MICHIGAN CATHOLIC CONFERENCE

New Bookkeeper Self-Serve
Quick Start Guide

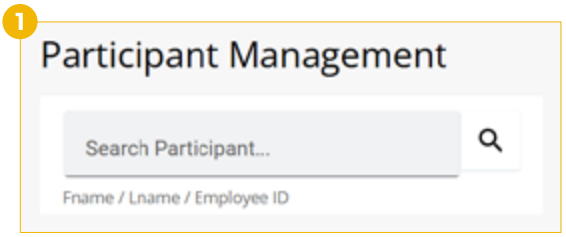
Login URL

https://employer.micatholicbenefits.org

Participant Search

Search for a participant

1. Fill in any part of their name (first or last) and press enter for a listing **Fig. 1**
2. If you have a large group returned from your search, click the filter icons in the columns **Fig. 2**



Select a participant

1. Click the icon next to their name

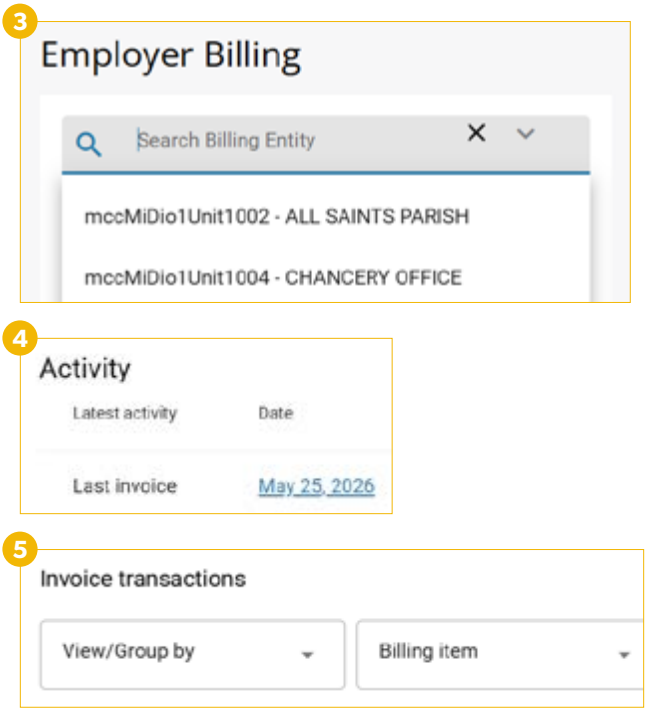
Billing

View your invoice

1. Click the down arrow in the **Search Billing Entity** section **Fig. 3**
2. Select the unit you want to view

View the details of your invoice or download an Excel version

1. Click the **Pay/View** button
2. Click the **Last invoice** date link **Fig. 4**
3. You can choose to sort your transactions in multiple ways **Fig. 5**
4. Click the icon at the end to download an Excel file



Download a PDF version of the invoice or invoice detail

1. Click **Forms** Fig. 6

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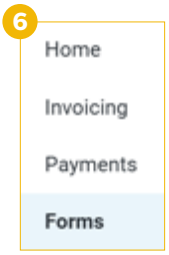


Secure Messaging

Send a secure message and/or file to MCC

1. Click Conversations in the left-hand menu
2. Select an organization that the message is related to (i.e., where the message comes from)
3. Click Start New Conversation
4. Fill in the required fields and add attachments as needed
5. Click **Submit**

Check an incoming message

1. Follow steps 1 and 2 above, then select a message from the **Ongoing Conversations**

View previously resolved messages

1. Click the **Resolved Conversations** tab

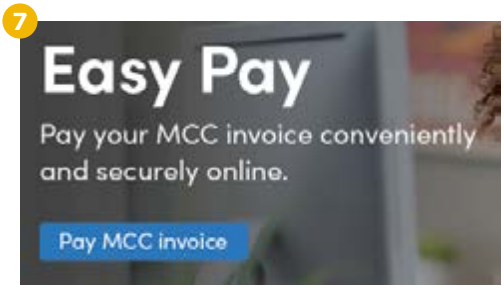
Reports

Access reports

1. Click Plan Reporting in the left-hand menu
2. Select the report you would like to view
3. Select the options for the specific report you're viewing (i.e., unit number and date range)
4. Click the icon to download an Excel, CSV, or PDF file

ACH Electronic Payments

Initiate an ACH payment for your invoice

1. Click the **Easy Pay** link in the carousel on the **Home** screen Fig. 7

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