How to View Invoices

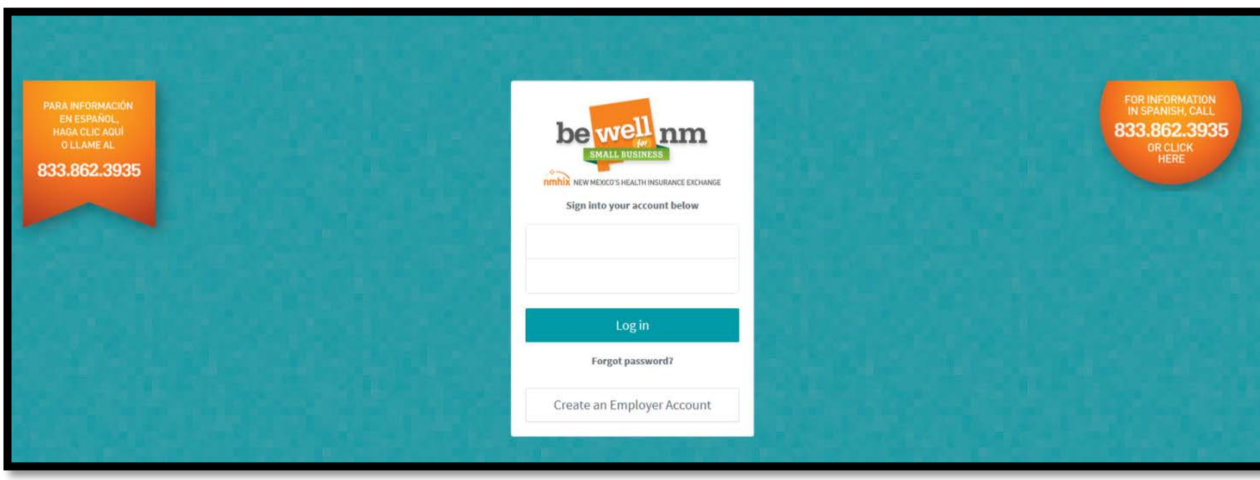
The following SHOP guide will assist the user with a workflow process on how to View Invoices.

There are times that **Brokers/Administrators** and **Employers** have questions regarding Reviewing Invoices**.** Using the **beWellnm Small Business online portal** will enable the user to quickly access and review this information.

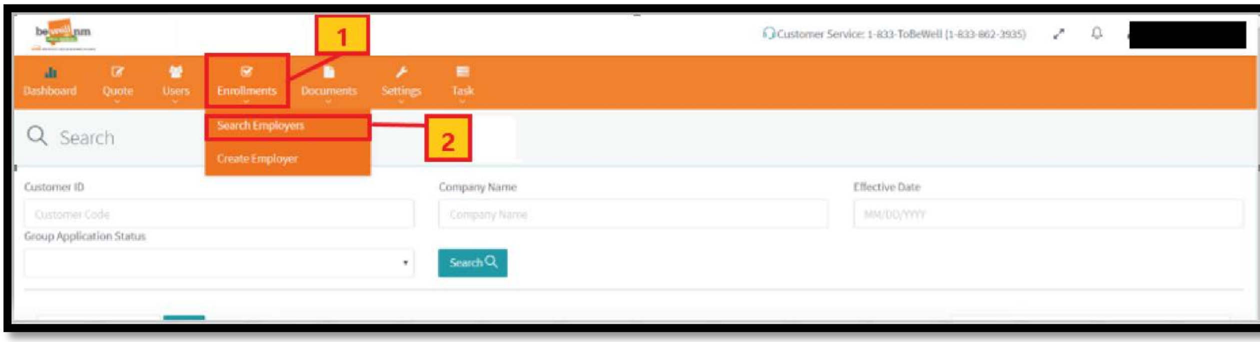
ADDITIONAL INFORMATION

For any additional information or assistance using this guide please call our toll-free number at:

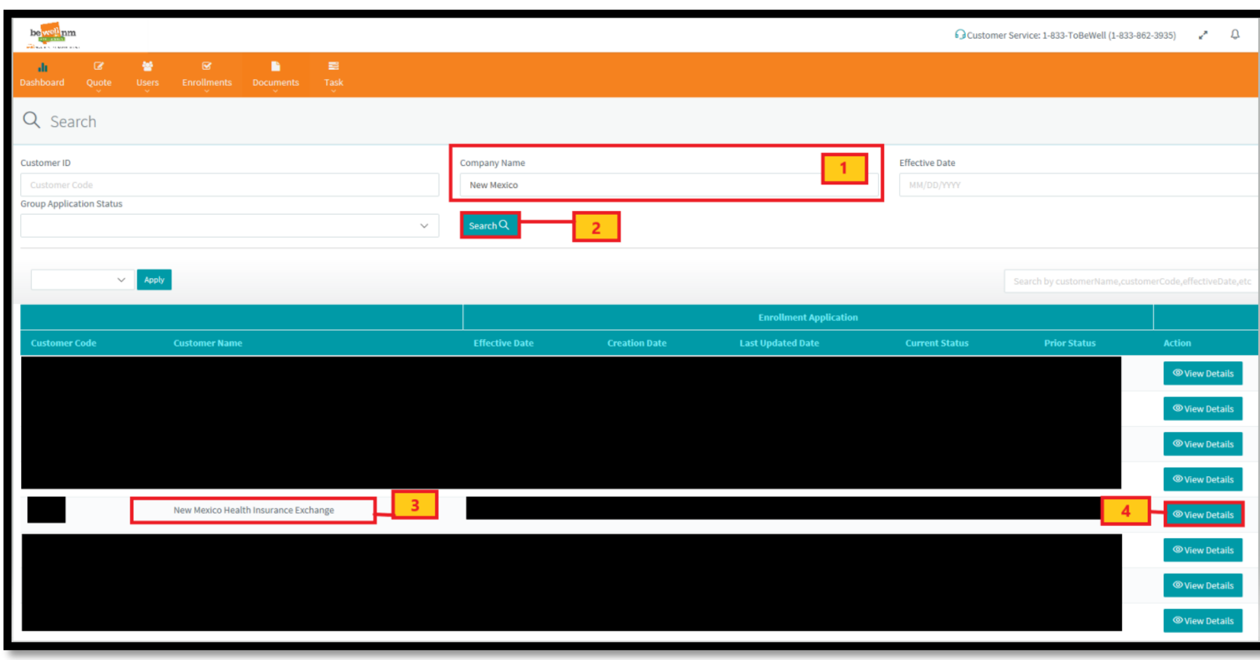
1-833-ToBeWell (1-833-862-3935) & TTY: **1-855-851-2018** or e-mail us at Business@bewellnm.com.



1. *Click* on the **Enrollments Tab.**
2. ***Select*** **Search Employers** from the ***Pick-list.***



1. *Click* in the **Company Name *Field*** and type in the name.
2. *Click* on the **Search Button.**
3. *Locate* the **Company Name *that displays on the bottom portion of the screen.***
4. *Click* on the **View Details *Button.***



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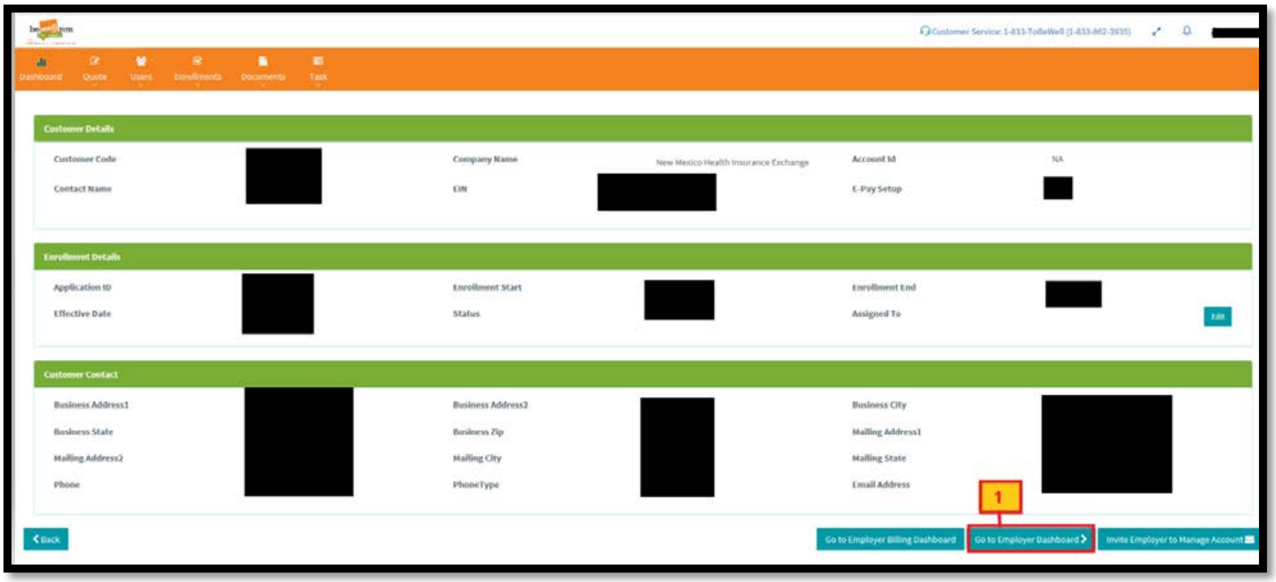
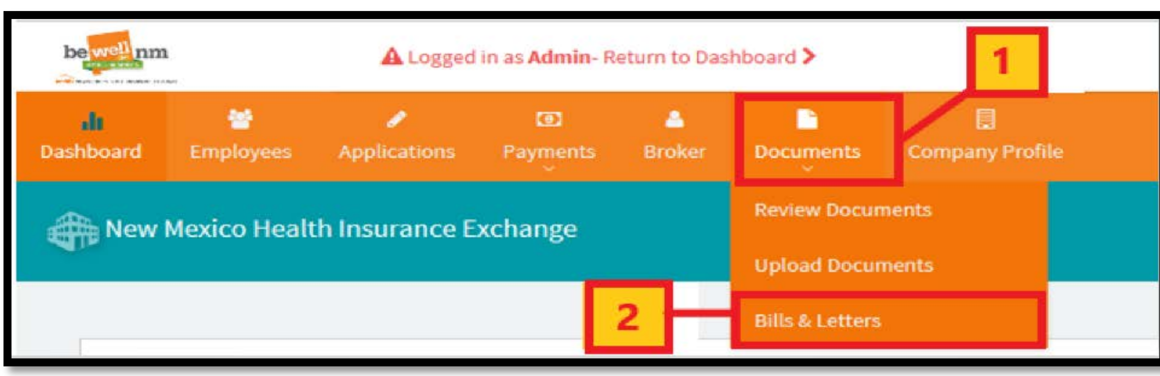
1. *Click* on the **Go to Employer Dashboard** ***button.***



1. *Click* on the **Documents** ***Tab.***
2. ***Select*** **Bills & Letters** from the ***Pick-list.***



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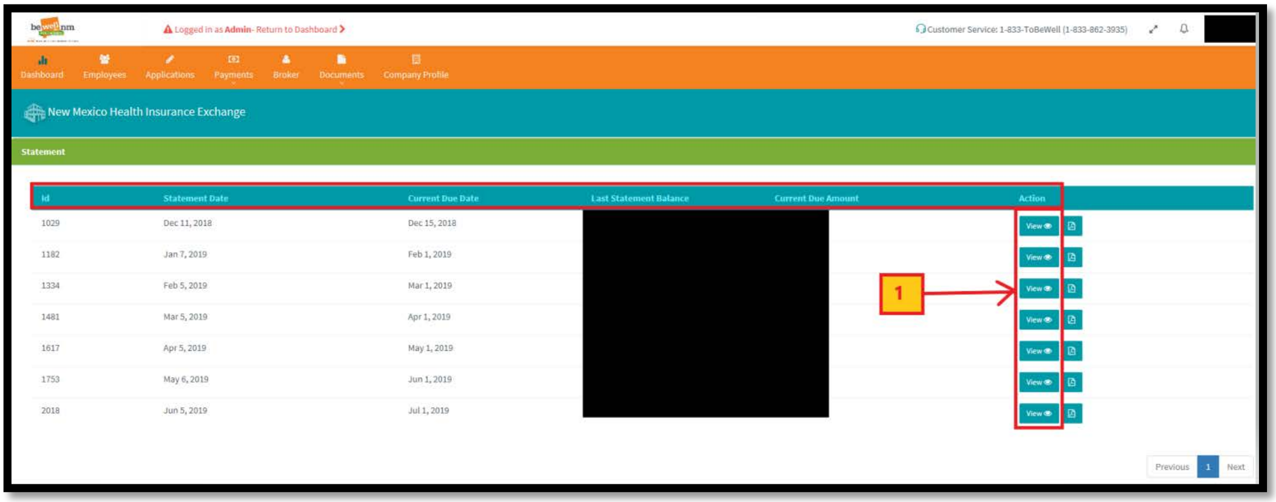
1. ***Click*** on the **View *button*** for any of the **statement dates** you may be inquiring about.



The user will have the ability to **Preview the Statement Summary.**