eBilling Training

For the Vendor Service Provider Administrator

Accessing the eBilling system

1) Link on our website www.altaregional.org

or

2) http://eBilling.dds.ca.gov:8364

E-Billing – Service Provider Electronic Billing System

The web-based E-Billing system ⬀ is on a secure website which encrypts all data being sent back and forth between service providers and Alta California Regional Center. This online system is a more efficient way for service providers to be reimbursed for services provided, which eliminates the need for paper invoices and checks.

In addition to being environmentally friendly, service providers can access billing and pay history online through the internet.

To use the E-billing system, you must first complete the E-Billing Enrollment packet.

Alta California
Regional Center

eBilling ▲ system

LAUNCH APPLICATION

The eBilling system requires Firefox, Chrome,
or Microsoft's Internet Explorer 11 or greater browsers.
Click here to detect browser

State of Emergency Billing: On March 4, 2020, Governor Gavin Newsom declared a State of Emergency for California, as a result of the COVID-19 outbreak (otherwise being referred as the Coronavirus). This memo will provide guidance to service providers for the State of Emergency (SOE) billing for Alta California Regional Center vendored providers.

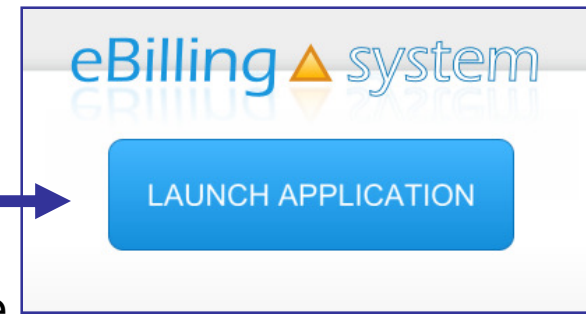State of Emergency Billing Service Provider Message – May 8

⚠ ATTENTION By June 30, 2020, providers of any of the services listed here that are designed specifically for groups of individuals with developmental disabilities are required to complete a self-assessment regarding their current level of compliance with the federal Home and Community-Based Services (HCBS) Final Rule.

NOTE: The eBilling application will no longer support Internet Explorer versions 7,8,9 and 10 effective January 12, 2016. As of January 12, 2016, Microsoft will no longer support older versions of Internet Explorer – including security updates. Visit the Microsoft website for more information.

Conditions of Use | Privacy Policy

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Log In

1. Click the LAUNCH APPLICATION button.
2. Enter your User ID and Password -- Your User ID for the new system is identical to the User ID for the old system. Your initial Password is **protect**.
3. Click the LOGIN button.
4. If you do not have a User ID please contact your Ebilling contact, Matt Stone.

REMINDER: Please change your password the first time you log in

ALTA CALIFORNIA
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eBilling Home Page

eBilling ▲ system

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Username [   ]
Password [   ]   Login
Forgot your password or need a password reset?

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<u>System Information</u>
Quick Facts

✓ **You will be prompted to change your password every ninety days.**

✓ **After twenty-five minutes of inactivity, you will be logged out of the system. Make sure to save all updates (by clicking "Update") as you are making changes to avoid being logged out of the system and losing your work.**

User Roles

Vendor Administrator: Access to the *Home*, *Invoices*, *Payments*, *Reports*, and *Service Provider Management* tabs. The Vendor Administrator role only has access to assigned service provider numbers; can create other vendor user and reader profiles; is able to edit, update, and submit invoices.

Vendor Supervisor: Access to the *Home*, *Invoices*, *Payments*, and *Reports* tabs. The Vendor Supervisor role only has access to assigned service provider numbers; and is able to edit, update, and submit invoices;
    can not create other user profiles

Vendor Staff: Access to the *Home*, *Invoices*, *Payments*, and *Reports* tabs. The Vendor Staff role only has access to assigned service provider numbers, and is able to edit and update invoices.
    not able to submit invoices and ***can not*** create other user profiles.

Vendor Staff – No Payment Access: Access to the *Home*, *Invoices*, and *Reports* tabs. The Vendor Staff – No Payment Access role only has access to assigned service provider numbers for invoices and invoice history, and is able to edit and update invoices.
    not able to submit invoices.; ***can not*** create other user profiles, and **does not** have access to
    payment history information

Reader: Access to the *Home*, *Invoices*, *Payments*, and *Reports* tabs. The Reader is only able to view information for assigned service provider numbers.
    not able to update, delete, submit invoices, or create other user profiles.
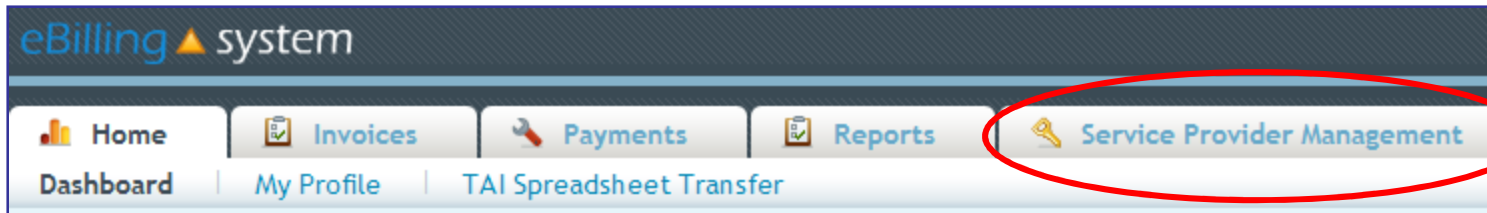
If you feel that you have been assigned the incorrect role, please contact your Vendor Administrator or your Ebilling contact Matt Stone via email Ebilling@altaregional.org.

<u>Vendor Administrator</u>
Service Provider Management

Only users assigned to the Vendor Administrator role will have access to the <u>Service Provider Management</u> tab.

This is the area where Vendor Administrators will be able to:

- ✓ Search for Users
- ✓ Maintain User Profiles
- ✓ Create New User Profiles
- ✓ Assign Roles to Users
- ✓ Assign SPNs to Users

eBilling ▲ system

| 📊 Home | 📋 Invoices | 🔧 Payments | 📋 Reports | 🔑 Service Provider Management |

Dashboard | My Profile | TAI Spreadsheet Transfer
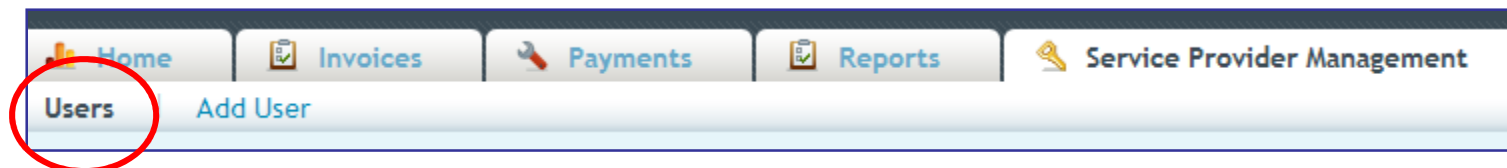
<u>Vendor Administrator</u>

Service Provider Management

Users

How to do a Quick Search for Users

1. Select the <u>Service Provider Management</u> tab.

2. Click the <u>Users</u> sub tab.

3. Enter the search criteria. To view all users leave the search criteria blank.

4. Click SEARCH.

5. The results will display on the bottom half of the screen.

6. Click the record to view. Click the EDIT button on the right of the record line to edit/update.

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<u>Vendor Administrator</u>

Service Provider Management

Users

How to Create New User Profiles

📊 Home	📋 Invoices	🔧 Payments	📋 Reports	🔑 Service Provider Management
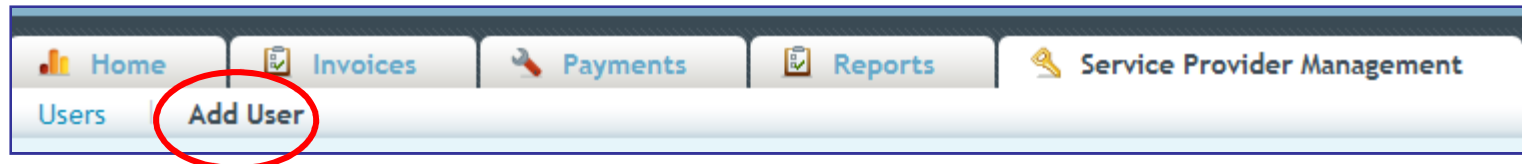
Users | **Add User**

1. Select the <u>Service Provider Management</u> tab.

2. Click the <u>Add Users</u> sub tab.

3. Enter the new user profile information. Fields with a red star are required. The user role defaults to reader. Choose a new user role from the drop down menu if necessary.

4. Click ADD.

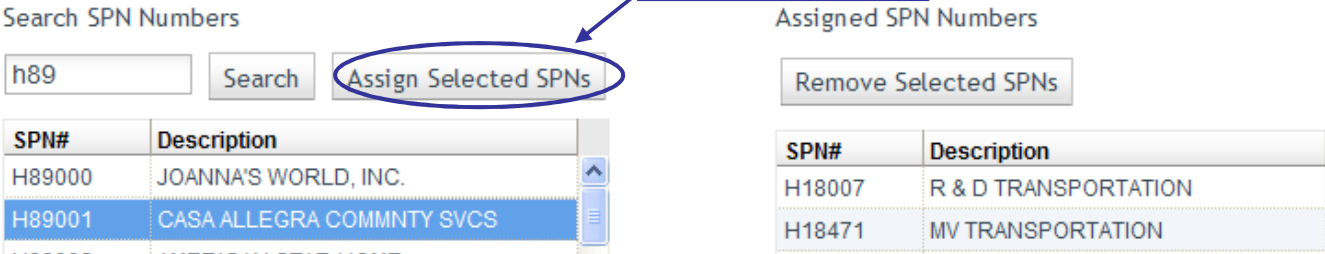5. Click the ASSIGN SPN button to assign SPNs at this time.

<u>Vendor Administrator</u>
Service Provider Management
Users
How to Assign SPNs

1. Click the Assign SPN button. This will be available if you are viewing a user profile in the edit/update mode or are creating a new user profile.

2. A pop up window will appear.

3. Search for the appropriate SPN on the left side of the screen.

4. Click the SPN to highlight and select. Hold down the CTRL key to select multiple, non-consecutive SPN's. Hold the shift key to select multiple, consecutive SPN's.

5. Click the ASSIGN SELECT SPN button.

6. Click SAVE to update the user profile.

#2 Click the ASSIGN button.

Search SPN Numbers

| h89 | Search | Assign Selected SPNs |

#1 Select the SPN Number.

SPN#	Description
H89000	JOANNA'S WORLD, INC.
H89001	CASA ALLEGRA COMMNTY SVCS

Assigned SPN Numbers

Remove Selected SPNs

SPN#	Description
H18007	R & D TRANSPORTATION
H18471	MV TRANSPORTATION

Please contact your Alta Regional Center with any additional questions.

Alta Regional Center contact: Shannon Xiong – (916) 978-6223

Alta Regional Center contact email: Ebilling@altaregional.org