



Make your Montana University System *Choices* online Direct Bill payment today!

**DIRECT BILL INFORMATION**

View your MUS *Choices* benefit plan information or make your Direct Bill payment at [choices.mus.edu](http://choices.mus.edu).

If you have questions about your MUS Direct Bill account, contact the MUS Direct Bill Administrator, Businessolver, at 833-520-9689.

If you have questions about your MUS benefits enrollment, contact your campus HR/Benefits office directly.

**GET STARTED**

1. Visit MUS *Choices* at [choices.mus.edu](http://choices.mus.edu), click on the **Retiree/COBRA & Direct Bill Payments** button and enter your **User Name** and **Password** to log in.
  - First-time users must **Register** by creating a User Name, Password, and security questions.
2. The case-sensitive **Company Key** is **musbenefits**.

Montana University System  
Online Benefits Enrollment

**Retiree/COBRA & Direct Bill Payments Login**



Welcome

User Name \*

case sensitive

Password \*

case sensitive

First time here?  
Register to create your user name and password.

**Register**

**Login** >

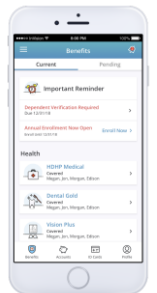
Forgot your user name or password?

**FORGOT YOUR USER NAME OR PASSWORD?**

1. Click **Forgot your User Name or Password?**
2. Enter your Social Security Number, date of birth, and zip code.
3. Answer your **Security Question**.
4. Enter and confirm your new Password, then click **Continue** and log in with your new credentials.

**MyChoice<sup>SM</sup> MOBILE APP**

1. Visit your device's app store and download the **MyChoice Mobile by Businessolver<sup>®</sup>** App.
2. Visit the Benefitsolver Home page to **Get Access Code**.
3. Activate the app with your Access Code. You must use the Access Code within 20 minutes, or you will need to generate a new code.
4. Follow the instructions within the mobile app to access to your benefits.



MyChoice Mobile App

- Quick access to benefit details
- Store your ID Cards

**Get Access Code**

## MAKE AN ONLINE PAYMENT

1. Click the **Make a Payment** button to make your online Direct Bill payment.
2. You can make a manual online payment each month (additional \$2 fee applies/month) or enroll in automatic monthly payments (no additional fee applies).
3. Click **View Account** to view your Direct Bill account summary, payment reminders, and payment history.



Current Account Balance

**\$0.00**

Your account is paid up to date.

**Make A Payment**

View Account

## MAKE YOUR PAYMENT

1. Select **Payment Type**, verify the total premium payment amount due, and enter the payment amount.

Payment Type	Payment Details
<input type="radio"/> Total Account Balance: \$0.00	Payment Amount: \$ 0.00
<input type="radio"/> Other Amount: <input type="text"/>	Total Balance: \$ 0.00

2. Enter your **Bank Account** information (select checking or savings and enter your **Routing Number** and **Account Number**).

Bank Account (US Only)
Account Type * <input type="text" value="Please Select"/>
Routing Number * <input type="text"/>
Account Number * <input type="text"/>

PAY TO THE ORDER OF

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**Acme Bank Inc.**

Routing Number    Account Number

062201601    6742000417    123456789

3. Select **Primary** (Yes or No) to automatically pre-populate your payment options.
4. Select **Auto-Pay** (Yes or No) to enroll in monthly automatic payments from your checking or savings account.
5. Click the **Pay** button to submit your online Direct Bill payment.

Primary?

Yes  No

Your primary payment method will be used to pre-populate payment options.

Auto-Pay?

Yes  No

Payment methods marked as auto-pay, will be used to automatically deduct or charge payments on day 5 of the month.

Before initiating auto-pay, you must make a one-time payment to bring your account to a \$0 balance. Auto-pay, once added, will start the following month.

**Pay**