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VERATEX INC.

WEI CHANG

PO BOX 682

NEW YORK NY 10108-0682



Questions?

We're here to help.

Toll-free **1-800-651-5465**

TTY **711**

8 a.m. – 8 p.m. ET, Monday –
Friday

August 15, 2023

Dear WEI CHANG,

Thank you for registering on our benefits administration website, **employerservices.com**. We're writing to let you know you have been automatically enrolled in our paperless invoice option.

What does this mean for me?

Starting next month, we'll no longer send your monthly invoices in the mail. You will continue to receive an email when your monthly invoice is available online.

What are the advantages to using the benefits administration website?

In addition to being a resource for your specific plan information and covered employee population, **employerservices.com** offers online access to your premium invoices and payments. In the **Invoices** center of the website, you can:

- View, download and print invoices
- Pay your bill
- View payments, balances and statements
- Request a Billed vs. Paid report
- Manage banking information
- Establish an agreement to enable automated monthly payments or to simply pay online
- Request adjustment invoices and view adjustments after eligibility changes

What if I want paper invoices?

You can print a copy of your invoice at **employerservices.com**. Sign into your account and follow these steps:

1. Select **Invoices**.
2. Select the invoice number to open the invoice summary.
3. Select the **Invoice PDF** button.

Questions? We're here to help.

If you have any questions, please call us toll-free at **1-800-651-5465**, TTY **711**,
8 a.m.–8 p.m. ET, Monday–Friday.

Sincerely,

The UnitedHealthcare Team