

## LifeCircles PACE 835

**ERA Enrollment Instructions:**

- The billing provider must have an EDInsight customer account.
- Submit enrollment request **within EDInsight –Enrollment Manager tool**, using **PAPERLESS** method.
- **Support Vendors may contact the EDInsight Enrollment Department for assistance.**
- ERA enrollment timeframe is **approximately 7 business days.**

**835 Electronic Remittance Advice:**

The following information is needed to enter the enrollment into Enrollment Manager using the Online Paperless Method.

<b>Billing Group/Provider Name:</b>				
<b>Provider Street Address:</b>				
<b>Provider City, State and Zip</b>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 10%;"></td> <td style="width: 30%;"></td> </tr> </table>			
<b>NPI:</b>				
<b>Tax ID:</b>				
<b>Name of Contact:</b>				
<b>Contact Phone Number:</b>				
<b>Contact Email Address:</b>				
<b>Enrollment:</b>	<input type="radio"/> New Enrollment <input type="radio"/> Change Clearinghouse			

**Process:**

- Log into EDInsight®. GO TO [Search Tools] [Enrollment]
- Add or Locate, then Select payer enrollment record
- Click [SUBMIT Enrollment]
- Complete online form, click [SUBMIT Enrollment]