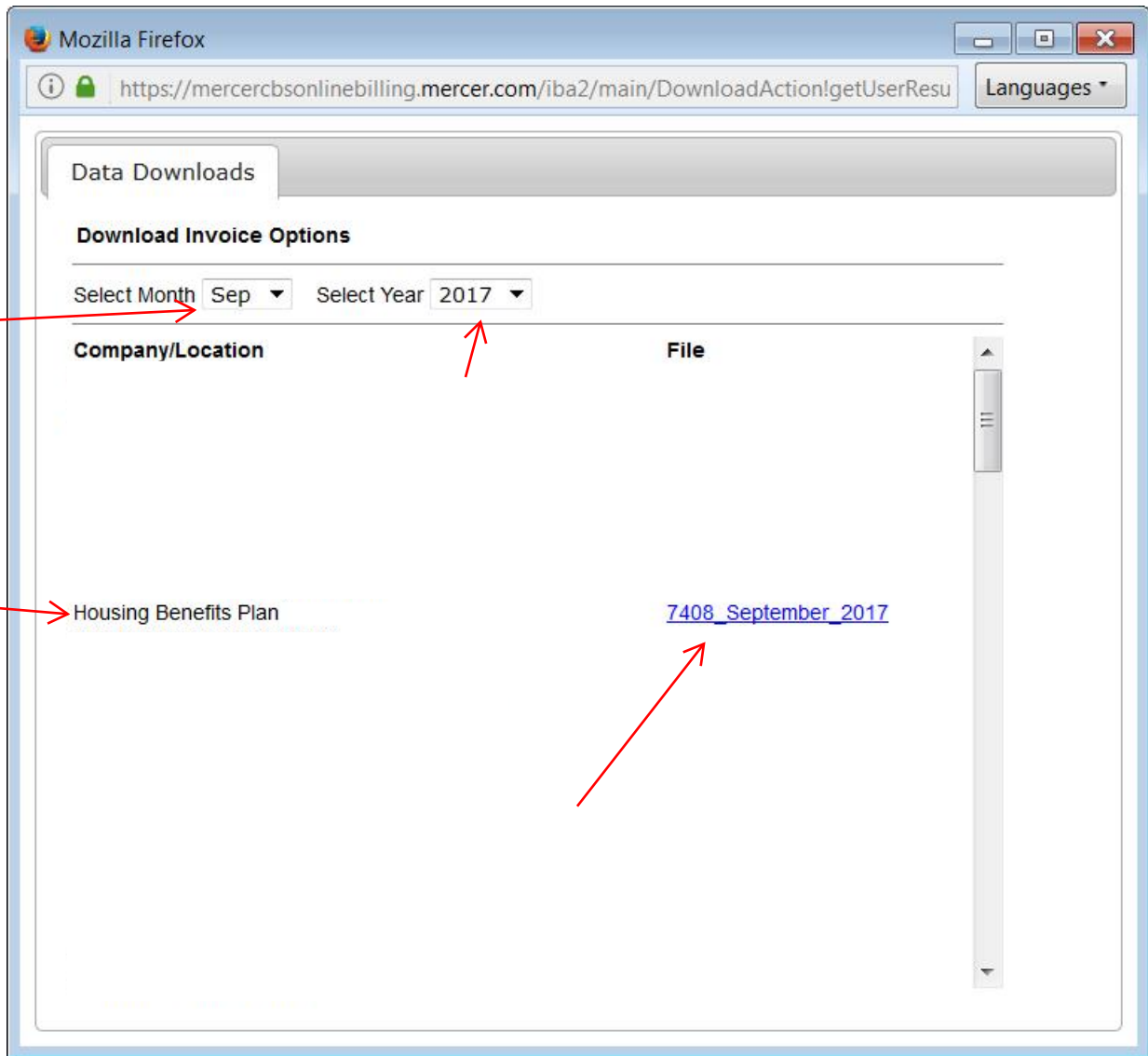
The following box will appear….. select your option and click 'OK' and the file will open.

If you would like to retrieve your invoice in PDF form, click 'Print Options' (second option on the blue bar at the top of the screen). When the 'Print Bill Options' box pops up, select the 'month' and 'year'. Next, click on your company number (in blue) this may take a moment to open the next box. Click either 'Open' or 'Save As' (in Internet Explorer) or 'Open with' or 'Save File' (in Firefox).

Next you will see this box pop up – click on the 'company number, month and year' (in blue) for the invoice you're wanting to access.

Mozilla Firefox
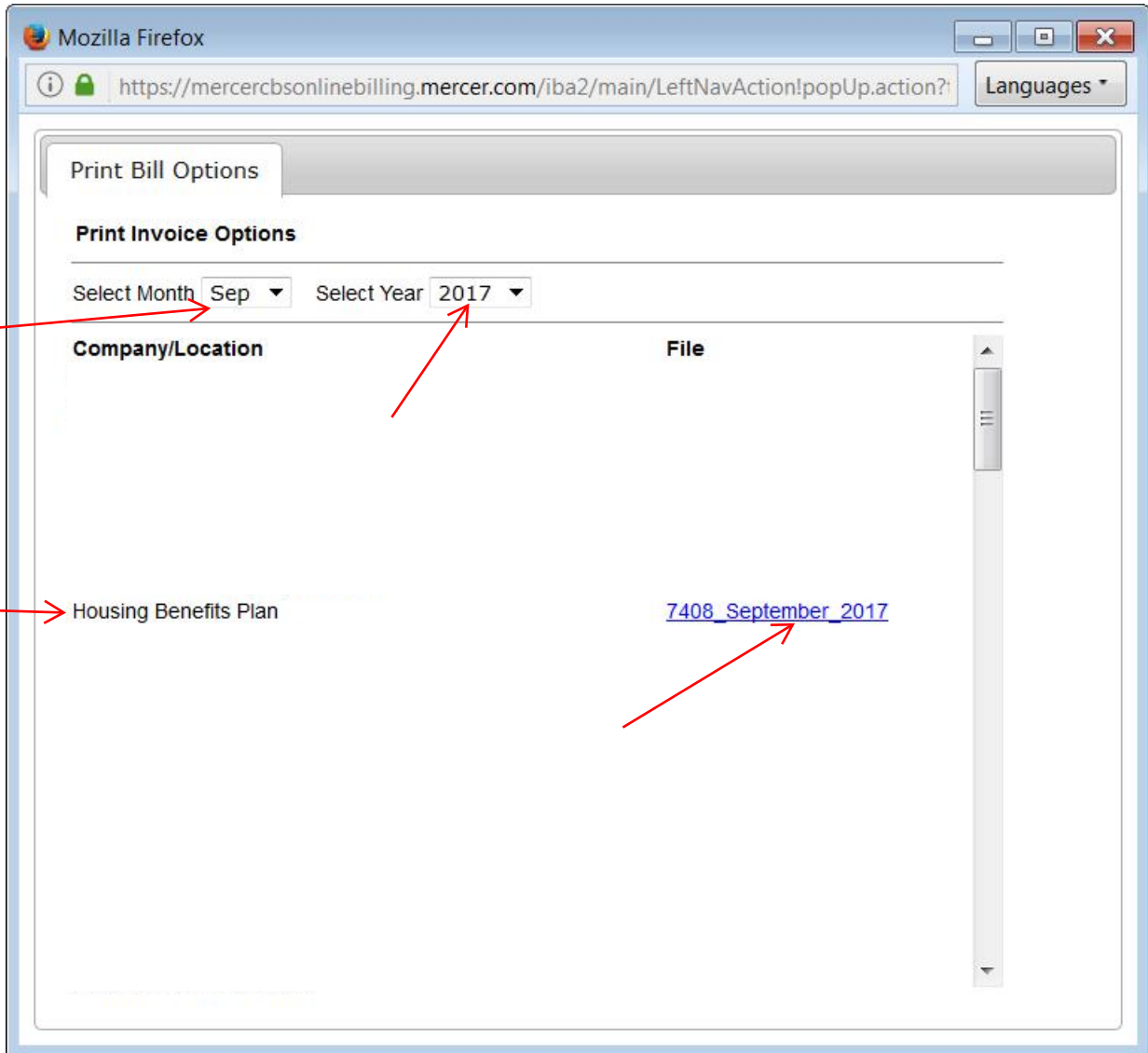
https://mercercbsonlinebilling.mercer.com/iba2/main/LeftNavAction!popUp.action?

Languages

Print Bill Options

Print Invoice Options

Select Month Sep ▼   Select Year 2017 ▼

Company/Location   **File**

Housing Benefits Plan   7408_September_2017

The following box will appear......select your option and click 'OK' and the file will open.

Opening LocationInvoiceSummary.pdf

You have chosen to open:

📄 **LocationInvoiceSummary.pdf**

    which is: PDF Document (8.3 KB)

    from: https://mercercbsonlinebilling.mercer.com

What should Firefox do with this file?

○ Open with   PDF-XChange Editor (default) ▾

○ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel