How to Use TriHealth Corporate Health Online Billing

Enroll for Online Billing

Step 1: Look for an email from corporatehealth@mail.usdelivery.org.

- This email invites you to sign up and get your monthly invoices through email, online portal, or US Mail
- All communications about invoices will be sent from this email address, so make sure your spam filters allow emails from this address

Step 2: Click the link in the email or [click here](#) to go to the Online Billing Portal

Step 3: On the portal, click "Enroll for Online Billing Services."

- If you're already enrolled and want to make a quick payment, click "Make a Quick Payment."

Step 4: Fill in all highlighted fields within the enrollment window:

- **Customer Number:** Find this on a previous invoice (first 3–6 digits before the hyphen).
- **Zip Code**
- **Name**
- **Email Address**
- **Password:** Follow the instructions for password requirements.

Step 5:

- Re-enter your password to confirm.
- Choose a security question and answer (pick something everyone accessing the account will know, if shared).

Step 6: Choose your preferred invoice delivery method:

- Web (Recommended for shared accounts):
    - Get an email notification when the bill is ready
    - Click the link or visit the portal to view and pay bills anytime
- Email:
    - Receive your bill as an encrypted email attachment
    - You can also log in to the portal to view and pay bills
- Paper:
    - Your bill is mailed to you via the US Postal Service
    - You can still visit the portal to view and pay bills anytime

Step 7: Accept the terms and conditions by checking the "I Agree" box, then click "Submit" to complete enrollment.

Access and Pay Your Invoices

Step 1: Go to the TriHealth Corporate Health Billing Portal

Step 2: Sign in with your email and password that you created during enrollment. If you forgot your password, use the "Forgot your password" link to reset it.

Step 3: On the Billing Summary screen, you can:

- View and print invoices (click the document icon)
- Pay your invoices online using your credit card or electronic check by typing in the amount you want to pay.
- See payment history (magnifying glass icon)

Billing Summary

Recent Bills

For bill payment history, click the **Magnifying glass** link.

To pay a bill, check the box, validate your payment amount, and then click **Continue.**

Status

Customer Number   Last Payment: 04/22/25

Payment Options

Payment Made: ○ In Person   ● By Phone   ○ By Mail
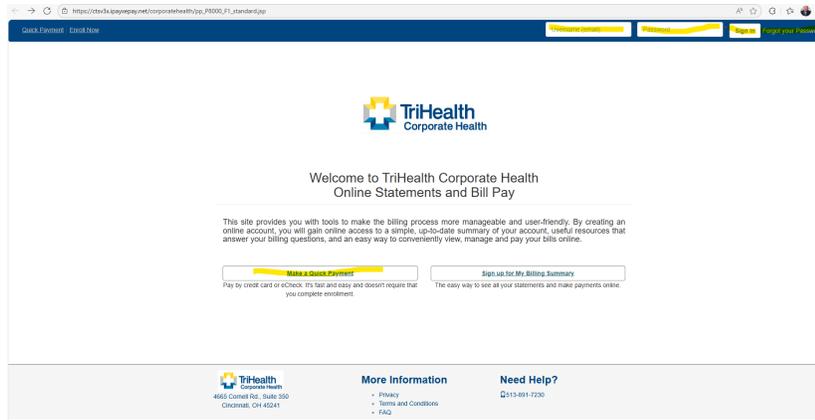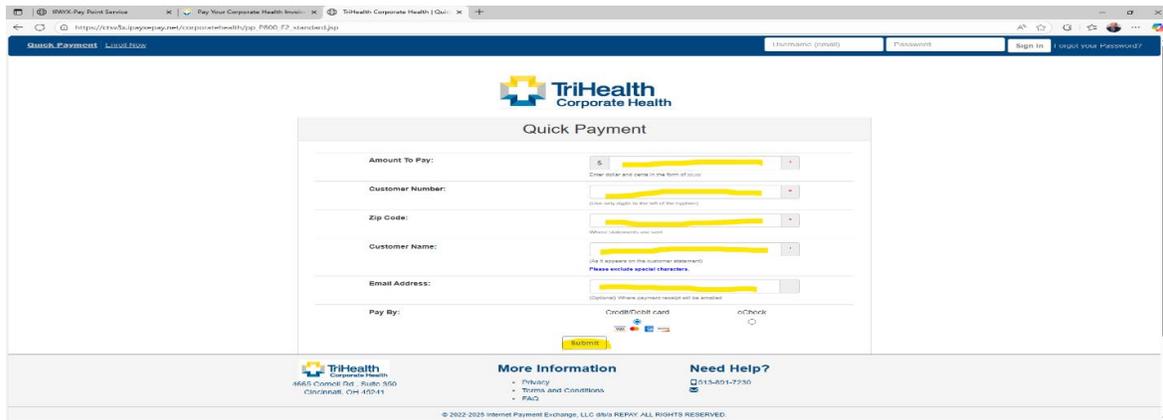Paid By: [   ]

☐ Hide $0 Balances

Payment

✓	View	Account	Name	Due Date	Payment Date	Amount Due	Payment Amount	History
☐	📄			12/30/25	12/30/25		$	🔍
☐	📄			11/30/25	12/30/25	$583.00	$ 583.00	
☐	📄			11/01/25	12/30/25	$282.00	$ 282.00	

Step 4: To make a Quick Payment:

To make a one-time payment without signing in, click "Make a Quick Payment."

Fill in all required fields (Amount, Customer Number, Zip Code, Name, Email). Click "Submit."

Tip: Pay one invoice at a time for easier tracking, since Quick Payment does not let you specify an invoice number.

Need Help?

- For enrollment or password issues, call the billing team: **513-891-7230**
- For additional support, call iPayX support: **(800) 530-7004**