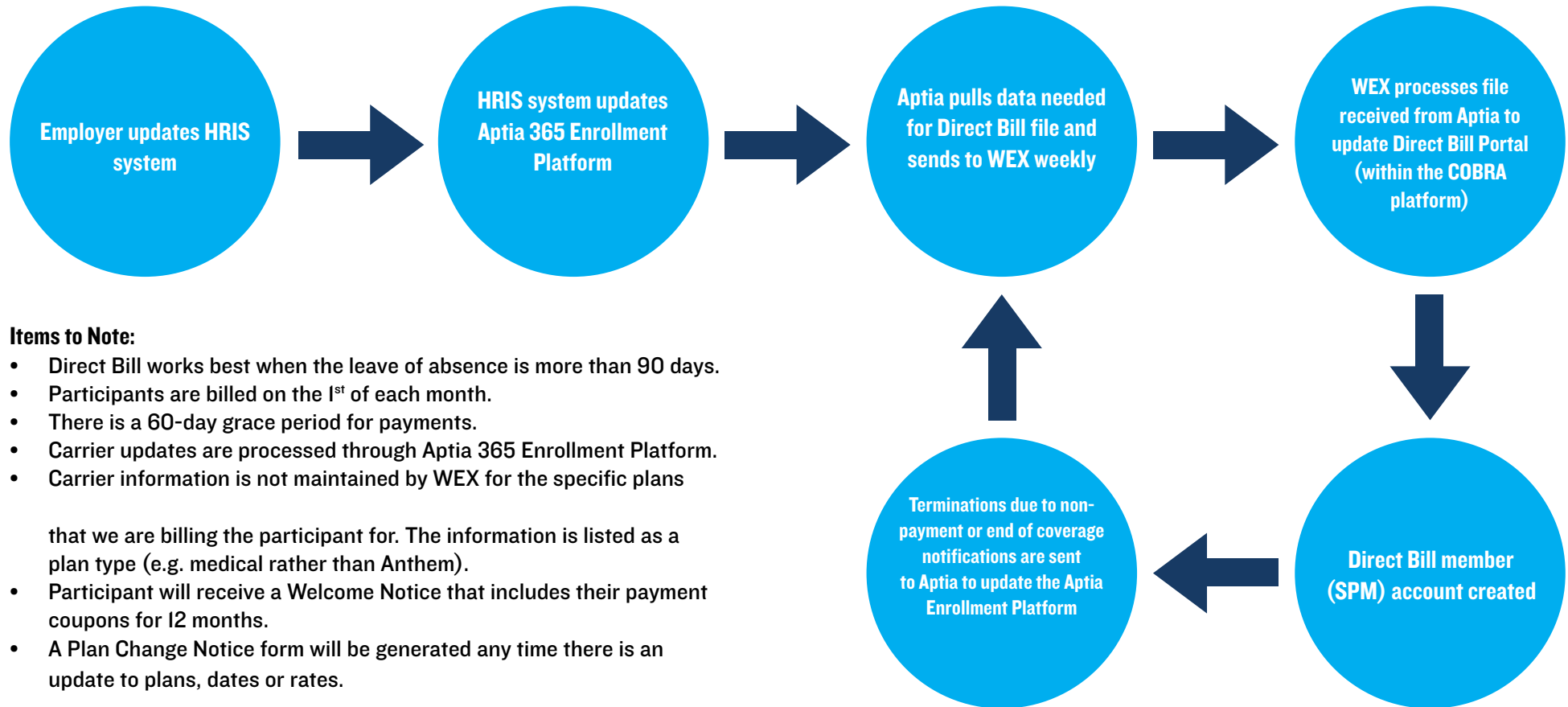


## Direct Bill Data Flow Chart



### Items to Note:

- Direct Bill works best when the leave of absence is more than 90 days.
- Participants are billed on the 1<sup>st</sup> of each month.
- There is a 60-day grace period for payments.
- Carrier updates are processed through Aptia 365 Enrollment Platform.
- Carrier information is not maintained by WEX for the specific plans

that we are billing the participant for. The information is listed as a plan type (e.g. medical rather than Anthem).

- Participant will receive a Welcome Notice that includes their payment coupons for 12 months.
- A Plan Change Notice form will be generated any time there is an update to plans, dates or rates.