

**Benefit Management Services  
Employer Online Access of EOBs and EOBs with Checks**

Please follow the steps listed below for online access of employees' EOBs or EOBs with checks.

- Log on to the Benefit Management Services website: [www.bmshealth.com](http://www.bmshealth.com).
- Click on ***Employer - Online Access***.
- Click **Click Here** to log on.
- Click **Continue**; you will be prompted to a new page asking for your login and password.
- On the Advanced Business Fulfillment Client Access Screen, **enter your login and password**.
- Click **Login**.
- Click **Claim Search**.
- Click **4009 005**.
- Enter a claim number and then click **Search**. The claim number may appear multiple times, allowing you to view either the EOB or the EOB with check. The field labeled stock will tell you whether you will view the EOB or the EOB with check. "White" indicates EOB and "Check" indicates EOB with check.
- Click **Claim #** to view the EOB ("White") or the EOB with check ("Check").
- After viewing the EOB or EOB with check, click the **Back Arrow** to return to the claims search screen to search for another claim number.
- To exit the website after viewing the EOB or EOB with check, click the **Back Arrow** to return to the claims search screen. Then click **Logoff**.

As a reminder and as a safeguard to your employees, please remember that you will be viewing protected health information, so do not leave your computer session open for others to view in your absence. Be sure to log off immediately when you complete your session.