## **EB Monthly invoice email instructions**

Your monthly EB invoice will be delivered to you securely via Microsoft email. This allows us to automate our delivery process more efficiently. **The email includes an attachment, but please disregard it and follow the instructions below**:

You will receive an email with a link to access the invoice. The email body contains a "Read the message" button (see example below).



By clicking on the button in the body of your EB Invoice email, a new webpage will open (see example below). We recommend that you use the one-time passcode option to access your invoice.

## **EB Monthly invoice email instructions**



The passcode is sent to your email address and it will come from

<u>MicrosoftOffice365@messaging.microsoft.com</u>. If you do not receive this passcode, please check your spam/junk folder, and verify that emails from the address above are not blocked by security protocols.

MMIA	1.
Here is your one-time passcode	
XXXXXXX	
To view your message enter the code in the web page where y it. NOTE: This open ime passcode expires 15 minutes after it was y	requested.
Hore this ope time posicide expires to minutes after it was	education.

When you receive the passcode, you can copy and paste it into the webpage.

## **EB Monthly invoice email instructions**

We sent a one-time passcode to the second second second
Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.
One-time passcode XXXXXXX This is a private computer. Keep me signed in for 12 hours.
NPLL
Didn't receive the one-time passcode? Check your spam folder or <u>get another one-time</u> <u>passcode</u> .

Once the passcode is entered, click on "Continue" to be directed to the invoice and other important messages from the Employee Benefits Team.

If you face any difficulties or have questions about this new process, please contact Nikki at <a href="mailto:nwilloughby@mmia.net">nwilloughby@mmia.net</a>.

Thank you for your cooperation.

Sincerely,

The Employee Benefits Team.