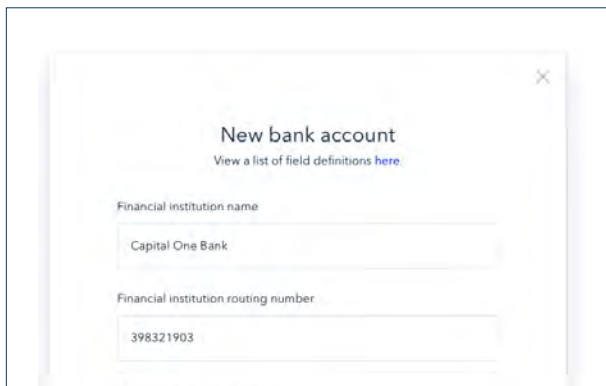# How to: Set up and edit ACH / EFT Payments

Navigate to the "Manage Payments" page in the portal, which can be accessed from the menu on the right side of your screen in the portal to set up electronic payments. From this page you can do the following:

1 Add + Verify Bank Account

2 Create + Link ACH Enrollment

3 Add ERA to ACH Enrollment

Adding a new bank account

Once the user clicks "Add new bank account", they must complete all fields to add the new account. We require the user to verify their routing number and account number to ensure accuracy.
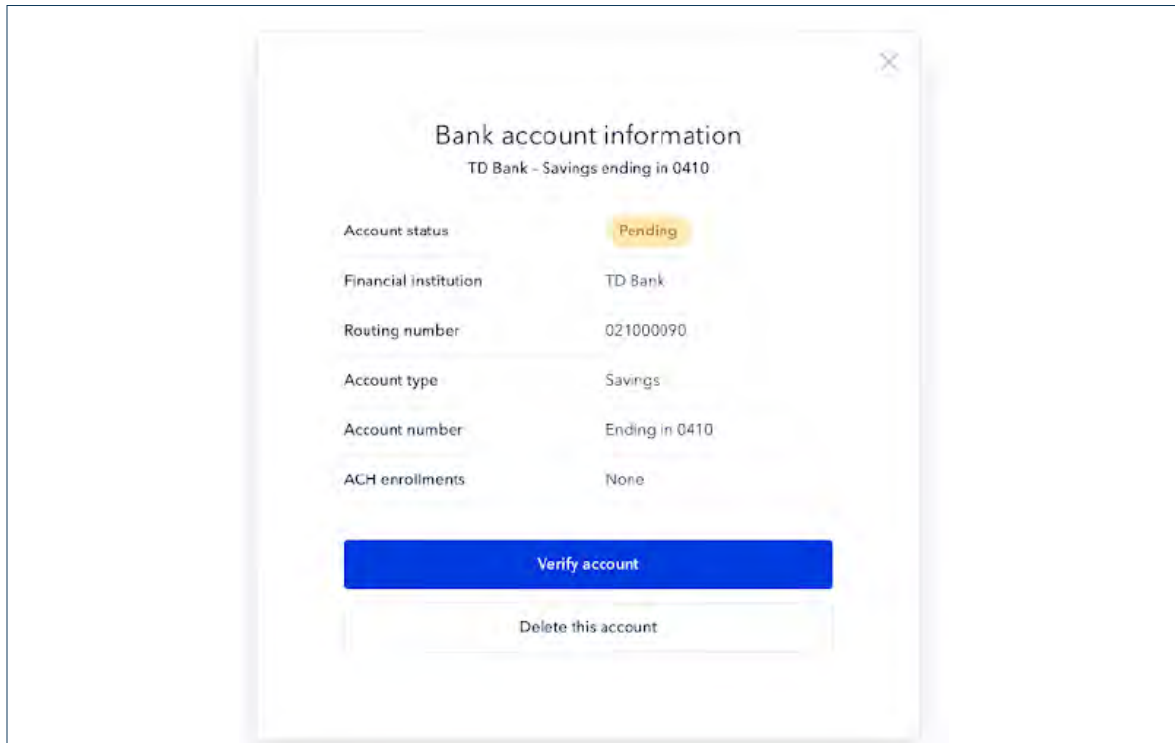
New bank account
View a list of field definitions here.

Financial institution name

Capital One Bank

Financial institution routing number

398321903

Once the user adds the bank account, they will receive two small deposits to that bank account within 3-5 business days. The user must come back to the bank account to verify these deposits and proceed with an ACH enrollment.

Bank account information (Pending)

When the user clicks on an existing bank account, they will see bank account information. If the microdeposits (small $ amount) have not been entered, then the status will be pending. The user must click "Verify Account" to enter the deposit amounts. The user can also delete the bank account.

Bank account verification (microdeposits)

The user must enter the two deposit amounts to confirm the bank account and proceed with ACH enrollment .
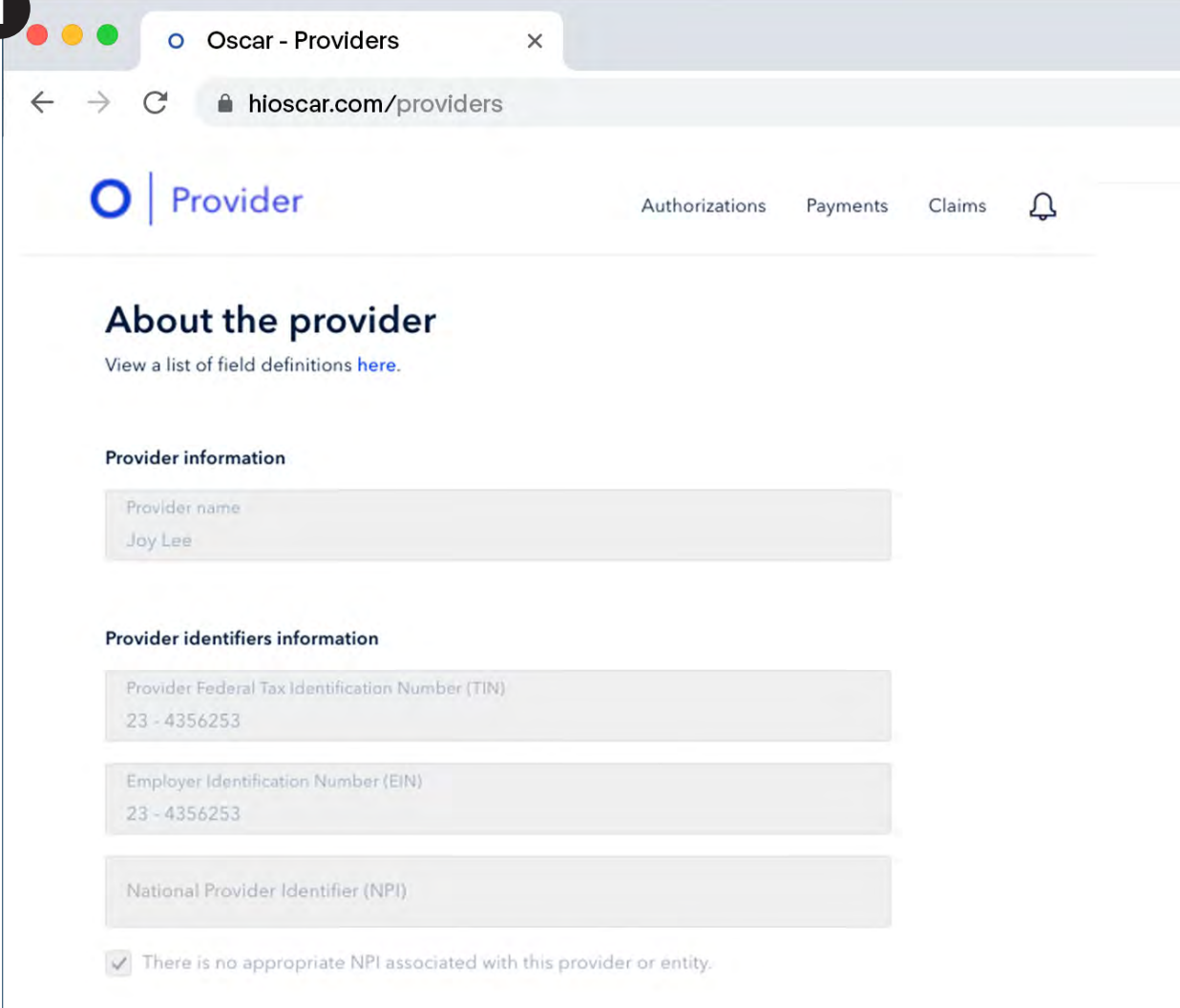
The user will see a success message once the small deposits are entered correctly and they click "Confirm account".

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.

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.

2

O | Provider

Financial information
View a list of field definitions here.

Financial institution information	Adding a new bank account?
Select a bank account Lisa (checking ending in 0000)	⌄

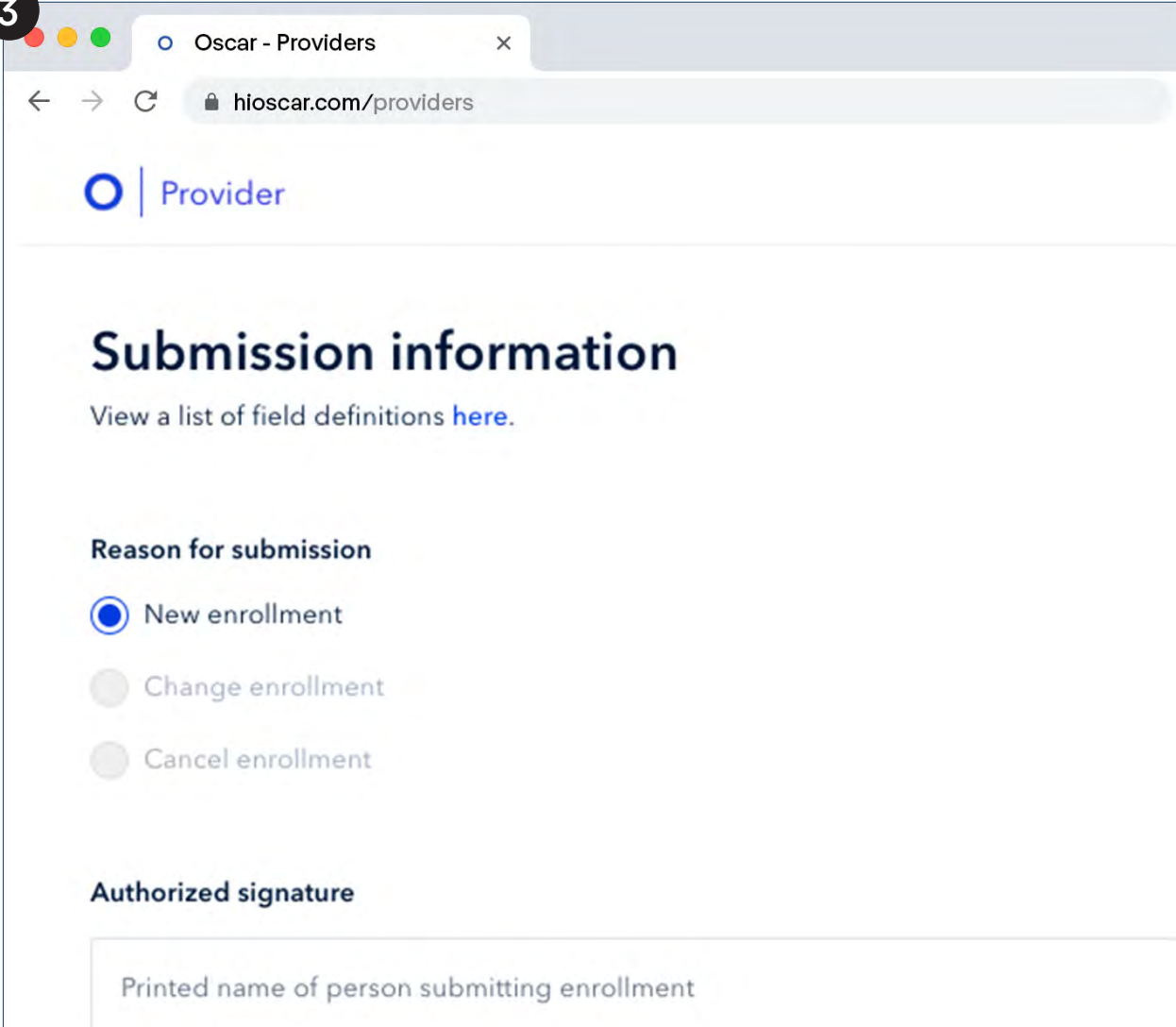| Financial institution name	Lisa
Financial institution routing number	110000000
Type of account at financial institution	Checking
Provider's account number with financial institution	Ending in 0000

Account number linkage to provider identifier

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.