

Enter your user ID and password. These are case sensitive and need to be entered accurately with no extra spaces.

If you currently do not have a User ID you will need to register, please click new registration, and fill in the fields below. You will then need to enter your requested user ID and password. These are case sensitive and need to be entered accurately with no extra spaces.

HSG | codeblue Home

ONLINE INVOICING

Welcome to HSG On-Line Invoicing

Current Session has Ended. Please ReLogin
(User ID and Password are case-sensitive)

User ID

Password

[Change Password](#)
[New Registration](#)

New registration: You will need to fill out the fields listed below. The star fields are required. Once all required fields are filled in you will need to click the register button on the bottom of the screen.

An email will be sent to HSG who will review the request and send an email back with your user ID and a temporary password. When you log in the first time the system will prompt you to create a new password.

HSG | codeblue Home

ONLINE INVOICING

New Registration for HSG On-Line Invoicing

On-line Invoicing is a service that we offer to our Affiliates. To learn more about the benefits of becoming an Affiliate [Click Here](#)

To Register, simply enter a shop name, contact name, user id (7- 20 characters), phone number, email address, EFT (Electronic Funds Transfer) email address and Tax ID. Select your billing method (Shop billing for a single location shop or Vendor billing for multiple shop locations). Upon approval, we will email you with a temporary password to use with your user id. Upon initial login, you will be required to change this password.

***Required Field**

Shop Name*

Contact Name*

Requested User ID*

Phone #*

Email Address*

EFT Email Address

Tax ID*

Invoicing Method*

Shop Billing Vendor Billing

hwZP2b

Enter text from image above (case-insensitive)

Once logged in the system will automatically do a search by date range for your shop, so you will see current orders assigned to your shop. Older orders will not show up on this list, you must alter the begin date, or you can change your search option to SCO Number, insured's name or insured home phone, then click the 'Search' button to start the search.

The 'Home' button in the upper right corner will take you to the log in screen.

The 'Logout' button will log you off the website.

Home | Logout

HSG | codeblue ONLINE INVOICING

test shop-tammy Shops All Shops

Search Option Order Date Range SCO Number Insured Name Insured Home Phone

Order Type Filter Submitted All Orders Active Closed

Begin Date 11/08/2011 End Date 12/14/2012

Search

Click on requested invoiceable Service Order to start new invoice or update incomplete invoice.
Click on any requested Service Order to review information.
To re-sort selections, click column header.

Order Date	Order #	Customer Name	Order Status	Year/Make/Model
09/19/2012	10005803	TEMPLE, JOHN	Invoiceable	2011 HONDA ACCORD

The order status must be **Invoiceable** to proceed. Other statuses that may be seen are:

Pending we are awaiting verification

Verified claim has been verified but not faxed to your shop

Cancelled claim has been deleted

Invoiced Online invoice has been submitted and is waiting to be uploaded into our main system

Invoice Approved invoice has been processed into our main system

Complete payment has been issued

When you locate the order, put the cursor over the order and left click to select. This will take you to the invoice detail page where your shop's information and the basic claim information are displayed.

If your shop information is inaccurate please contact the affiliates department at hsg.affiliates@hsgcodeblue.com to update.

The 'SCO Number Search' will take you to the search page to search for the claim

To start entering the invoice information click the 'New Invoice' button in the center of the page

Home | [SCO Number Search](#) | [Logout](#)

ONLINE INVOICING

SCO #10010829 - 12/14/2012

Shop	Client	Vehicle
TEST SHOP-BILL 404 S BARSTOW EAU CLAIRE, WI 54701-0000 Phone: (715) 830-6000 Shop#: 018908 Tax ID: 41-1827872	ORDER, TEST 404 S BARSTOW EAU CLAIRE, WI 54702 Home Phone: (715) 830-6183 Work Phone: Deductible: 100.00 Coverage: Verified	2012 FORD FUSION 4DSD Vin#: Loss Damage Loss Date: 11/30/2012 Loss Cause: ROCK FROM THE ROAD

Please verify the vehicle information prior to creating an invoice. If incorrect, please call the HSG Billing Department at (715)830-6183.

Certain invoiceable service orders may not be processed through the on-line invoicing system. This includes vehicles which may not be part of the Nags system (Certain specialty trucks or cars, buses, or some motor homes. New model year vehicles may not be invoiceable immediately, as they are not included in the Nags system yet).

Non-Verified service orders are not invoiceable through this system.

Dealer glass or parts will not be visible through this system. If you find this to be the case, or Nags glass, kits or parts have been inadvertently excluded from the database, please contact the HSG Billing Department at (715)830-6183 for pre-approval.

Please call for any pre-approved repairs requiring replacement.

Fill in the fields with the appropriate information: Your invoice #, install date, mileage (when required there will be a field), and either the full VIN or last 6 digits of the VIN.

If authorized for a replacement and the glass was replaced, select the Glass Replacement circle. Be sure to check all the parts replaced.

If authorized as replacement but glass was only repaired select the Windshield Repair circle. No parts will be listed.

If you were authorized for a repair only the replacement circle will be grayed out.

If the glass needed to be replaced please contact (800)268-2009 to get authorization for the replacement. We will need to confirm with the insured before we can authorize.

Home | SCO Number Search | Logout

ONLINE INVOICING

Invoice Detail - SCO #10010829

Please input your invoice number (required) and install date (required). Select either glass replacement or repair. When selecting replacement, please select all types of glass that may apply (this will determine glass and parts available for invoicing). Customer signature must be on file. If the full VIN number is on file, only the last six characters of the VIN are required. Otherwise the entire number is required.

Invoice Number (max: 12 chars):

Install Date (mm/dd/yyyy):

Glass Replacement Windshield Repair

Windshield Door Back
 Quarter Vent Other

Mobile Installation
 Customer Signature on File (required)

VIN Number:

Once data is entered click 'Save' button. This will take you the main invoice page. You can go back to the Invoice Detail page by clicking the 'Update Detail' button.

REPAIR

Home | SCO Number Search | Logout

ONLINE INVOICING

Invoice#: 12345678910	Invoice Date: 12/17/2012	SCO#: 10010829
Loss Cause: ROCK FROM THE ROAD	Loss Date: 11/30/2012	Install Date: 12/14/2012

Shop TEST SHOP-BILL 404 S BARSTOW EAU CLAIRE, WI 547010000 Phone: (715) 830-6000 Shop#: 018908 Tax ID: 41-1827872	Client ORDER, TEST 404 S BARSTOW Home Phone: (715) 830-6183 Work Phone:	Vehicle 2012 FORD FUSION 4DSD VIN#: 12sfa1d21fa255655 Glass Damage Windshield Repair <input type="button" value="Update Detail"/>
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Deductible: 100.00 Mobile Installation: Yes
Customer Signature on File: Yes

Please forward inquiries regarding special dealer glass and parts, or parts not available in selections lists to HSG billing department at (715)830-6183. For items requiring Proof of Purchase, fax proof to (715)858-3975.

To select the repair click the 'Repair' button. When clicked this button changes to 'Additional Repair', click this button to add additional line items for each repair. The system will automatically enter and calculate the amounts, for parts selected based on your contract with HSG on the install date.

YOU CANNOT BILL MULTIPLE REPAIRS ON ONE LINE

If a deductible is collected enter the amount in the Deductible Collected box.

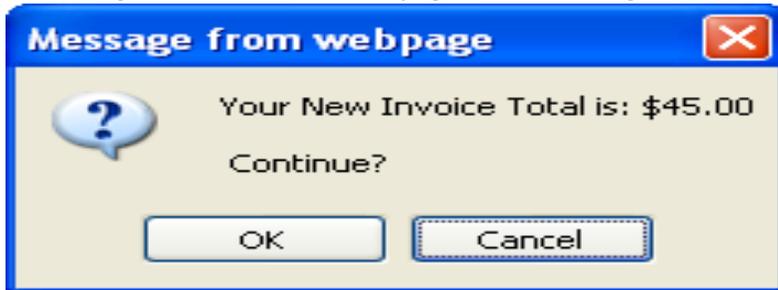
If your shop is in a state that we are **not** tax exempt, a 'Sales Tax' field will appear with a box. Please enter the applicable tax amount in the box.

Click 'Save Changes' button to save and show updates.

Once you confirm entries are correct click 'Submit Invoice' button

Qty Type	Part #	Description	List/Ea.	Ext. Net
1 Repair				50.00
Delete	1 Repair			10.00
Total				60.00
Deductible Collected (0.00)
Grand Total				60.00

You will receive a message box informing you of your total and asking if you want to continue. Click 'OK' to continue or cancel to go back to main invoice page to make changes.



You may also receive another reminder about the deductible if the deductible entered doesn't match the deductible in the claim. Click 'OK' to continue or cancel to go back to main invoice page to make changes.



Once submitted you will see the Thank you page. To go to another claim click 'SCO Number Search' on the top right corner of screen. This will take you to the search page to search for the claim.

If you do not see the thank you page the invoice may not have submitted. Please do an inquiry on the invoice to see the status. If still the order status still shows **Invoiceable** the invoice has not been submitted. Please click on the invoice and go through steps to submit.



Home | SCO Number Search | Logout

ONLINE INVOICING

Thank you for your Submittal

Please forward any questions or comments to the HSG
Billing Department at (715)830-6183

Replacement



Home | SCO Number Search | Pre-Approvals | Logout

ONLINE INVOICING

Invoice#: 12345678910	Invoice Date: 12/17/2012	SCO#: 10010829
Loss Cause: ROCK FROM THE ROAD	Loss Date: 11/30/2012	Install Date: 12/14/2012

Shop TEST SHOP-BILL 404 S BARSTOW EAU CLAIRE, WI 547010000 Phone: (715) 830-6000 Shop#: 018908 Tax ID: 41-1827872 Deductible: 100.00	Client ORDER, TEST 404 S BARSTOW Home Phone: (715) 830-6183 Work Phone: Mobile Installation: Yes Customer Signature on File: Yes	Vehicle 2012 FORD FUSION 4DSD VIN#: 12sfa1d21fa255655 Glass Damage Glass Replacement - Windshield <input type="button" value="Update Detail"/>
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Please forward inquiries regarding special dealer glass and parts, or parts not available in selections lists to HSG billing department at (715)830-6183. For items requiring Proof of Purchase, fax proof to (715)858-3975.

To select the replacement parts click the 'Glass & Parts' button. This will take you to the parts selection page. The system will automatically select the NAGS bubble, and list the NAGS parts for the vehicle listed.

NOTE the scroll bar on the right to scroll down for more parts.

If the part is not listed or dealer glass was used please contact HSG Billing at (715) 830-6183.

Select the glass part used by clicking on it.

Currently the system allows you to add one glass part at a time. So if you replaced both door glasses you will need to save the first door glass. Then click the 'Glass & Parts' button a second time to select the other door glass.

Add Glass, Kit, and Parts for SCO #10010829

NAGS OEM

Type	Part Number	Description	Color	Attachment	Premium
NAGS	DW01782GBYN	Windshield (Solar)(Acoustic Interlayer)(W/Third Visor Frit)	Green Tint/Blue Shade	Yes	
NAGS	DW01829GBYN	Windshield (Solar)(W/Third Visor Frit)(Acoustic Interlayer)(Rain Sensor)	Green Tint/Blue Shade	Yes	
		Windshield (Solar)(W/Third Visor Frit)(Rain	Green Tint/Blue		

Adhesive Kits

Misc. Parts

When you have selected the glass part, it will be displayed in the Selected Items on the bottom of the page.

Also Miscellaneous Parts and Adhesive Kits drop downs will appear. Select the parts used by clicking on them, adding to the selected items.

Once all items are selected, click 'Save' to go to Main Invoice page.

Add Glass, Kit, and Parts for SCO #10010829

NAGS OEM

Type	Part Number	Description	Color	Attachment	Premium
NAGS	DW01782GBYN	Windshield (Solar)(Acoustic Interlayer)(W/Third Visor Frit)	Green Tint/Blue Shade	Yes	
NAGS	DW01829GBYN	Windshield (Solar)(W/Third Visor Frit)(Acoustic Interlayer)(Rain Sensor)	Green Tint/Blue Shade	Yes	
		Windshield (Solar)(W/Third Visor Frit)(Rain	Green Tint/Blue		

Adhesive Kits

Misc. Parts

Part #	Part Description
HAH000448	2.0 Adhesive (Fast-Cure Urethane/Dam/Primer)
HAH000004	2.0 Adhesive (Urethane,Dam,Primer)

Part #	Part Type	Color
4L3Z 17700 A	Mirror (Rear View)(Kit) (W/Homelink)	
	Mirror (Rear View)(Kit)	

Selected Items (Removing glass item will empty list)

Type	Part #	Description
NAGS Glass	DW01782GBYN	Windshield (Solar)(Acoustic Interlayer)(W/Third Visor Frit)

The system will automatically enter and calculate the amounts, for parts selected based on your contract with HSG on the install date.

If a deductible is collected enter the amount in the Deductible Collected box.

If your shop is in a state that we are **not** tax exempt, or the claim requires sales tax, a 'Sales Tax' field will appear with a box. **Please enter the applicable tax amount in the box.**

Click 'Save Changes' button to save and show updates.

Once you confirm entries are correct click 'Submit Invoice' button

Home | SCO Number Search | Pre-Approvals | Logout

HSG | codeblue **ONLINE INVOICING**

Invoice #: 12345678910 Invoice Date: 12/17/2012 SCO#: 10010829
Loss Cause: ROCK FROM THE ROAD Loss Date: 11/30/2012 Install Date: 12/14/2012

Shop
TEST SHOP-BILL
404 S BARSTOW
EAU CLAIRE, WI 547010000
Phone: (715) 830-6000 Home Phone: (715) 830-6183
Shop #: 018908 Work Phone:
Tax ID: 41-1827872 Mobile Installation: Yes
Deductible: 100.00 Customer Signature on File: Yes

Client
ORDER, TEST
404 S BARSTOW

Vehicle
2012 FORD FUSION 4DSD
VIN#: 12sfa1d21fa255655

Glass Damage
Glass Replacement - Windshield
[Update Detail](#)

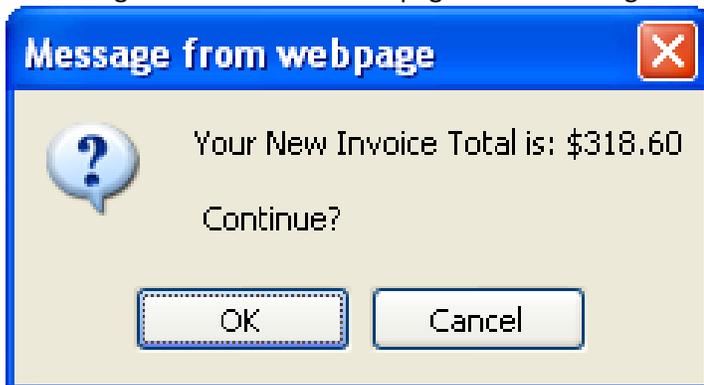
Please forward inquiries regarding special dealer glass and parts, or parts not available in selections lists to HSG billing department at (715)830-6183. For items requiring Proof of Purchase, fax proof to (715)858-3975.

[Glass & Parts](#) [Save Changes](#)

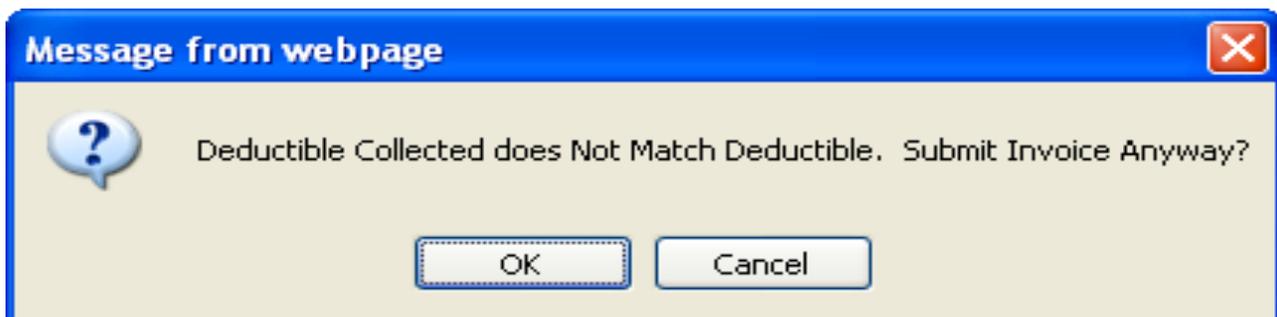
Qty	Type	Part #	Description	List/Ea.	Ext. Net
1	NAGS Glass	DW01782GBYN	Windshield (Solar)(Acoustic Interlayer)(W/Third Visor Frit)	481.10	253.60
1	Glass Kit	HAH000448	2.0 Adhesive (Fast-Cure Urethane/Dam/Primer)		15.00
1	Glass Labor		3.9 Hours		50.00
Total					318.60
Deductible Collected (0.00)
Grand Total					318.60

[Submit Invoice](#)

You will receive a Message box informing you of your total and asking if you want to continue. Click 'OK' to continue or cancel to go back to main invoice page to make changes.

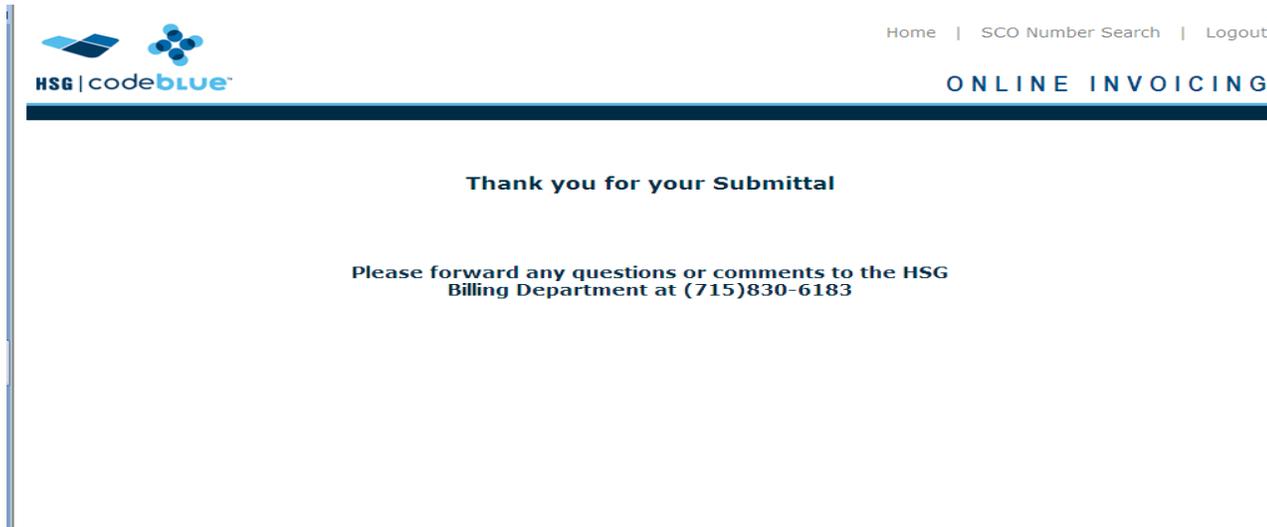


You may also receive another reminder about the deductible, if the deductible entered doesn't match the deductible in the claim. Click 'OK' to continue or cancel to go back to main invoice page to make changes.



Once submitted you will see the Thank you page. To go to another claim click 'SCO Number Search' on the top left of screen. This will take you to the search page to search for the claim.

If you do not see the thank you page the invoice may not have submitted. Please do an inquiry on the invoice to see the status. If the order status still shows **Invoiceable** the invoice has not been submitted. Please click on the invoice and go through steps to submit.



Once you reach this stage you cannot make changes or resubmit. If the order was submitted in error please contact the HSG Billing department at (715)830-6183.

This website will allow only one invoice per SCO#, also it will not allow invoices to be created if it is not able to recognize the vehicle (i.e. motorhomes or new vehicles not entered in the system yet).

If you have performed a replacement for a failed repair, or the vehicle in the claim is not recognized, you will have to fax invoice for replacement. Please contact the HSG Billing department at (715) 830-6183, to inform them you are unable to submit to ensure they are waiving paper processing fees.