HOW TO

Set up and edit ACH / EFT Payments

Select the **Manage Payments** option on the right side menu in the portal to set up electronic payments. From this page you can do the following:

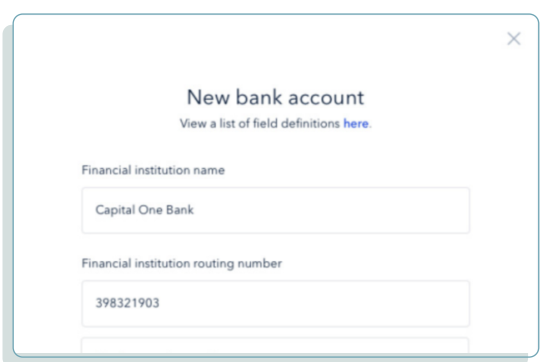
01 Add + Verify Bank Account

02 Create + Link ACH Enrollment

03 Add ERA to ACH Enrollment

Adding a new bank account

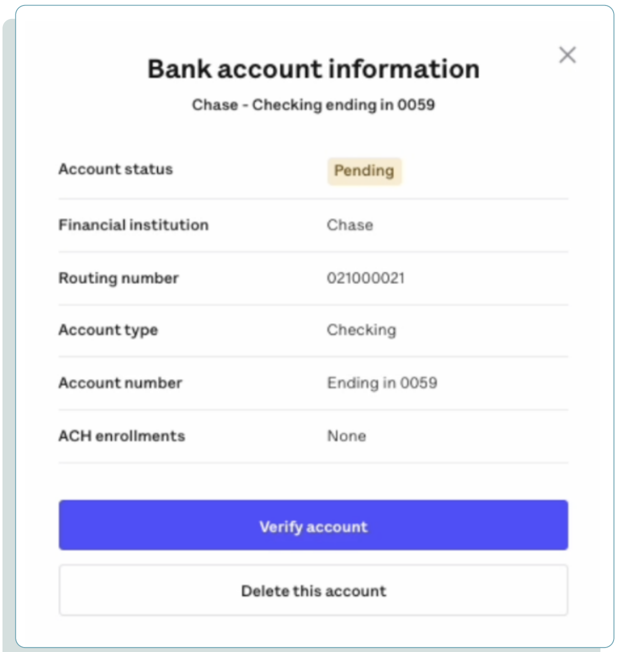
Once you click **Add new bank account**, you will be prompted complete all fields to add the new account. Please verify your routing number and account number to ensure accuracy.



Once you add your preferred bank account, you will receive two small deposits to that bank account within 3-5 business days. You must return to the this page to verify these deposit amounts and proceed with an ACH enrollment.

Bank account information (Pending)

When you click on an existing bank account, you will see bank account information. If the microdeposits (two small dollar amounts) have not been entered, then the status will be listed as **Pending**. Click **Verify Account** to enter the deposit amounts. Here, you can also delete the bank account.



Bank account verification (microdeposits)

Enter the two deposit amounts to confirm the bank account and proceed with ACH enrollment.

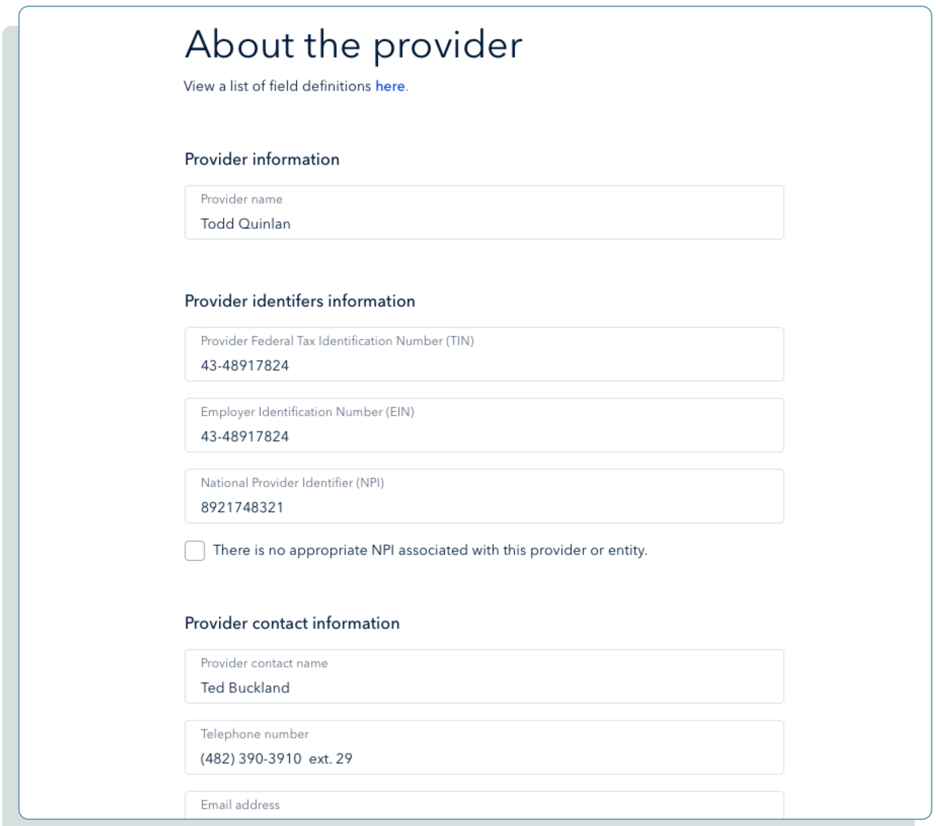
You will see a success message once the small deposits are entered correctly and they click **Confirm account**.

ACH Enrollment Form

Step 1: About the provider

New

In the ACH enrollment form, the user must provide basic details about the provider, hospital system, or entity that is enrolling.


About the provider

View a list of field definitions here.

Provider information

Provider name
Todd Quinlan

Provider identifers information

Provider Federal Tax Identification Number (TIN)
43-48917824

Employer Identification Number (EIN)
43-48917824

National Provider Identifier (NPI)
8921748321

☐ There is no appropriate NPI associated with this provider or entity.

Provider contact information

Provider contact name
Ted Buckland

Telephone number
(482) 390-3910 ext. 29

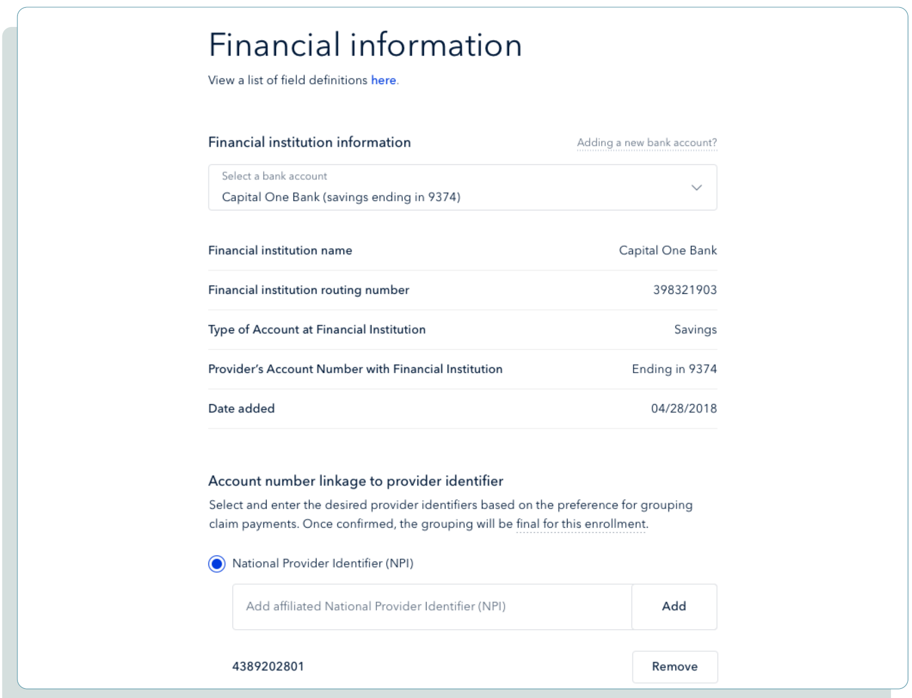
Email address

To edit an ACH enrollment: When editing **about the provider**, the user can only make updates to **provider contact information**. If the user is looking to cancel their enrollment, they must proceed to **Step 3: Submission Information**.

Step 2: Financial institution information

New

In the ACH enrollment form, the user must select a bank account to receive ACH payments (bank accounts are added on the Manage Payments page) and determine whether they would like payments to be grouped by TIN or NPI. If the user picks NPI, they must provide Billing NPIs. If the user picked TIN, the TIN entered in Step 1 will be pre-populated in the list. Users can only add TINs and NPIs affiliated with their portal organization.

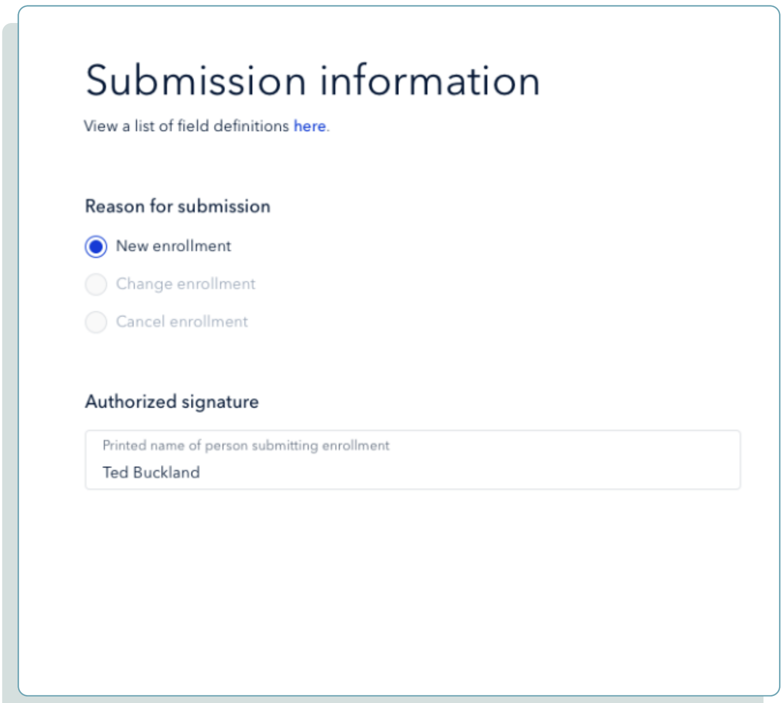


To Edit: When editing **financial information**, the user can make updates to the bank account that will receive ACH payments and add more TINs or NPIs to the **account number linkage to provider identifier** section. Note: If the user would like to change their payment groupings from TIN to NPI (or vice versa) they must cancel the enrollment and start a new one. There is no way to change this grouping while editing an enrollment. If the user is looking to cancel their enrollment, they must proceed to **Step 3: Submission Information**.

Step 3: Submission information

New

In the ACH enrollment form, the user must note the reason for form submission and provide an electronic signature. These are fields required by CAQH.



To Edit: When editing **submission information**, the user can choose to **change enrollment** or **cancel enrollment**. The user must also provide an updated signature to authorize the changes to the enrollment.

Once complete, you can access account information and payment settings using the **Manage Payments** option on the right side menu.