
Welfare Pension Administration 835

EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- SAVE this document to your computer.
- OPEN the file in the Adobe Reader program and type directly onto the form.
- COMPLETE the form using the provider's billing/group information as credentialed with payer.
- PRINT and SCAN or SAVE the signed form to your PC so that you may submit the form to the EDInsight Enrollment Team using EDInsight Enrollment Manager.
- ERA enrollment processing timeframe is approximately 25 days.
- EFT enrollment is required to receive ERAs from this payer.
- For assistance with the online EFT enrollment, please contact Optum EPS at 877-620-6194, option 5.
- Support Vendors may contact the EDInsight Enrollment Team to follow up on the ERA setup request.

835 Electronic Remittance Advice:

Complete and submit this form using the billing provider's group information.

Optum ERA Setup Form (1 page)

To sign up for Welfare and Pension Administration Services for ERAs, you need to set up an online account with Optum EPS at www.optum.com/eps.

You will need to have a voided Check and W9 form that you can scan and attach to the enrollment for the Direct Deposit option which is free. The virtual card payments requires just the W9 form and will have merchant card processing fees associated with it.

If you already have an Optum EPS account, this payer will automatically flow to your account when ERAs are received via your current method Direct Deposit or virtual card payments.

At the bottom of the page, enter the date you completed the Optum EPS enrollment or check the box if you have an existing setup with Optum EPS.

Submit to EDInsight Enrollment Team:

Within EDInsight - Enrollment Manager:

GO TO or **[ADD Payer Enrollment]** record for this payer.

SELECT record, CLICK **[ATTACH File]** to attach all pages of the completed payer form.

IF prompted, asking if you want to Submit the request, CLICK **[Yes]** -Or- CLICK **[SUBMIT Enrollment]**

ENTER any notes (optional)

CLICK to **"Save and Exit"** notes' window.

