

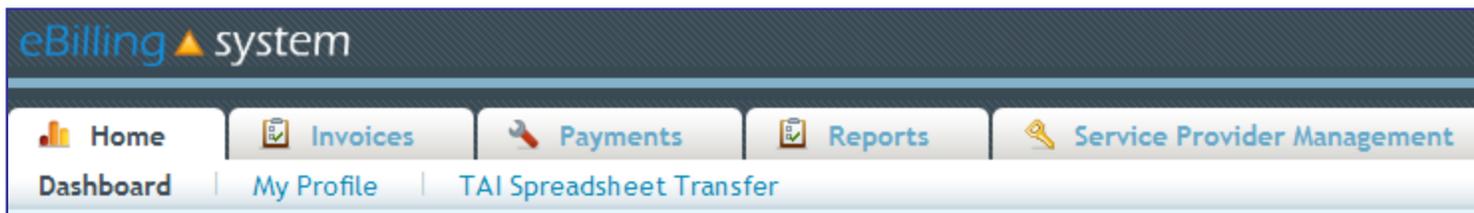
# eBilling Training For the Vendor Service Provider



# Home Tab

## Dashboard

- The eBilling system is arranged in a series of tabs and sub tabs. To move from section to section click on the appropriate tab.
- Functions and tabs are available depending on your user role assignment.
- There is a help link in the upper right hand corner of each screen.



eBilling Redesign - Windows Internet Explorer  
http://158.96.177.125/home/dashboard

eBilling system Help | Logout

**Home** | Invoices | Payments | Reports  
Dashboard | My Profile | User: mholland

Welcome Marie ✉ 📄 💬

**Bulletin**

11/09/2010 *Isn't it a great day to be a system admin?*  
11/10/2010 The eBilling system will be down for maintenance on Saturday, November 13th from 8:00 am to noon.

**Quick Links**  
[Invoice](#)  
[Invoice Upload](#)

**Service Provider Selection**

Search by SPN #

Service Provider #	Description
H11	KIDS KORNER MEDICAL SPPLY
H11	FHAR-HAMLET STREET HOUSE
H11	FHAR-INDVDL LVNG TRAINING
H11	FHAR-EMPLOYMENT SUPPORT
H11	INTEGRATED COMMUNITY SRVC
H8	EASTER SEALS BAY AREA
H8	GILDA GUERRERO

**Available Files for Download**

Service Provider #	File Name	Posted Date	Download
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Internet 100%

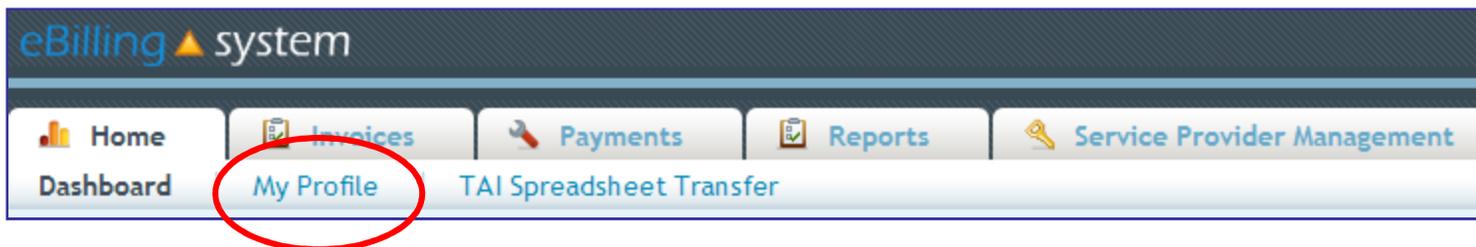
# Home Tab

## My Profile

### How to Update Your User Profile

1. Click the My Profile subtab.
2. Make the desired changes.
3. Click UPDATE to save the changes.

This is the area where you are able to change your password. *Please remember to reset your password the first time you log into the eBilling system.* We recommend your new password be at least 6 chars. long for adequate security.



eBilling Redesign - Windows Internet Explorer  
http://158.96.177.125/home/myprofile

eBilling system Help | Logout

Home Invoices Payments Reports  
Dashboard My Profile User: mholland

### User Profile of Marie Holland

User Name\* mholland Password\* .....

First Name\* Marie Status  Enabled  
Last Name\* Holland Password Expiry 12/23/2010  
Middle Initial  
Name of the Company ACRC Roles Vendor Supervisor  
Company Tax ID  
Address 123 Main Street  
City  
State  
Zipcode  
Email mholland@altaregional.org  
Phone 9169786237

Assigned SPN #

SPN #	Description
H*****	KIDS KORNER MEDICAL SPLY
H	FHAR-HAMLET STREET HOUSE
H	FHAR-INDVDL LVNG TRAINING
H	FHAR-EMPLOYMENT SUPPORT
H	INTEGRATED COMMUNITY SRVC
H	EASTER SEALS BAY AREA
H	GILDA GUERRERO
H	GILDA GUERRERO

Update Close

# Home

## Dashboard

### Service Provider Selection

 Search

### How to Select a Service Provider Number (SPN)

1. Type your SPN number in the Service Provider Selection search box.
2. Click SELECT.
3. A pop up box will appear. Click OK to approve your selection.

#### OR

1. Select the appropriate SPN number (by clicking on it once) from the SPN list located under the SPN search box.
2. A pop up box will appear. Click OK to approve your selection.

After selecting an SPN the selected service provider information will appear at the top of the screen.

**You will be unable to view any information available under the invoices, payments, and reports tabs unless you first select an SPN number.**

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eBilling system Help | Logout

Home Invoices Payments Reports  
Dashboard My Profile User: mholland

Welcome Marie

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[Invoice](#)  
[Invoice Upload](#)

**Service Provider Selection**

Search by SPN #

Service Provider #	Description
H11	KIDS KORNER MEDICAL SPPLY
H11	FHAR-HAMLET STREET HOUSE
H11	FHAR-INDVDL LVNG TRAINING
H11	FHAR-EMPLOYMENT SUPPORT
H11	INTEGRATED COMMUNITY SRVC
H8	EASTER SEALS BAY AREA
H8	GILDA GUERRERO

**Available Files for Download**

Service Provider #	File Name	Posted Date	Download
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Internet 100%

# Home

## Other Options

Welcome Emily

Bulletin

10/26/2010 Welcome

Quick Links

[User Updates](#)

[Reports](#)



**Bulletins** are posted by Alta Regional Center and will appear on the top left of the home screen.

**Quick links** are available on the home screen and provide one click access to other frequently used areas of the application.

**E-Mail** icon appears on the upper right corner of the screen and will allow you to send an e-mail to the designated Accounting contact.



**Attach Documents** icon appears on the upper right corner of the screen and allows you to upload documents that your Accounting contact will then be able to access.



**Comments** icon appears on the upper right corner of the screen and allows you to enter comments for your Accounting contact to read.

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Home Invoices Payments Reports  
Dashboard My Profile

Welcome Marie

User: miholland

**Bulletin**

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**Quick Links**

[Invoice](#)

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**Service Provider Selection**

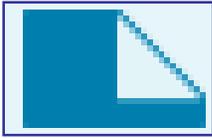
Search by SPN #

Service Provider #	Description
H1	KIDS KORNER MEDICAL SPPLY
H1	FHAR-HAMLET STREET HOUSE
H1	FHAR-INDVDL LVNG TRAINING
H1	FHAR-EMPLOYMENT SUPPORT
H1	INTEGRATED COMMUNITY SRVC
H1	EASTER SEALS BAY AREA
H1	GILDA GUERRERO

**Available Files for Download**

Service Provider #	File Name	Posted Date	Download
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# Home



## Documents icon:

- ✓ Attached documents will only be flagged on Accounting reports if they are attached to specific invoice detail lines.
- ✓ Documents attached at the invoice level will not appear on Accounting reports.
- ✓ If you would like Accounting to know that you have attached a document to your invoice, it must be attached to an invoice detail line.

# Home



## **Comments icon:**

- The invoice level comments will be available on the website. Invoice detail line level comments will be transferred to Alta Regional Center for Accounting staff to view.
- Invoice detail line level comments are meant to convey important information to Accounting staff (ex. This invoice line was deferred because...).
- Will be seen only by Alta Regional Center Accounting staff.
- Should be kept brief (two sentences or less).
- Are not for communication with Service Coordinators.
- Are not an immediate or direct form of communication with the Accounting dept. If you have a question or concern that requires an answer from the Accounting dept, you need to either call or e-mail your Accounting contact.



Please contact your Alta Regional Center with any additional questions.

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

Alta Regional Center contact email: [Ebiling@altaregional.org](mailto:Ebiling@altaregional.org)