

## Friday Health Plans

### 835

#### EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- To authorize submission of claims and retrieval of ERAs by the clearinghouse, the provider must complete the **ERA** request on the payer's portal.
- See steps below to access the payer's web portal and complete the online request with the payer.
- Enrollment processing time is approximately 30 business days.
- The billing provider may contact the payer direct at (877) 828-8770 or send email to support@zelispayments.com to make an inquiry directly with the payer.
- EDInsight Support Vendors may contact the EDInsight Enrollment Team to request follow up.

#### 835 Electronic Remittance Advice:

##### Step 1- GO TO and LOG ONTO the payer portal at – <http://www.zelispayments.com>

IF YOU DO NOT ALREADY HAVE A LOGIN- CLICK 'Provider Login' to Register. CLICK 'Sign up Now!'.

##### Step 2- SEE these STEPS TO COMPLETE and SUBMIT the online enrollment:

- You will be asked if a Zelis associate sent you a Guided Enrollment Link. Click 'Yes' if you were sent a Guided Enrollment Link along with a Registration Code. Click 'No' if you were not sent that information. Click 'Next'.
- If you do not have a registration code, you will enter the Provider's Information and a code will be sent to you within 48 hours. Once you have a registration code, repeat the previous step choosing 'Yes.'
- Once you have a registration code, select 'Yes', and click 'Next.' Enter the provider's TIN, NPI and registration code. Click 'Verify Registration Code and Continue.'
- Verify your provider's practice information and create a username.
- Read the 'Site Use Agreement', CLICK box indicating you have reviewed the agreement. Click 'Submit Registration.'
- An email will be sent to create a password. Follow the directions in the email to create a password and log in to Zelis.
- Once logged in, click 'PROVIDER SETTINGS.' Choose either **VRA** and enter your banking information or choose **Select** for Virtual Credit Cards as your preferred payment method.
- You will be asked to choose your remit delivery method.
  - Step 1: Choose '835'
  - Step 2: Choose 'Clearinghouse'
  - Step 3: Choose 'Waystar'
- Once you have selected your Payment and ERA enrollment options, you will have the option to select the notifications you would like to receive.
- Review the information and type Name, Title and Email. Check box indicating you have read the agreement. Click 'Submit.'

##### Step 3- Submit to EDInsight Enrollment Team:

Within EDInsight - Enrollment Manager-

Click to Select Payer Enrollment Record

Click [SUBMIT Enrollment]

Enter note indicating, "ERA setup steps completed online with Zelis"

Click 'Save and Exit' button to save note and close window.