

March 4, 2011

To: Postdoctoral Scholars Enrolled in Dependent Coverage or in the PPO Medical Plan

From: Rania Sanford, Assistant Dean, Postdoctoral Affairs

Re: Action Required: Change in the Billing Procedure of Your Monthly Payments

Beginning March 2011, monthly premium charges for your dependent's health care coverage will be made via Stanford ePay, the University's online billing and payment service. If you are enrolled in the single Anthem PPO medical plan, this change will also apply to you. A bill notification will be sent monthly to your @stanford.edu email address as recorded in AXESS. The first bill notification will be e-mailed on March 21st and payment is due by April 15th.

THIS IS AN IMPORTANT CHANGE REQUIRING YOUR ACTION. The monthly payments for your coverage will no longer be automatically deducted from your bank account. Starting in March 2011, you must make your payment via Stanford ePay on the home page of AXESS at <http://axess.stanford.edu>.

Your bank information which you submitted to OPA when you enrolled in the plans will not be transferred to Stanford ePay. However, once you enter your bank information in Stanford ePay, you can save the information in ePay so that in future months, you will only need to enter the payment amount and click 'confirm'. Payments by credit card are not accepted. More information about Stanford ePay is available at <http://stanfordepay.stanford.edu>.

University bill notices are emailed on the 20th of each month, or the next business day in case of weekends or holidays. Payment is due by the 15th of the following month. Late fees are assessed after the bill due date.

If you are receiving a subsidy from the Emergency Fund for Postdoctoral Scholar Families, the subsidy amount will appear on your bill and your total amount due will be adjusted accordingly.

For the complete policy regarding University billing and late payment fees, see http://fingate.stanford.edu/docs/billing_policy.pdf

Answers to commonly-asked questions about the University bill are available 24/7 at askJane, <http://askjane.stanford.edu>.

If you have further questions about your bill or bill payment, submit a [HelpSU](#) to the [Student Services Center](#).

For questions regarding your health coverage, please refer to the Postdoc Benefits web site: <http://postdocs.stanford.edu/benefits/>.