



# BerniePortal How To: *Download The Monthly Guardian Bill*

**Follow the steps below for instructions on how to download the monthly Guardian bill.**

## **To download a bill for the current month:**

- Step 1:** Log in to your BerniePortal employer account.  
*Bills can be generated after the 18th of the month.*
- Step 2:** Select “Benefits” from the black bar at the top of the home page.
- Step 3:** Select “Bills” from the white bar towards the top of the page.
- Step 4:** Select “Generate Bill.”
- Step 5:** Open downloaded document and save to your computer.
- Step 6:** Mail payment and Invoice to Guardian-Appleton, P.O. Box 677458, Dallas, TX 75267-7458

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## **To download a bill for a previous month:**

- Step 1:** Follow Steps 1-3 above.
- Step 2:** Select “Past Bills” from the column on the left-hand side.
- Step 3:** Select the latest version from the billing period of your choosing.  
*For a detailed report, download the CSV version. For the cost summary/invoice, download the PDF version.*
- Step 4:** Open downloaded document and save to your computer.  
*See step 6 above for payment instructions.*