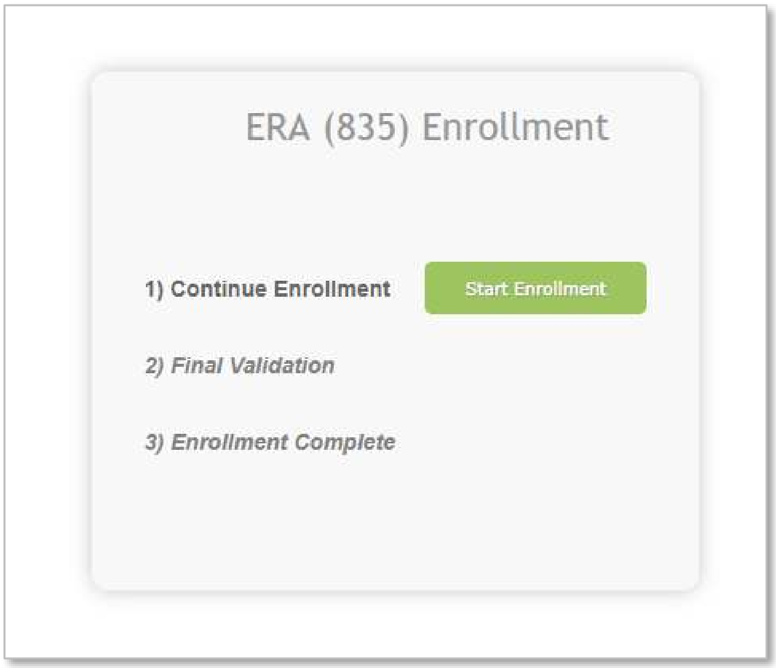
ERA ENROLLMENT

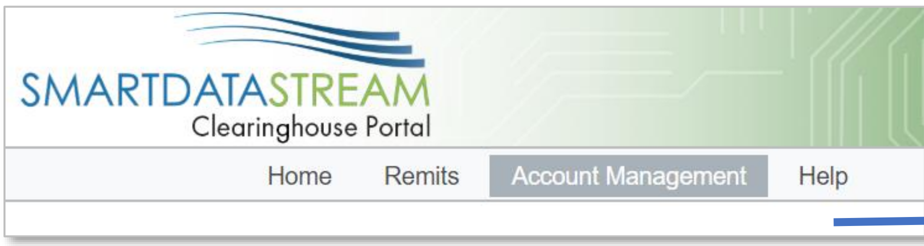
- Providers can create an account with this link – [SDS Account Creation]

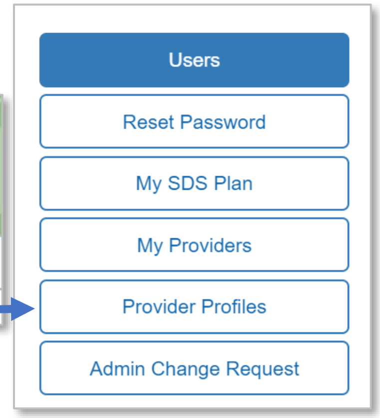
STARTING ERA ENROLLMENT

- After you've logged in and changed your password, you should be immediately prompted to start your ERA enrollment.



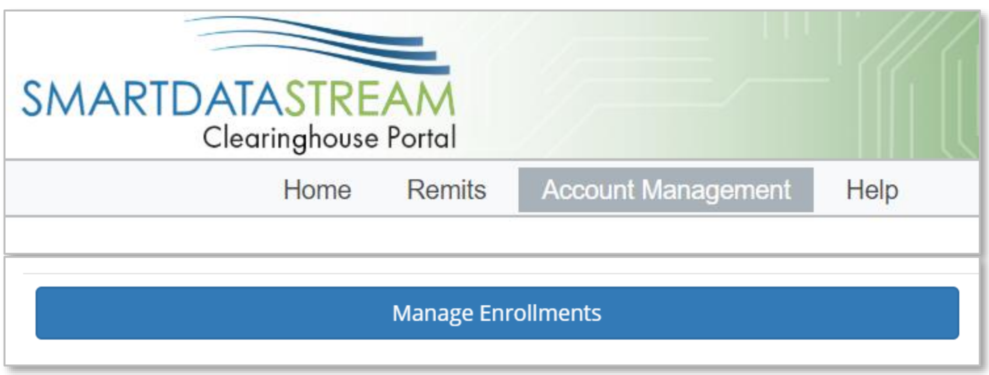
- If the above screen does not automatically appear you can select Account Management at the top bar. Then select Provider Profiles





OR

- Select Remits at the top bar then Manage Enrollments



Profile

Profile Nickname

Profile Name will not affect your ERAs and is only for labeling enrollments on your account

Provider Information

* Name: Test Provider T1000

Doing Business As (DBA)

* Address Line 1

Address Line 2

Provider Identifiers Information

* Tax Identification Number (TIN)
* Verify TIN

Don't forget to verify your tax ID

National Provider Identifier (NPI)

Verify NPI:

NPI is not required for your ERA enrollment. If left blank, you will receive ERAs for all NPIs associated with the Tax ID you enroll

Trading Partner ID

Trading Partner ID is not required if you do not have one

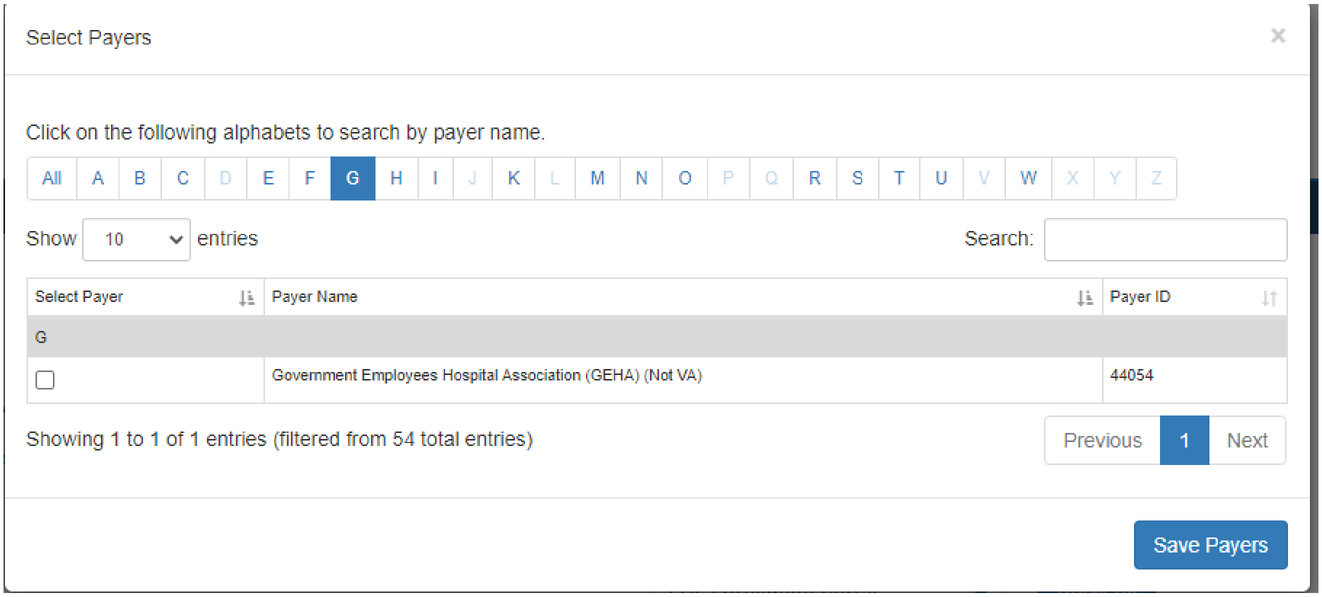
Provider Contact Information

* Last Name: test
* First Name: test
* Contact Phone: (651) 555-5555 x55555

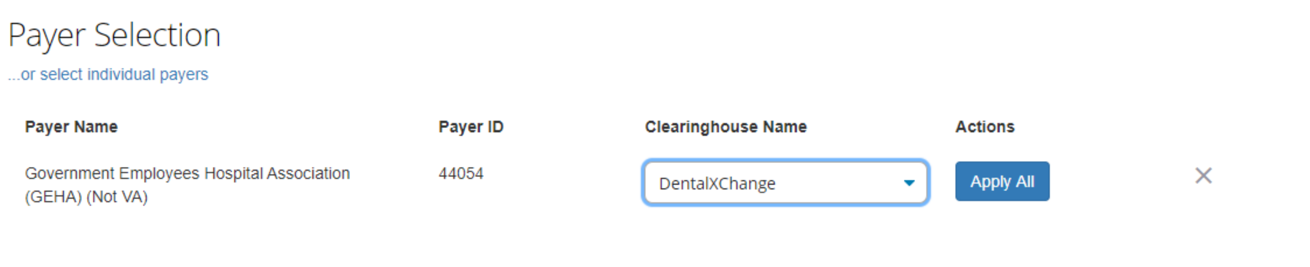
Contact Fax

Fax may be left blank if unavailable

- Under Payer Selection select "or select individual payers" You will then see the screen below:

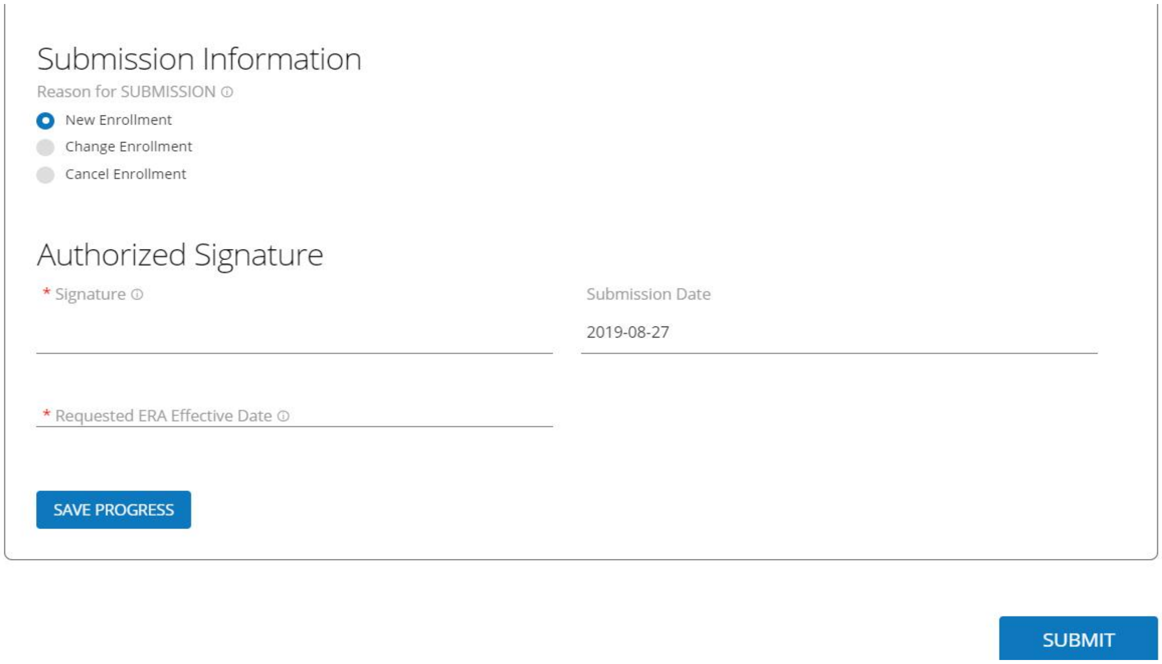


- Select Clearinghouse

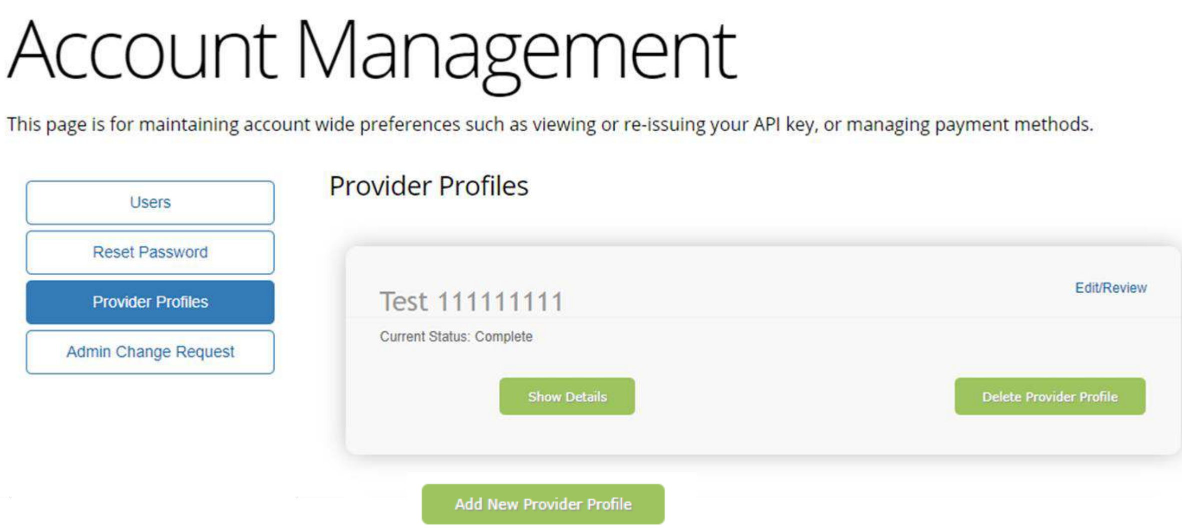


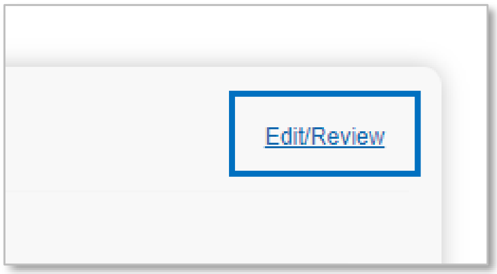
- The form will automatically have New Enrollment selected. If you click Save Progress and then come back to it, it will say Change Enrollment.
  - This does not affect your enrollment and only indicates that this is no longer the first time you are accessing this form.
- Type in your name for the signature.

- For the effective date, the soonest date available will be three days after the submission date. Any payments you receive after that submission date will have a corresponding ERA sent to your account.

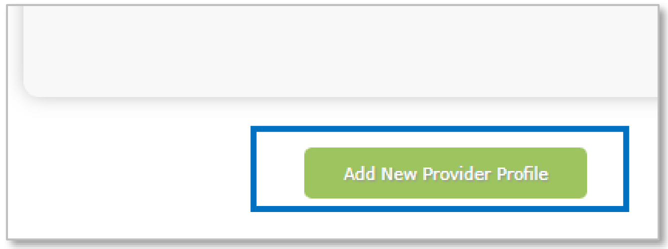


- After you click Submit it will redirect you to a page that looks like this. If you see this page, you have successfully submitted your ERA enrollment.





- To change contact information, add or remove payers, change retrieval method, or cancel your enrollment you can click on Edit/Review



- To enroll additional tax ID's or NPI's click Add New Provider Profile