



Employer Guide to ICHRA Invoicing

At Gravie, we're on a mission to make health benefits simpler and easier to understand. This guide is designed to help employers confidently manage their ICHRA with Gravie by clearly explaining how invoicing works and what to expect each month. You'll also find answers to frequently asked questions to help you along the way.

Document Name	Description	Timing	Location
First Month Funding Deposit Invoice	<p>This invoice reflects your First Month Funding (FMF) Deposit — the amount you'll provide to Gravie before your open enrollment begins. This deposit ensures that binder payments for applicable individuals enrolled in the ICHRA (Individual Coverage Health Reimbursement Arrangement) can be secured on time. (Note: For purposes of this Guide, "applicable individual" refers to the employee and any dependents for whom premium payments may be facilitated or administered in connection with the ICHRA, including individuals who are eligible for, in the process of enrolling in, or enrolled in individual health coverage and the ICHRA.)</p> <p>Your deposit amount is determined during the sales process and shared with you by your Gravie Implementation Manager.</p> <p>If actual premiums end up being higher than the initial deposit once employees select their plans, you'll receive an additional First Month Funding Deposit Invoice, and those funds will be withdrawn within 1–2 business days. If actual premiums are lower, the extra funds will be returned within 60 days of your group's effective date. Any returned amount from your FMF deposit will appear on your weekly First Month Funding Statement. All ongoing premiums will be included on a Contribution Invoice.</p>	<p>About one week before the open enrollment start date and as needed during the open enrollment period.</p>	<p>You can locate all your Gravie ICHRA statements and invoices two ways.</p> <ol style="list-style-type: none"> 1. Look for the invoice in your inbox from no-reply@gravie.com — it'll arrive based on the timeline shown in the Timing column. 2. Log in to the employer portal at employer.gravie.com/ and go to Documents > Invoices.
First Month Funding Statement	<p>This is not an invoice – the First Month Funding Statement is a summary of the estimated total funds needed to pay all applicable individuals' first month's premiums.</p> <p>These funds are held in an account with Gravie during the group's onboarding and open enrollment period. This account is used to process the initial premium payments to each carrier through Gravie's Virtual Funding Accounts systems as applicable individuals enroll in the ICHRA and their individual health plan. See the guide titled First Month Funding Overview in the ICHRA Employer Toolkit for additional details.</p>	<p>Weekly on Fridays until reconciliation is complete</p>	<p>Refer to the ICHRA Portal Training Guide in the ICHRA Employer Toolkit for additional details on Gravie portal navigation.</p>

Document Name	Description	Timing	Location
Administrative (Admin) Fee Invoice	<p>The administrative fee invoice is the monthly bill issued to the employer for Gravie's services related to managing the ICHRA program, including:</p> <ul style="list-style-type: none"> • Plan administration: setting up and managing the ICHRA arrangement • Compliance support: ensuring IRS and ACA requirements are met • Employer support: account management, reporting, and renewals • Employee support: access to Gravie's tools, enrollment support, and customer service <p>It does not include premiums or reimbursements for applicable individuals (those are handled through the Contribution Invoice). Instead, it represents Gravie's costs for providing ongoing administrative and service support to manage the ICHRA.</p>	<p>Recurring, monthly on the 1st</p>	<p>You can locate all your Gravie ICHRA statements and invoices two ways.</p> <ol style="list-style-type: none"> 1. Look for the invoice in your inbox from no-reply@gravie.com — it'll arrive based on the timeline shown in the Timing column. 2. Log in to the employer portal at employer.gravie.com/ and go to Documents > Invoices. <p>Refer to the ICHRA Portal Training Guide in the ICHRA Employer Toolkit for additional details on Gravie portal navigation.</p>
Contribution Invoice	<p>Starting in month two, employers will begin receiving Gravie's Contribution Invoice. The Contribution Invoice represents the total amount needed to pay an applicable individual's premium for the following month. This invoice will be for the full premium of the applicable individual's elected plan, and indicate the portion covered by your employer contribution, and the applicable individual's portion. This will also note whether the applicable individual's deduction would be a pre-tax (for private market or direct plans) or post-tax (for exchange plans or Medicare enrollments) payroll deduction.</p> <p>Although most premium amounts would be included on the main Contribution Invoice, you may receive a one-off Contribution Invoice at times if an applicable individual makes a new election or a plan change.</p>	<p>Recurring, monthly on the 10th</p> <p>New enrollments and plan changes are invoiced as needed on a real-time basis.</p>	<p>Refer to the ICHRA Portal Training Guide in the ICHRA Employer Toolkit for additional details on Gravie portal navigation.</p>
Credit Memo Invoice	<p>Sometimes Gravie needs to issue a credit to an employer on their ICHRA account. Each credit is tied to a specific applicable individual's ICHRA account.</p> <p>In each case, the credit ensures the employer is only charged for accurate, valid participation. While the Contribution Invoice is adjusted going forward (for a terminated plan for example), the credit for the refunded month(s) will only appear on the Credit Memo Invoice.</p>	<p>As needed</p>	

Frequently Asked Employer Questions

First Month Funding

Remind me what First Month Funding is and why it's important?

First Month Funding is a pre-enrollment deposit you make before open enrollment to cover the applicable individual's first month of health plan premiums. This funding lets Gravie secure binder payments on time so coverage begins smoothly and without any delay in coverage.

What's a binder payment?

A binder payment is the first premium payment that confirms (or “binds”) an applicable individual's enrollment in a new health insurance plan. When someone enrolls in a health plan — for example, through the Marketplace, with Medicare, or directly with an insurance carrier— their coverage isn't active until this initial payment is received.

- It's usually the **first month's premium** (sometimes prorated if coverage starts mid-month).
- The binder payment **activates coverage** — even if the applicable individual has already received an ID card or welcome materials, the individual health plan won't pay claims until this payment is made.
- If the binder payment isn't submitted by the required deadline (typically within **30 days of enrollment**), the individual health plan enrollment may be canceled or coverage delayed.
- After the binder payment, applicable individuals continue to make **regular monthly premium payments** to maintain active coverage.

Open enrollment is ending — why is my company not getting unused portions of our First Month Funding back yet?

Some applicable individuals are still finalizing their enrollments or completing payment for their plans. It can also take time for carriers to fully process binder payments.

Gravie holds your First Month Funding during this period to ensure all premiums are paid on time and there are no delays in coverage. Once all payments are reconciled, any remaining balance will be returned via ACH and you'll receive a final First Month Funding statement showing the zero balance. See the **First Month Funding Deposit Invoice** section in the table above for additional details.

Invoices, Statements, and Payments

Where can I view my statement and invoices?

Log in to the **Gravie Employer Portal** at employer.gravie.com and select **Documents > Invoices**.

Each team member must have permission to view invoices. This permission is designated on Gravie's required Plan Sponsor Certification form. If you don't currently have access, please email your **Gravie Account Manager** to request assistance in updating the Plan Sponsor Certification form. Once access is granted, you'll receive an email with an activation link.

In addition to invoices, you'll also have access to a **Transaction Report** in the portal. This report includes all debit and credit transactions (except administrative fees) and can be used for reconciliation. For more on reports, refer to the ICHRA Portal Training Guide in the [ICHRA Employer Toolkit](#).

How do I manage my invoicing and statement preferences?

Statement preferences are set during implementation or renewal by your Gravie Implementation Manager or Account Manager, based on your preferences. If you have multiple child companies, you can choose to be invoiced at either the **group** or the **subgroup** level. Generally, we recommend invoicing at the **group level** to reduce the number of invoices you receive.

If you'd like to change your invoicing structure at any point, please reach out to your Gravie Account Manager.

Why am I receiving a Credit Memo Invoice?

There are several reasons you might receive a **Credit Memo Invoice**. Some of the most common ones are:

- A plan change/termination was made after billing
- Employment termination was not updated in Gravie's system prior to billing
- Other administrative errors or changes that result in overbilling

Why am I getting a Contribution Invoice off-cycle?

This usually happens when one or more applicable individuals make a change that affects their premium amount — for example, adding a dependent, choosing a higher tier of coverage, or a new hire enrollment. When that occurs, Gravie generates an additional **Contribution Invoice** to give you timely visibility into any cost changes and to collect the funds needed to cover updated premium payments.

Why am I receiving off-cycle Contribution Invoices for my employees during open enrollment after Gravie withdrew my First Month Funding Deposit?

Your **First Month Funding Deposit** is based on your standard ICHRA effective date and includes only applicable individuals eligible for the ICHRA at that time. However, there are a few situations not captured in that initial deposit where you may receive off-cycle **Contribution Invoices**:

- **Applicable individuals with a future effective date:** If your company's ICHRA begins on 1/1 but an applicable individual selects a 2/1 effective date for example, Gravie will issue an off-cycle **Contribution Invoice** to collect funds for that applicable individual first month's premium (binder payment). This ensures their coverage begins on time, even though their start date falls outside your original funding period.
- **Medicare-enrolled employees:** You'll also receive off-cycle **Contribution Invoices** for any Medicare-enrolled individuals who complete ICHRA reimbursement enrollment.

I'm enrolled in my company's ICHRA. Why am I receiving an invoice from my insurance carrier if Gravie is also invoicing my employer for my premium?

With an ICHRA, you own your individual health insurance policy—even though your employer helps pay for it. Because you are the policyholder, insurance carriers are required to send bills and certain notices directly to you at the address listed on your application.

If you enrolled in a **Self-Enroll plan**, review the invoice from your carrier carefully. If there is a balance due, be sure to pay it using your **Gravie Virtual Funds Account** so your coverage stays active.

More questions?

Reach out to your Gravie account manager. They're here to help.