

# Worksite List Billing Portal



**NGL**®



# Getting started

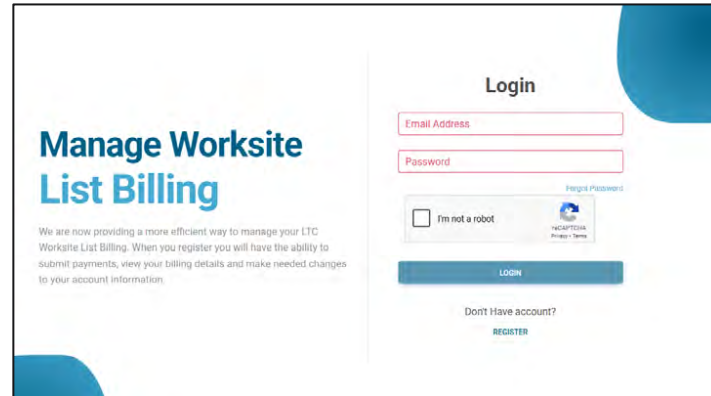
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# Registering

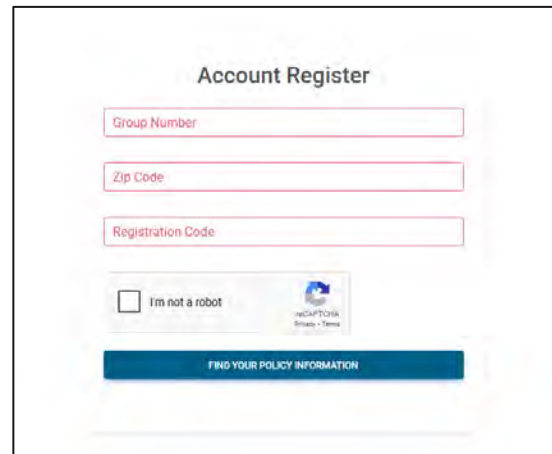
You'll need to register if you are logging in for the first time.

Start by visiting [nglltc.com](http://nglltc.com) and selecting **Manage Worksite Billing**.

Enter the Worksite Group Number, the zip code of the employer address and the Registration Code that was sent to you in a letter from the NGL LTC Admin Office.



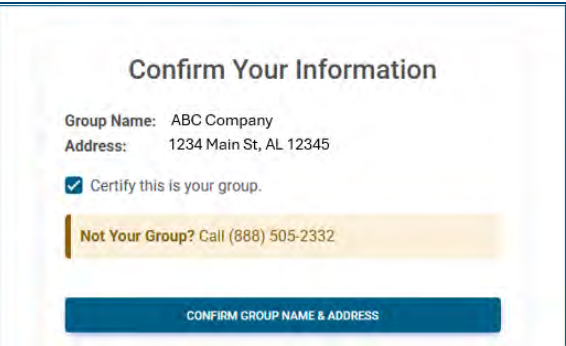
The screenshot shows the 'Manage Worksite List Billing' login page. On the left, the title 'Manage Worksite List Billing' is displayed in blue. Below it, a small paragraph explains that users can now manage their LTC Worksite List Billing more efficiently, allowing them to submit payments, view billing details, and make changes to their account information. On the right, the 'Login' section contains two input fields for 'Email Address' and 'Password'. Below these fields is a checkbox labeled 'I'm not a robot' and a 'Forgot Password' link. A blue 'LOGIN' button is positioned below the checkbox. At the bottom of the login section, there is a link for 'Don't Have account?' with a 'REGISTER' button below it.



The screenshot shows the 'Account Register' page. It features three input fields for 'Group Number', 'Zip Code', and 'Registration Code'. Below these fields is a checkbox labeled 'I'm not a robot' and a 'Forgot Password' link. A blue button labeled 'FIND YOUR POLICY INFORMATION' is located at the bottom of the registration section.

# Registering

Confirm that you are accessing the correct group and verify your email to receive an authentication code for multi-factor authentication (MFA).



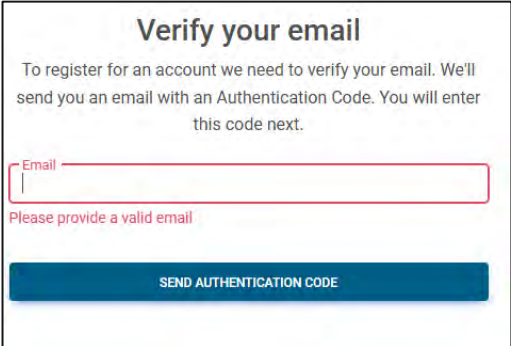
**Confirm Your Information**

Group Name: ABC Company  
Address: 1234 Main St, AL 12345

Certify this is your group.

**Not Your Group?** Call (888) 505-2332

**CONFIRM GROUP NAME & ADDRESS**



**Verify your email**

To register for an account we need to verify your email. We'll send you an email with an Authentication Code. You will enter this code next.

Email

Please provide a valid email

**SEND AUTHENTICATION CODE**

Once you receive the authentication code (pictured below), enter it into the Authentication Code box and select Validate.

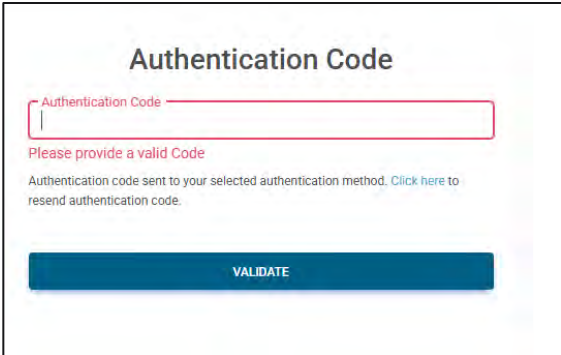


**Worksite List Billing Portal - Registration**

 noreply@nglltc.com  
To John Smith

**Authentication code for registration : 096010**

Authentication code will expire in 5 minutes



**Authentication Code**

Authentication Code

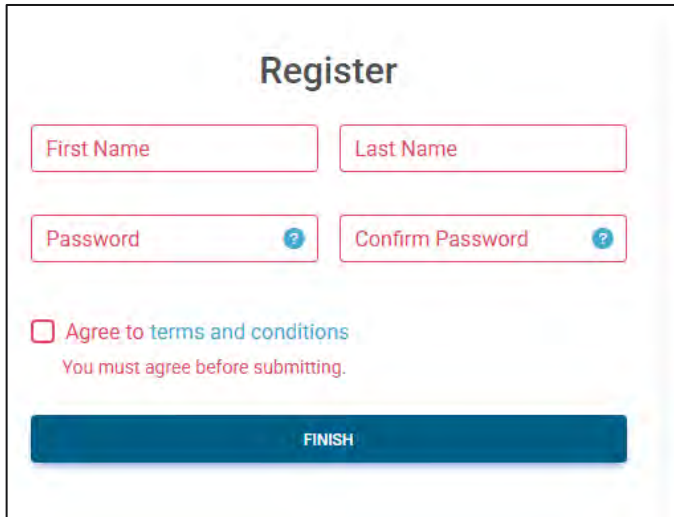
Please provide a valid Code

Authentication code sent to your selected authentication method. [Click here](#) to resend authentication code.

**VALIDATE**

# Registering

Once the email address is authenticated, complete the registration process by entering your first and last name, create a password and agree to the terms and conditions.



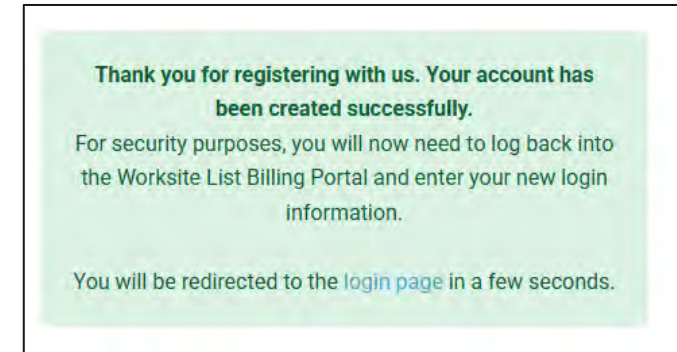
The registration form is titled "Register" and contains the following fields and elements:

- Two input fields for "First Name" and "Last Name".
- Two input fields for "Password" and "Confirm Password", each with a question mark icon.
- A checkbox labeled "Agree to terms and conditions" with the text "You must agree before submitting." below it.
- A dark blue button labeled "FINISH" at the bottom.

Password requirements are the following:

- 8-20 characters
- At least 1 uppercase
- At least 1 lowercase
- At least 1 number
- At least 1 special character
- No spaces
- Must not contain 3 consecutive letters from either the email or the first or last name.

Once registration is completed, the following will be displayed:



# Logging in

When you log in to the Worksite List Billing Portal, use the email address and password created during registration.

The screenshot shows the login page for the NGL Worksite List Billing Portal. On the left, there is a heading "Manage Worksite List Billing" and a sub-heading "We are now providing a more efficient way to manage your LTC Worksite List Billing. When you register you will have the ability to submit payments, view your billing details and make needed changes to your account information." On the right, there is a "Login" section with two input fields: "Email Address" and "Password". Below these fields is a checkbox labeled "I'm not a robot" and a "Forgot Password" link. A "LOGIN" button is positioned below the checkbox. At the bottom of the login section, there are links for "Don't Have account?" and "REGISTER".

Complete the multi-factor authentication to log in.

The screenshot shows the "Authentication Code" selection screen. The heading is "Authentication Code". Below the heading, it asks "Where should we send your Authentication Code" and shows a radio button selected for "Test@123.com". A "SEND AUTHENTICATION CODE" button is located at the bottom of the screen.

The screenshot shows an email notification from "noreply@nglltc.com" to "John Smith". The email content includes the heading "NGL Worksite List Billing Portal - Login", the authentication code "035402", and a note that the code will expire in 5 minutes.

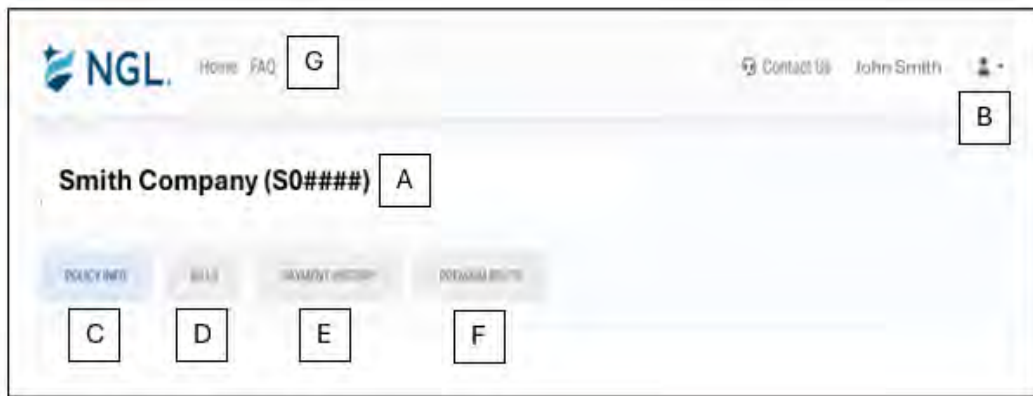
The screenshot shows the "Authentication Code" validation screen. It displays a message: "An authentication code has been sent to your registered email address." Below this message is an input field for the "Authentication Code". At the bottom of the screen, there is a "VALIDATE" button. Links for "RESEND CODE" and "CHANGE AUTHENTICATION METHOD" are also visible.

# Using the portal

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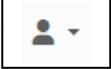
# Policy Information page

Once you have logged in, you will be taken to the Policy info screen. Here is a breakdown of that page.



- A. **Worksite Group Name/Group Number**
- B. **Account Settings** – provides access to the following:
  - **Account Profile** – Review account access information/add a cell phone number to the account
  - **Account settings** – Add/modify or delete an electronic payment method.
- C. **Policy Info** – Lists the policies currently appearing on the list bill.
- D. **Bills** – View current and past bills and make payments online.
- E. **Payment History** – View the payment history of the worksite group.
- F. **Premium Splits** – This optional screen can be utilized in Split Premium circumstances where the employer wishes to track the amount of premium being paid separately by the employee.
- G. **Frequently Asked Questions (FAQ).**

# Adding mobile MFA options

To add your mobile number to the multi-factor options, access your Account Profile, select the  icon and select + Add Mobile Number.



Account Profile

Contact Information

Smith Company  
1234 Main St.  
City, AL 12345

test@123.com

CONTACT US TO MAKE A CHANGE →

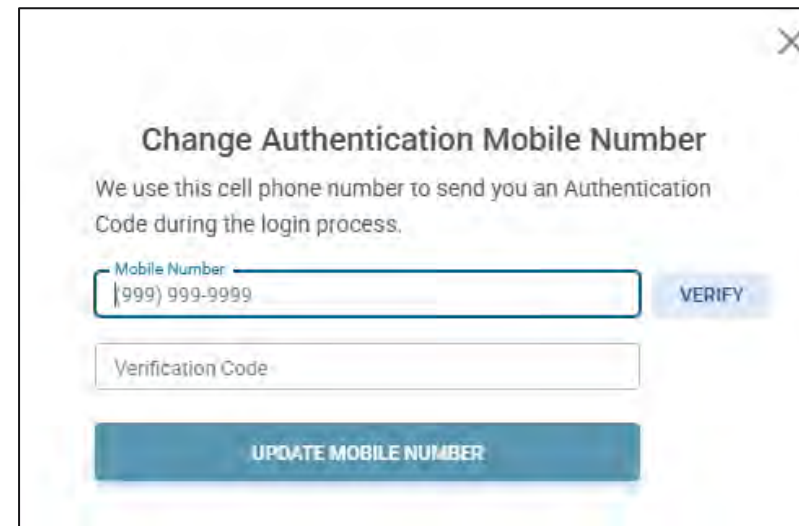
Login Information

User ID: test@123.com  
Password: \*\*\*\*

**+ ADD MOBILE NUMBER**

CHANGE PASSWORD →

Add your mobile number and select **Verify** to receive a text with the verification number.



Change Authentication Mobile Number

We use this cell phone number to send you an Authentication Code during the login process.

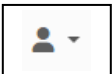
Mobile Number  **VERIFY**

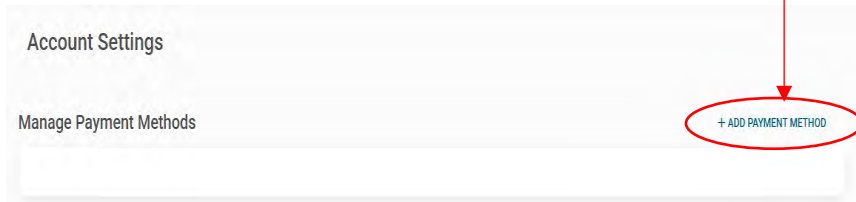
Verification Code

**UPDATE MOBILE NUMBER**

Once you've added your mobile number, you will be able to select email, text message or phone call for multi-factor authentication when logging in.

# Adding payment information

To add a bank account to pay list bills by Electronic Payment Method (EFT), access the Account Settings from the  dropdown and select **+Add Payment Info**.

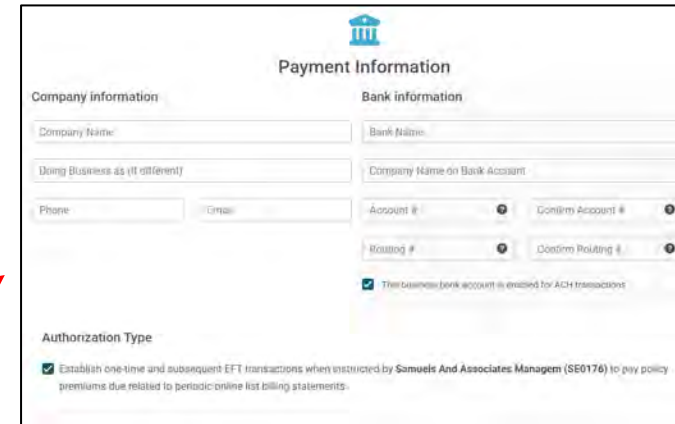


Account Settings

Manage Payment Methods

+ ADD PAYMENT METHOD

Once selected, the **Payment Information** screen will appear.



Payment Information

Company information

Bank information

Company Name

Bank Name

Doing Business as (if different)

Company Name on Bank Account

Phone

Email

Account #

Confirm Account #

Routing #

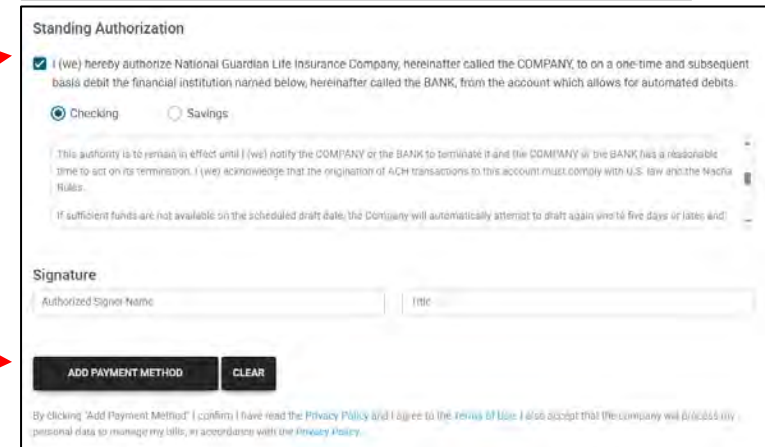
Confirm Routing #

This business bank account is enabled for ACH transactions

Authorization Type

Establish one-time and subsequent EFT transactions when instructed by **Samuels And Associates Manager (SE0176)** to pay policy premiums due related to periodic online list billing statements.

Complete the form. The Signature section will add electronic signatures to the payment form. Select **Add Payment Method** to finish the process.



Standing Authorization

I (we) hereby authorize National Guardian Life Insurance Company, hereinafter called the COMPANY, to on a one-time and subsequent basis debit the financial institution named below, hereinafter called the BANK, from the account which allows for automated debits.

Checking  Savings

This authority is to remain in effect until I (we) notify the COMPANY or the BANK to terminate it and the COMPANY or the BANK has a reasonable time to act on its termination. I (we) acknowledge that the origination of ACH transactions to this account must comply with U.S. law and the NGLA Rules.

If sufficient funds are not available on the scheduled draft date, the Company will automatically attempt to draft again within five days (and

Signature

Authorized Signer Name


Title

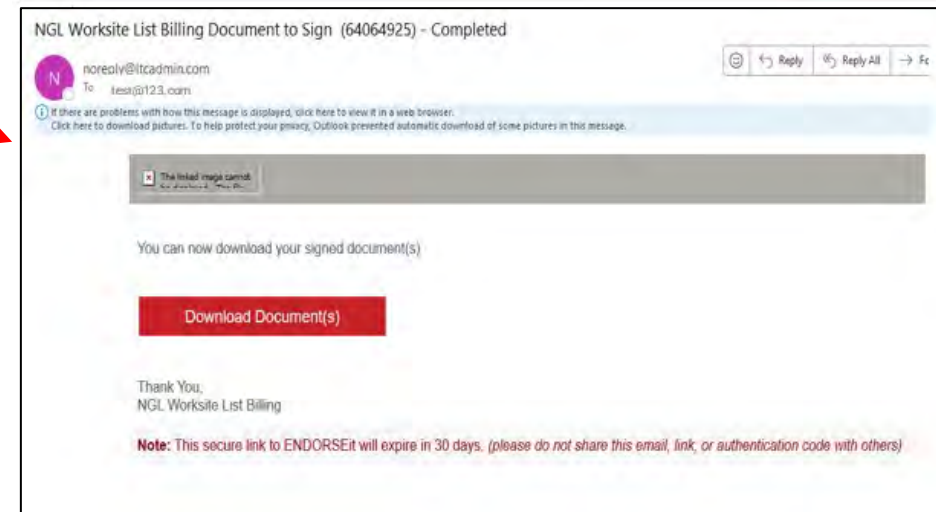
ADD PAYMENT METHOD CLEAR

By clicking "Add Payment Method" I confirm I have read the Privacy Policy and I agree to the terms of Use. I also accept that the company will process my personal data to manage my bills, in accordance with the Privacy Policy.

# Adding payment information


The payment method will now appear in Account Settings. If you have multiple accounts, you can designate a default by selecting **Make Default**. Remove an account by selecting **Delete**.

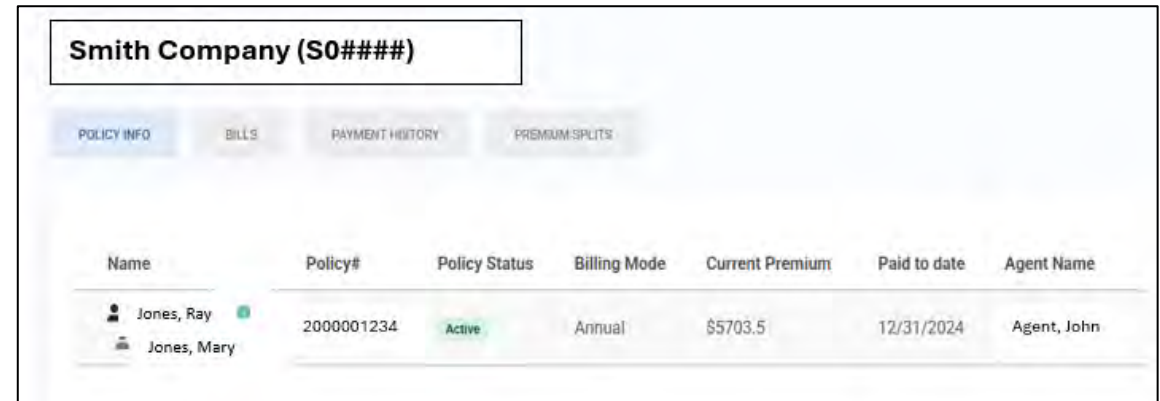
You can download the electronically signed EFT form by clicking the  button. By clicking that button, an email with a link to the signed form will be sent to the email on file.





# Policy Information screen

You can find a list of the policies that currently appear on the list bill for the group on this screen.

 Will appear next to any insured who has been identified as an employee of the company. Hovering over this icon will provide this information.



Name	Policy#	Policy Status	Billing Mode	Current Premium	Paid to date	Agent Name
 Jones, Ray	2000001234	Active	Annual	\$5703.5	12/31/2024	Agent, John
 Jones, Mary						

# Bills screen

You can access both the current and previous list bills in this screen. If you set up payment information, you can make an EFT payment for the current list bill that is due.

The possible status for a list bill is:

**NEW** – Newly added list bill (current).

**PROCESSING** – Online payment has been requested to pay this list bill.

**UNPAID** – Payment not received and now added to a newer list bill.

**COMPLETED** – The requested online payment has been completed.

Invoice#	Status	Invoice Name	Bill Date	Pay Bills	View	Downloads
398	NEW	2025 March 398	08/10/2025	<a href="#">PAY</a>	<a href="#">VIEW</a>	<a href="#">Download</a>

The [PAY](#) button will be enabled for the most recent list bill awaiting payment. By selecting this option, you will be taken to the Worksite Payment screen (found on next page).

The [VIEW](#) button also directs to the **Worksite Detail** screen containing a list of policies that are being billed on the selected list bill. The most recent list bill as well as previous list bills will be viewable.

# Bills screen

From the Worksite Payment screen, you can:

- Review the cases being billed on the selected list bill.
- Export the list bill to an Excel view
- Initiate a one-time EFT to pay the premium due (Payment information must have previously been added).

Worksite Payment

[EXPORT TO EXCEL](#) Search:

Payment Selection	Policy	Policy Status	Paid To Date	ER Portion	Total Premium Due(\$)	Excluded Reason
<input checked="" type="checkbox"/>	200000001	Active Prem Paying	03/31/2025	0.00	982.21	<input type="text"/>
<input checked="" type="checkbox"/>	200000002	Active Prem Paying	03/31/2025	0.00	731.81	<input type="text"/>
<input checked="" type="checkbox"/>	200000003	Active Prem Paying	03/31/2025	0.00	134.87	<input type="text"/>
<input checked="" type="checkbox"/>	200000004	Active Prem Paying	03/31/2025	0.00	287.44	<input type="text"/>
<input checked="" type="checkbox"/>	200000005	Active Prem Paying	03/31/2025	0.00	535.75	<input type="text"/>
Total Payment (\$)					2672.08	

# Bills screen

If needed, you can remove a policy from the list bill payment and reduce the amount being paid. Under the **Payment Selection** column, uncheck the box next to the desired policy number and enter a reason for the exclusion.

Payment Selection	Policy	Policy Status	Paid To Date	ER Portion	Total Premium Due(\$)	Excluded Reason
<input type="checkbox"/>	200000001	Active Prem Paying	03/31/2025	0.00	982.81	Left Company

The information related to your selected method will appear below the list bill.

Once you've selected the policies you want to pay, select the desired account and **Submit** to request the payment be made for the amount indicated.

Total Payment (\$) 2672.08

Payment Method

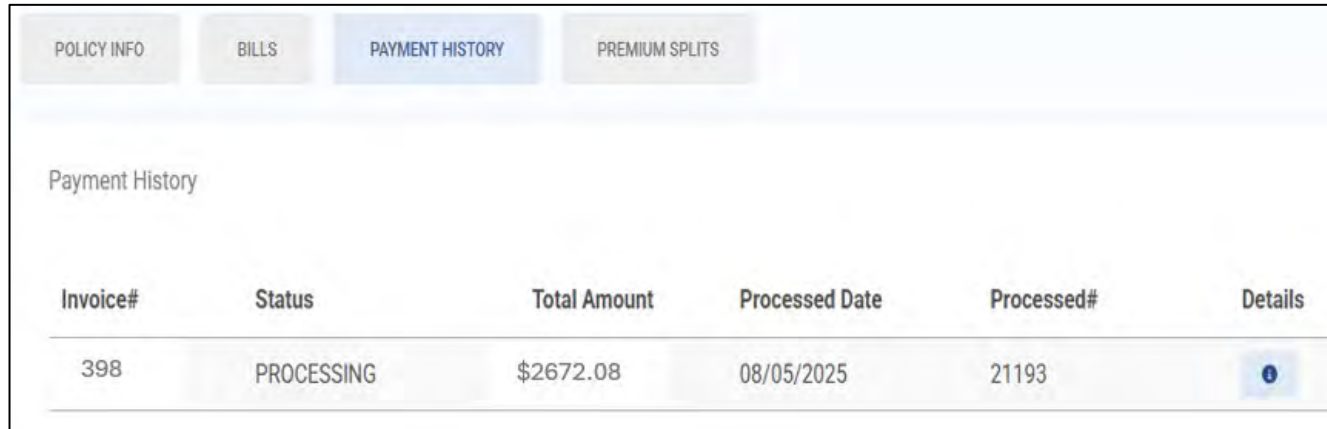
Test 123456789 12219###

Optional Notes


**SUBMIT**

# Payment History screen

On the Payment History screen, you can view premium payments that have either been requested or that had been previously processed. The statuses for the list bill payments are **Processing** or **Completed**.



The screenshot shows a navigation bar with four tabs: POLICY INFO, BILLS, PAYMENT HISTORY (selected), and PREMIUM SPLITS. Below the tabs is a section titled "Payment History" containing a table with the following data:

Invoice#	Status	Total Amount	Processed Date	Processed#	Details
398	PROCESSING	\$2672.08	08/05/2025	21193	

# Premium Splits screen

The Premium Splits screen is used to track the amount of each payment that is made on behalf of the employer and on behalf of the employee.

This information will appear when viewing a list bill on the **Bills screen** and will also be included on the Excel version of the list bill.

This can be entered either as one of the following:

**Split %** – enter the percentage of the payment that the employer is paying.

**Split \$** – enter the dollar amount of the premium payment that the employer is paying.

Name	Policy#	Split %	Split \$	Selected
Ray, Jim	2000001234	%	25.00	<input checked="" type="checkbox"/>
Ray, Mary				

**Note:** Use of the Premium Split tab does not affect the amount of the list bill payment the employer will be paying. Instead, it is a tool the employer can utilize to keep track of the amount of each list bill payment being paid by the employee.

# This completes the list bill process!

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Contact our team with questions.

**Phone: 888.505.2332**



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