

5/25/2022

John Smith & Family
123 Main Street
Happy Trail, TN 12345

Dear John Smith & Family:

benefitexpress has been retained by Vanderbilt University to serve as their Premium Pay billing administrator. Based upon information received from Vanderbilt University, your Premium Pay billing will/has commence(d) on 6/1/2022. The information below provides specific information about the Premium Pay billing service under which you are participating.

Since you are currently enrolled in the Vanderbilt University Premium Pay billing service, please review the information below carefully and note the new remit to address below. Starting immediately, premium payments (check or money order) for your account should be made payable to and mailed to the address listed below.

Plan Name	Coverage Level	Plan Start Date	Plan End Date	Premium Amount	Initial Grace Period	Subsequent Grace Period
Spousal Surcharge (DIRECT BILL)	EE Only	6/1/2022	12/31/2099	\$100.00		
Short Term Disability (DIRECT BILL)	EE Only	6/1/2022	12/31/2099	\$14.43		
Delta Dental Basic (DIRECT BILL)	EE + Family	6/1/2022	12/31/2099	\$48.28		
Aetna Choice CDHP 11 (Tobacco Crdit) (DIRECT BILL)	EE + Family	6/1/2022	12/31/2099	\$254.00		
Total Premium Amount:				\$416.71		

The Vanderbilt University Premium Pay billing service requires Monthly payment of premiums. Your premium payments are due on the 1st day of each month. If your first payment which is due on 6/1/2022 is on a date other than the 1st of the month, then your first payment amount will be prorated.

Attached please find a supply of premium payment coupons for each period of coverage under Vanderbilt University Premium Pay billing service. You will receive new coupons if your plan assignments, coverage level or premiums change. Failure to remit your entire premium payment by the due date will/may terminate your participation in the Vanderbilt University Premium Pay billing service. To ensure proper posting of your premium payment, please be sure to include the payment remittance stub with your payment. Additionally, failure to include the remittance stub may delay the posting of your payment to your account.

Premium payments (check or money order) for your account should be made payable to and mailed to the address below. Please direct all non-payment correspondence to our offices for processing to this address:

benefitexpress
P.O. Box 2798
Omaha, NE 68103

If you are also currently enrolled in the Vanderbilt University COBRA continuation plan, please remit COBRA premium payment separately.

An integral part of our broad service offering is our Member Self Service Portal (Member Portal). We have designed the Member Portal to be an information rich and secure website empowering you with the tools and information to efficiently and accurately manage your account under Vanderbilt University Premium Pay billing service.

Below is your unique registration identification number needed to become an authorized user of our Premium Pay Member Portal. Please visit <http://www.mypremiumbill.com> and click on "login" from the top menu under "For Participants". Click on the "New user registration" link and follow the registration process as described. Please note you will be asked to supply a second piece of identification which will be your social security number (SSN). In order to expedite the registration process, please make sure you have this information with you before beginning the new user registration process.

Registration Code: XXXXXXXX

Please retain a copy of this letter for future reference. Should you forget your password or want to reset it in the future you will need the registration code noted above. To protect your privacy, please do not share your registration code with any individuals unknown to you.

PREMIUM PAYMENT OPTIONS

Did you know you can make payments online at www.mypremiumbill.com? The online Member Portal allows you to make credit card payments (fee applies), make one-time ACH payments (fee applies) or schedule reoccurring ACH (free) for your monthly payments. ACH is a safe, fast and secure way to ensure your monthly payment is made on time, every time. To sign up, login to your Member Portal and enroll online. **Please note, if you are currently signed up for reoccurring ACH payments, your monthly direct debits will not be interrupted.**

If you have any questions or comments, please contact our Customer Service Department at (877) 837-5017 during normal business hours.

Sincerely,

benefitexpress

PREMIUM PAYMENT COUPON

Special Plan Member
Smith, John Vanderbilt University CustID: 1167 - MemberID: 111111

Premium Due
Due Date: 6/1/2022 Amount Due: \$416.71

Remit To
benefitexpress P.O. Box 2798 Omaha, NE 68103

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PREMIUM PAYMENT COUPON

Special Plan Member
Smith, John Vanderbilt University CustID: 1167 - MemberID: 111111

Premium Due
Due Date: 7/1/2022 Amount Due: \$416.71

Remit To
benefitexpress P.O. Box 2798 Omaha, NE 68103

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PREMIUM PAYMENT COUPON

Special Plan Member
Smith, John Vanderbilt University CustID: 1167 - MemberID: 111111

Premium Due
Due Date: 8/1/2022 Amount Due: \$416.71

Remit To
benefitexpress P.O. Box 2798 Omaha, NE 68103

PREMIUM PAYMENT COUPON

Special Plan Member
Smith, John Vanderbilt University CustID: 1167 - MemberID: 111111

Premium Due
Due Date: 9/1/2022 Amount Due: \$416.71

Remit To
benefitexpress P.O. Box 2798 Omaha, NE 68103

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PREMIUM PAYMENT COUPON

Special Plan Member
Smith, John Vanderbilt University CustID: 1167 - MemberID: 111111

Premium Due
Due Date: 10/1/2022 Amount Due: \$416.71

Remit To
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PREMIUM PAYMENT COUPON

Special Plan Member
Smith, John Vanderbilt University CustID: 1167 - MemberID: 111111

Premium Due
Due Date: 11/1/2022 Amount Due: \$416.71

Remit To
benefitexpress P.O. Box 2798 Omaha, NE 68103

PREMIUM PAYMENT COUPON

Special Plan Member
Smith, John Vanderbilt University CustID: 1167 - MemberID: 111111

Premium Due
Due Date: 12/1/2022 Amount Due: \$416.71

Remit To
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PREMIUM PAYMENT COUPON

Special Plan Member
Smith, John Vanderbilt University CustID: 1167 - MemberID: 111111

Premium Due
Due Date: 1/1/2023 Amount Due: \$14.43

Remit To
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PREMIUM PAYMENT COUPON

Special Plan Member
Smith, John Vanderbilt University CustID: 1167 - MemberID: 111111

Premium Due
Due Date: 2/1/2023 Amount Due: \$14.43

Remit To
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PREMIUM PAYMENT COUPON

Special Plan Member
Smith, John Vanderbilt University CustID: 1167 - MemberID: 111111

Premium Due
Due Date: 3/1/2023 Amount Due: \$14.43

Remit To
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PREMIUM PAYMENT COUPON

Special Plan Member
Smith, John Vanderbilt University CustID: 1167 - MemberID: 111111

Premium Due
Due Date: 4/1/2023 Amount Due: \$14.43

Remit To
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PREMIUM PAYMENT COUPON

Special Plan Member
Smith, John Vanderbilt University CustID: 1167 - MemberID: 111111

Premium Due
Due Date: 5/1/2023 Amount Due: \$14.43

Remit To
benefitexpress P.O. Box 2798 Omaha, NE 68103