ALTA CALIFORNIA
REGIONAL CENTER

eBilling Training
For the Vendor
Service Provider
Administrator

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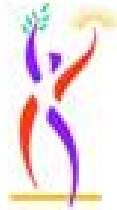
Vendor Supervisor: Access to the *Home*, *Invoices*, *Payments*, and *Reports* tabs. The Vendor Supervisor role only has access to assigned service provider numbers; and is able to edit, update, and submit invoices;
　　　　can not create other user profiles

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.

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Vendor Administrator

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Service Provider Management

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

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

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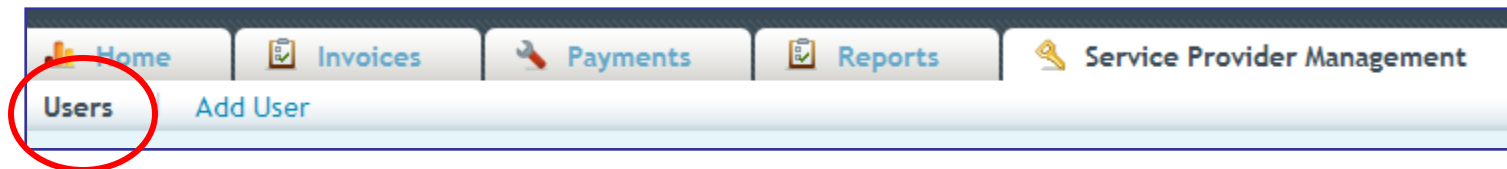✓ Assign Roles to Users
✓ Assign SPNs to Users

eBilling ▲ system

📊 Home	📋 Invoices	🔧 Payments	📋 Reports	🔧 Service Provider Management
Dashboard	My Profile	TAI Spreadsheet Transfer		

Vendor Administrator

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Service Provider Management

Users

How to Create New User Profiles

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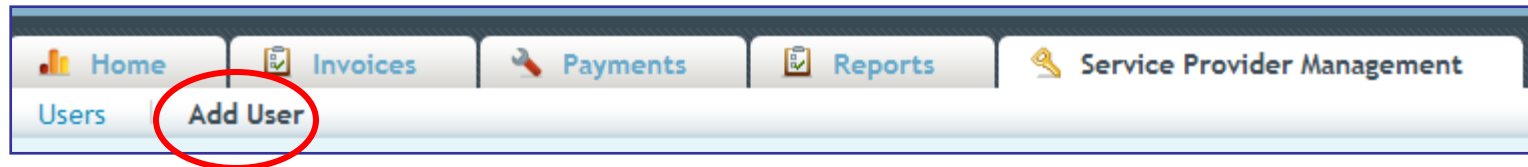
Users | Add User

1. Select the Service Provider Management tab.

2. Click the Add Users 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.

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Vendor Administrator

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
	AMERICAN STAR HOME

Assigned SPN Numbers

Remove Selected SPNs

SPN#	Description
H18007	R & D TRANSPORTATION
H18471	MV TRANSPORTATION

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Please contact your Alta Regional Center with any additional questions.

Alta Regional Center contact: Matt Stone – 978-6223

Alta Regional Center contact email: Ebilling@altaregional.org