



eBill / ePay Sign Up Instructions

Q: What is Gettysburg Benefits eBill/ePay?

A: eBill/ePay is a website that you can use to securely view and pay your bill online.

Q: Does it cost anything to enroll in eBill/ePay?

A: No. It is free to sign up for eBill/ePay.

Q: How do I create a new eBill/ePay account?

A:

Step 1) Visit: www.getbenefitsadmin.com

Step 2) Click the *eServices* button in the top menu,

Step 3) Click the *eBill/ePay* link on the right side of the *eServices* page.

Step 4) This takes you to the secure eBill/ePay webpage, once there, click on the "*Enroll*" button.

Step 5) This will take you to the Enrollment page, where you will be asked to provide basic contact information, choose your security settings, and to enter the basic financial information that you will use to pay your bill. When you have completed the enrollment process, an activation e-mail will be sent to you. Once your account has been activated, you can login and start managing your account online. You will be able to see your bills, amount due, and make payments.

For questions please call 800-497-4474
or email gcus@getbenefitsadmin.com