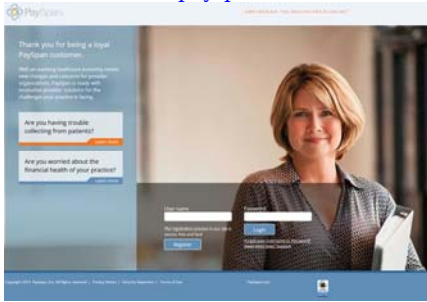



How to Register for PaySpan

- If you need assistance with registration, Please call 1-877-331-7154 Option 1
- Go to www.payspanhealth.com and click the **Register** button




EMPOWERING THE HEALTHCARE ECONOMY™

New Enrollment

[Get Started](#) | [Personal Info](#) | [Account Setup](#) | [Verify Your Info](#)

Get Started

Welcome to PaySpan, where we are empowering the healthcare economy. PaySpan offers a solution that delivers electronic payments (ACH), electronic remittance advice (ERAs), analytics, and much more. This solution gives Providers access to remittance and claim details online, and straightforward reconciliation of payments to reduce costs and improve cash flow.

Choose one of the following verification options to begin your registration:

Already Registered?

National Provider Identifier (NPI)

OR

Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)

Billing Zip Code

RegCode


[What is a Reg Code?](#)

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Get Started

- If you are already registered with PaySpan, login and add the new Registration Code to your existing account
- If you are not already registered with PaySpan, on the right of the screen enter your Reg Code and click **Submit**
- If you do not have a Registration Code, please contact Provider Services at the number above or fill in the details on the left of the screen and click **Submit**




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Reg Code

Provider Identification Number (PIN)

- Enter your Tax Identification Number (TIN) and National Provider Identifier.
- An Allocated Service Provider is one that does not furnish healthcare services. Examples are tax drivers, auto mechanics and carpenters.
- [Support](#)
- [How to Register](#)
- [Skip to step 4/5](#)
- [Already Registered?](#)

Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)


National Provider Identifier (NPI)

Allocated Service Provider

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Get Started continued

- Your Reg Code will auto-populate from the prior screen
- Input your Provider Identification Number (PIN)
- Input your Provider Federal Tax Identification Number (TIN)
- Input your National Provider Identifier (NPI)
- Click Start Registration


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Tell Us About Yourself

Please provide us with your basic contact information to enable us to create a user account for you on the PaySpan health system.

Provider Name: A101 Medical
 Provider Tax Identification Number: 171231231
 National Provider Identifier: 111111111

Provider Contact Name

Username

Administrators full name

Minimum 8 characters and may include letters (A-Z, lowercase (a-z), numbers (0-9), underscores (_), ampersands (&), dashes (-)

Email Address

Password

Telephone Number

Confirm Password



Location

Your IP address has been logged and may be used to authenticate your identity.

Personal Info

- Input your contact information
- Designate a user name of your own, or just use your email address
- Create a unique password of at least 8 characters and include one capital letter, one lower case letter and a number
- Select a challenge question, enter your answer and click the **Next** button to continue

**New Enrollment**

[Got Started](#) [Personal Info](#) **Account Setup** [Verify Your Info](#)

Set Up Your Account

Provider Name:
Provider Tax Identification Number:
National Provider Identifier:

Account Name

This is the name that will be used to identify this receiving account throughout the PaySpan system.

Financial Institution Routing Number

Provider's Account Number with Financial Institution

Confirm Provider's Account Number with Financial Institution

Type of Account at Financial Institution
Business Checking

Enable Electronic Payment

Request Paper Remittance

Assign new or additional Payers to this receiving account

[Back](#) [Next](#)

Payer:

PaySpan Health organizes your incoming payments into Receiving Accounts. The account that you enter will remain in a pending status until you obtain the small deposit made by PaySpan, Inc from your financial institution and enter the amount on your Home Screen.

Some payers allow providers to request paper remittances. If you would like paper remittances and your Payer supports this option, select the paper remittance check box. This check box will not appear if the Payer does not allow this option or appear grayed out if this option is not allowed upon EFT registration.

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Account Setup

- Designate the bank account you wish to have funds deposited into and click the **Next** button to continue

**New Enrollment**

[Got Started](#) [Personal Info](#) [Account Setup](#) **Verify Your Info**

Verify Your Info

Provider Name:
Provider Tax Identification Number:
National Provider Identifier:

Individual Information

Provider Contact Name:

Telephone Number:

Email Address:

Username:

Your Bank Account Information

Account Name:

Financial Institution Name:

Financial Institution Routing Number:

Provider's Account Number with Financial Institution:

EFT Enabled:
Yes

- Please verify the information you have entered is correct. Select Confirm to complete registration or Back to edit your information.
- By confirming your registration, you are agreeing to the terms and conditions detailed in the Service Agreement.
- Access to view remittance details online is available the day after you complete registration and your account is activated (no longer in Pending status.)
- Payments from all current and future payers will be assigned to this receiving account unless you designate a separate account.

Electronic Signature of Person Submitting Enrollment:

I agree to the [Services Agreement](#).

I accept the [Business Associate Agreement](#)

[Back](#) [Confirm](#)

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Verify Your Info

- Verify your information
- Check the box to Agree to the Services Agreement
- Check the box to Agree to the Business Associate Agreement
- Click **Confirm**

**Thank you for registering****Thank you for registering!**

If you registered for electronic payments, a deposit of LESS than \$1.00 will be sent to the bank account specified during registration. The deposit will be made by the PaySpan Corporation.

The final step of the account activation process for electronic payments, is for you to monitor the bank account that you entered for the next 2-3 business days and locate the test deposit amount from PaySpan. Once you have located the test deposit, log into your PaySpan account at www.payspanhealth.com, then go to Your Payments and reset the deposit amount in the Account Verification section under the Alerts menu. Upon entering the correct amount your account will successfully be activated!

Thank you again for using PaySpan!

[Login](#)

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If you registered for electronic payments, you will receive a deposit of less than one dollar from PaySpan within a few business days. To begin receiving electronic payments and remittance advice, follow these steps to activate your account.

Contact your financial institution to obtain the amount of the test deposit from PaySpan
Log into PaySpan
Click Your Payments
Click the Account Verification link on the left side of the screen
Enter the amount of the deposit you received in this format: 0.00
The deposit does not need to be returned to PaySpan

For assistance:

1-877-331-7154 Option 1

providersupport@payspanhealth.com

Our Provider Services Team is available Monday through Friday, 8am to 8pm, Eastern Time