

eBilling Training

All Users

Accessing the eBilling system

1) Link on our website www.altaregional.org

or

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

Won't be available until January 26th.

Begin Submitting invoices on January 29th.



Billing and Invoicing

There are three types of billing processes, each with its own type of invoice: E-Billing, and E-Attendance, and paper invoices. When practical all service providers will be encouraged to use the E-Billing system.

E-Billing

The E-Billing application is by far the most efficient way for service providers to process their billing and invoicing to Alta. All service providers will be encouraged to submit billing and invoicing documents to Alta using the web-based E-Billing application. To use the E-Billing application you must first complete the [E-Billing Enrollment packet](#).

Alta and current E-Billing service providers will transition to the [new E-Billing system](#) on January 20, 2011. The [old E-Billing system](#) will no longer accept billing submissions but ~~can be used to view~~ billing and payment history prior to January 20, 2011. You may access the [current E-Billing system](#) until January 20, 2011.

E-Billing Training - Training documents are provided below. If you have any questions after reviewing the documents please feel free to contact Matt Stone at ebilling@altaregional.org

[All Users](#) - covers the basics of logging in, site navigation and report viewing.

[Invoicing](#) - covers the process required for invoicing including using the various calendar types.

[Service Provider Administration](#) - covers how to manage your local users.

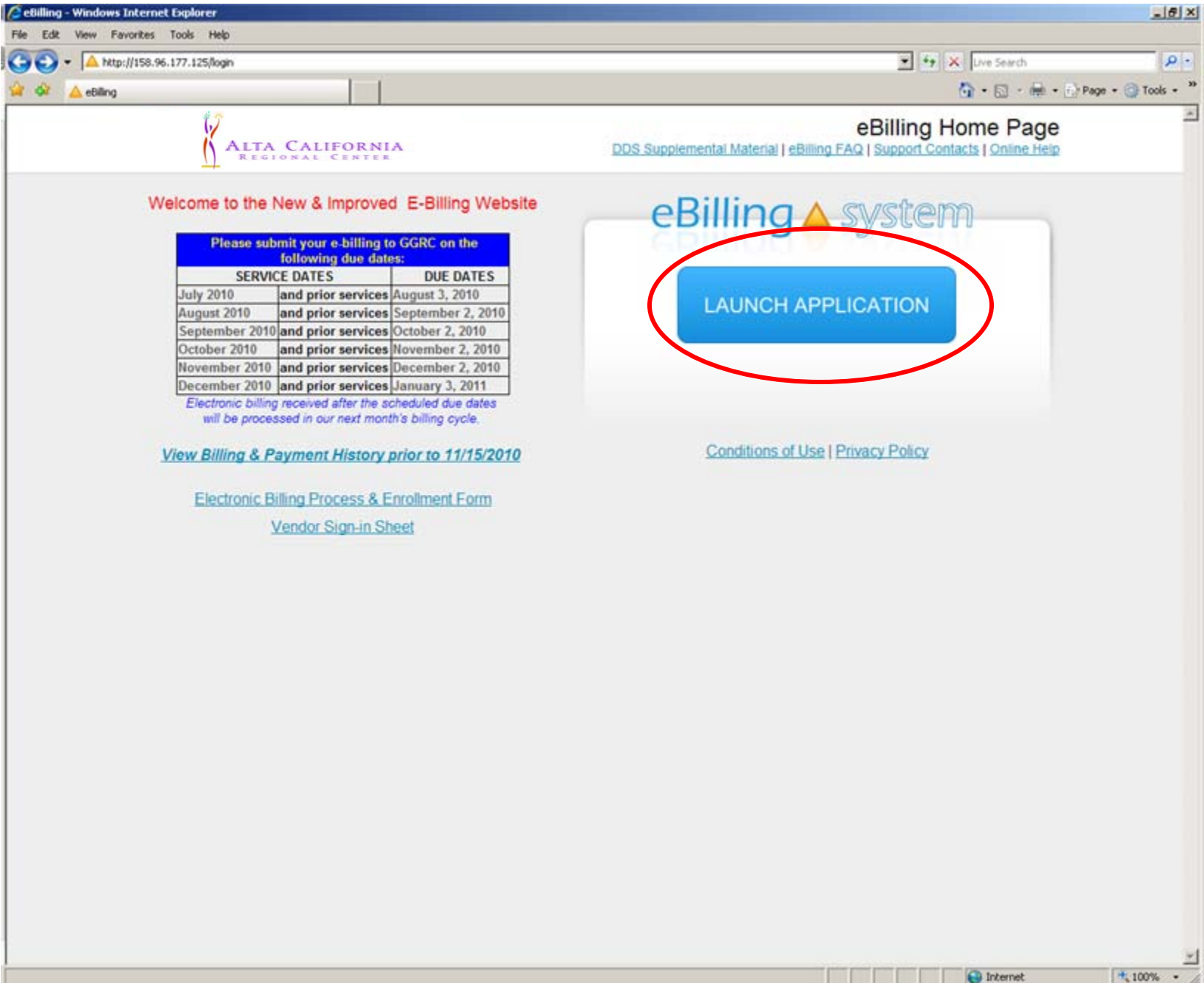
[Attendance & DS1964](#) - covers the steps needed to use the new DS1964 to submit attendance tracking information through the new E-Billing website.

Civilian – Military Time Conversion - The new E-Billing system uses 24 Hour Time (sometimes called Military time) to record in and out times. See the attached table for a quick reference for [Civilian – Military Time Conversion](#) .

1. Service Providers

2. Billing/Invoicing

3.



Welcome to the New & Improved E-Billing Website

Please submit your e-billing to GGRC on the following due dates:

SERVICE DATES	DUE DATES
July 2010 and prior services	August 3, 2010
August 2010 and prior services	September 2, 2010
September 2010 and prior services	October 2, 2010
October 2010 and prior services	November 2, 2010
November 2010 and prior services	December 2, 2010
December 2010 and prior services	January 3, 2011

Electronic billing received after the scheduled due dates will be processed in our next month's billing cycle.

[View Billing & Payment History prior to 11/15/2010](#)

[Electronic Billing Process & Enrollment Form](#)


[Vendor Sign-in Sheet](#)

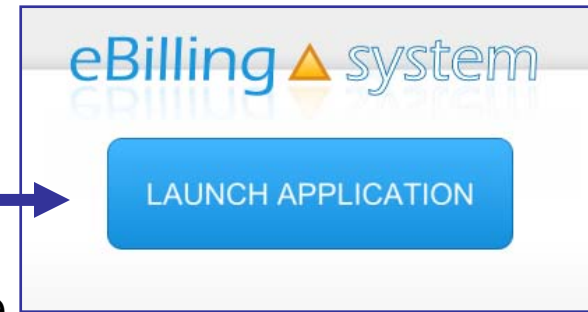
eBilling system

A large blue button with the text "LAUNCH APPLICATION" in white, centered on the page. The button is highlighted with a red oval.

[Conditions of Use](#) | [Privacy Policy](#)

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 at 978-6223



REMINDER: Please change your password the first time you log in, either Jan 26th or Jan 29th.



Welcome to the New & Improved E-Billing Website

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[View Billing & Payment History prior to 11/15/2010](#)

[Electronic Billing Process & Enrollment Form](#)

[Vendor Sign-in Sheet](#)

eBilling system

Username

Password



[Forgot your password?](#)

[Conditions of Use](#) | [Privacy Policy](#)

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
11/23/2010 Welcome to the new eBilling training.

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

Service Provider Selection

Search by SPN #

Service Provider #	Description
H	KIDS KORNER MEDICAL SPPL
H	FHAR-HAMLET STREET HOUS
H	FHAR-INDVDL LVNG TRAINING
H	FHAR-EMPLOYMENT SUPPOR
H	INTEGRATED COMMUNITY SR
H	EASTER SEALS BAY AREA
H	GILDA GUERRERO

Disclaimer Statement

I certify that the consumer(s) listed above was/were provided the service as authorized for the stated periods, and that no additional charges were made to other parties. These claims are submitted under penalty of perjury in accordance with the terms and conditions below.

1. The Provider agrees and shall certify under penalty of perjury that all claims for service provided to Regional Centers have been provided to the consumer(s) by the Provider. The services were to the best of the Provider's knowledge provided in

Done Internet 100%



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.



Vendor Administrator 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



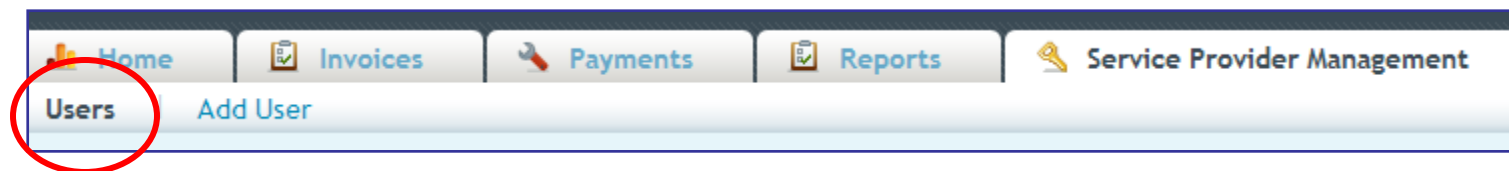


Vendor Administrator

Service Provider Management

Users

How to do a Quick Search for Users



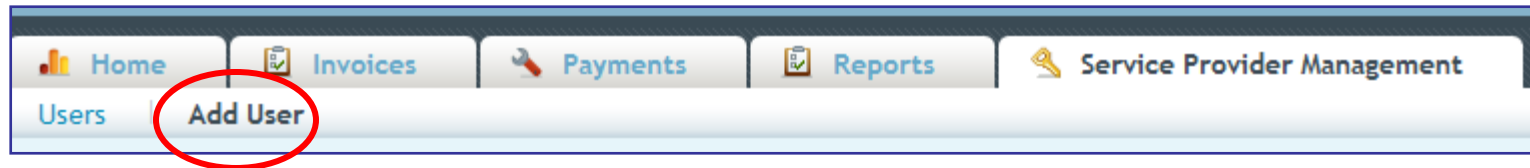
1. Select the Service Provider Management tab.
2. Click the Users sub tab.
3. Enter the search criteria. To view all users leave the search criteria blank.
4. Click SEARCH.
5. The results will display on the bottom half of the screen.
6. Click the record to view. Click the EDIT button on the right of the record line to edit/update.

Vendor Administrator

Service Provider Management

Users

How to Create New User Profiles



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.



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.

#1 Select
the SPN
Number.

Search SPN Numbers

SPN#	Description
H89000	JOANNA'S WORLD, INC.
H89001	CASA ALLEGRA COMMNTY SVCS
H89002	MEDICAL STAR HOME

Assigned SPN Numbers

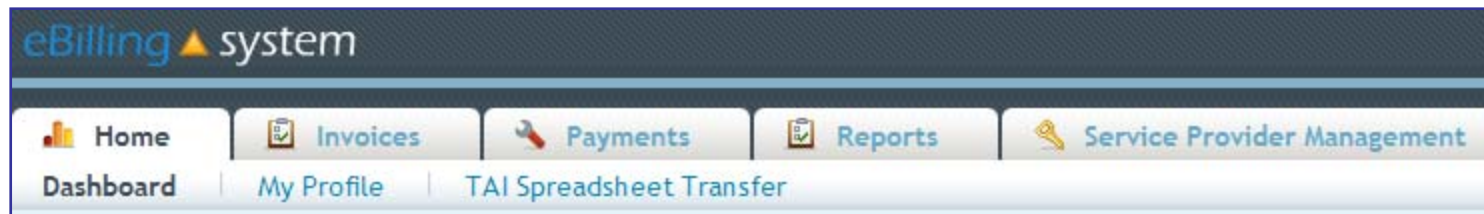
SPN#	Description
H18007	R & D TRANSPORTATION
H18471	MV TRANSPORTATION



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. If you feel you are not able to access the appropriate areas, please contact your Vendor Administrator or your Ebilling contact Matt Stone via email Ebilling@altaregional.org.
- 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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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.



User Profile of Marie Holland



User Name*

First Name*

Last Name*

Middle Initial

Name of the Company

Company Tax ID

Address

City

State

Zipcode

Email

Phone

Password*

Status Enabled

Password Expiry

Roles

Assigned SPN #

SPN #	Description
H*****	KIDS KORNER MEDICAL SPPLY
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

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.

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 **Quick Links**

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

Service Provider Selection **Available Files for Download**

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

Service Provider #	File Name	Posted Date	Download
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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.

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

eBilling system Help | Logout

Home Invoices Payments Reports
Dashboard My Profile User: mholled

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
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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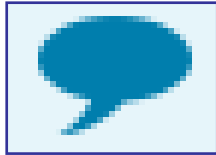


Home



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.



Reports

Overview

Home Invoices Payments **Reports** Service Provider Management

Reports

Report Viewer

Select a report Filter Criteria ->

- Select a report
- Invoice Summary Report
- Invoice Detail Report
- Invoice History Report
- Invoice History Detail Report
- Submitted Invoice Report
- EFT Payment History Summary Report
- EFT Payment History Detail Report

- ✓ There are many report options under the Reports tab.
- ✓ You are able to view, save, and print reports.
- ✓ You must select your SPN to generate and view reports.



Reports

How to Generate a Report

1. Click the Reports tab. (Make sure you have selected the appropriate SPN).
2. Choose a report from the drop down menu on the left.
3. Enter the appropriate search criteria on the right hand side of the screen. (The search criteria will changed depending upon the report you've selected).
4. Click SUBMIT.

Invoice Detail Report ▼

- Select a report
- Invoice Summary Report
- Invoice Detail Report
- Invoice History Report
- Invoice History Detail Report
- Submitted Invoice Report
- EFT Payment History Summary Report
- EFT Payment History Detail Report

Invoice#:

Invoice Date:

UCI#:

Service M/Y:

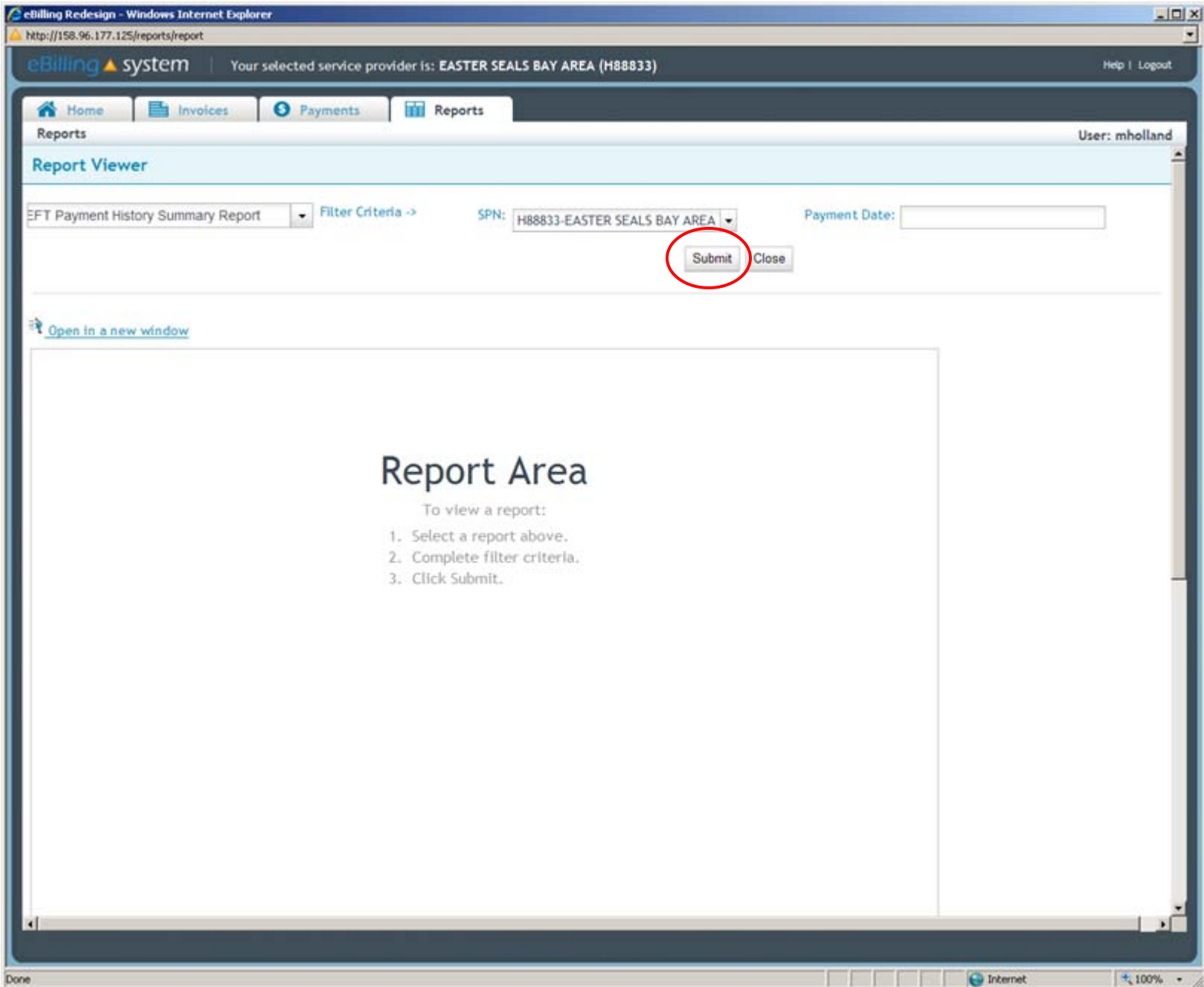
Service Code:

Submit

#1 Choose Report.

#2 Enter Search Criteria.

#3 Click Submit.



eBilling Redesign - Windows Internet Explorer
http://158.96.177.125/reports/report

eBilling system | Your selected service provider is: EASTER SEALS BAY AREA (H88833) | Help | Logout

Home | Invoices | Payments | Reports

Reports | User: mholland

Report Viewer

EFT Payment History Summary Report | Filter Criteria -> | SPN: H88833-EASTER SEALS BAY AREA | Payment Date:

Submit | Close

Open in a new window

1 / 5 | 94.5% | Find

Inland Regional Center
EFT Payment History Summary Report | Run Time: 2011-01-05 11:11:53
Page : 1

Provider #: H88833 | Name: EASTER SEALS BAY AREA
Address: EARLY INTERVENTION 1:1 HM
0

Date	Amount	Reference#
2010-08-06	62098.93	101019383
2010-08-06	62098.93	101019383
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
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2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965

Done | Internet | 100%

eBilling Redesign - Windows Internet Explorer
 http://158.96.177.125/reports/report

eBilling system | Your selected service provider is: EASTER SEALS BAY AREA (H88833) | Help | Logout

Home | Invoices | Payments | Reports

Reports | User: mholland

Report Viewer

EFT Payment History Detail Report | Filter Criteria -> | SPN: H88833-EASTER SEALS BAY AREA | Payment Date: | Reference #: | Submit | Close

Open in a new window

1 / 10 | 94.5% | Find

Inland Regional Center
EFT Payment History Detail Report | Run Time: 2011-01-05 11:22:54 | Page: 1

Provider #: H88833 | Name: EASTER SEALS BAY AREA
 Address: EARLY INTERVENTION 1:1 HM
 400 GRAND AVENUE STE 200
 LINDSEY PARK

Date	Units	Amount	Reference #
2010-08-06	570.50	62068.93	101019383

UCI#	Consumer Name	Auth#	Svc Code	Sub-Code	Service M/Y	Units	Amount	Invoice#	Adj Code	Inv Amt
6152751	RO, BRENDAN	11300139	805	H1:1	07/2010	1.00	108.85	0602565	00	1
6152764	RA, NAYELI	11289027	805	H1:1	07/2010	8.00	870.80	0602565	00	1
6153392	EV, KINI	11296142	805	H1:1	07/2010	4.00	435.40	0602565	00	1
6153410	FO, SAMIHA	11299868	805	H1:1	07/2010	5.00	544.25	0602565	00	1
6153445	CA, MARLYN	11294899	805	H1:1	07/2010	3.00	326.55	0602565	00	1
6153517	LA, AHLYJAH	11293858	805	H1:1	07/2010	9.00	979.65	0602565	00	1
6153715	PR, ELIZABETH	11296757	805	H1:1	07/2010	6.00	653.10	0602565	00	1
6153890	LI, ALICIA	11295310	805	H1:1	07/2010	2.00	217.70	0602565	00	1

Done | Internet | 100%



Reports Reports

Viewing and Printing Options

There are several options for viewing your report.

1. You can either print the report or save it to your computer.



2. You can open the report in a new window by clicking the Open in a New Window link that is located on the left side of the screen.



3. You can also use the scrollbar to view the report in the browser window.



Print [X]

Printer:
Name: Properties
Status: Ready Comments and Forms:
Type: HP LaserJet 9000 PCL 6 Document and Markups

Print Range:
 All
 Current view
 Current page
Pages:
Subset:
 Reverse pages

Page Handling:
Copies: Collate
Page Scaling:
 Auto-Rotate and Center
 Choose paper source by PDF page size
 Use custom paper size when needed

Print to file

Preview: Composite
8.5
11
Units: Inches Zoom : 96%
1/1

Printing Tips Advanced OK Cancel

Save a Copy...

Save in: [Navigation icons]

- My Recent Documents
- Desktop
- My Documents
- My Computer
- My Network Places

- emails
- NEW ebilling emails
- OLD EB docs
- Training emails
- Training tally
- TRAINING vendor lists
- Traning powerpoints
- NEW Enrollment form.pdf

File name: Save
Save as type: Cancel



Please contact your Alta Regional Center with any additional questions.

Alta Regional Center contact: Matt Stone – 978-6223

Alta Regional Center contact email: Ebiling@altaregional.org