

# ERA/EFT – Online Registration

## 1. Direct Provider to Online Registration Site via Phone or Email

- [www.instamed.com/eraeft](http://www.instamed.com/eraeft)
- Address any questions the provider may have about our system. We can explain the levels of protection we have in place to preserve the provider's personal and business information.

## 2. Enter Email and Tax ID to Begin

- The InstaMed Network Development Representative (NDR) will explain what information the provider needs to have ready before getting started.
- This information includes: NPI, TIN and bank account

The screenshot shows the 'InstaMed Healthcare Payments Account' registration page. It includes fields for 'Email', 'Tax ID', and 'Registration Code'. A 'Get Started' button is at the bottom. On the right, a box highlights 'PAYER PAYMENTS - ERA/EFT Only' as 'FREE'. Below this, it states: 'Once your Healthcare Payments Account is activated, you will have the opportunity to select the payers from whom you would like to receive checks. For a list of available payers, view our payer list. Questions? Call (866) 945-7990 or email connect@instamed.com | Learn More >'

## 3. Enter Business Information

- The NDR will help guide providers through general questions they have throughout the online registration process.
- The most frequently received questions in this section are about the Remittance Delivery, and Practice Management System fields.

The screenshot shows the 'Enter Business Information' form. It is divided into two main sections: 'Enter Business Information' and 'Personal or Office Information'. The first section includes fields for 'Legal Business Name', 'Business Type', 'Business Address Line 1', 'City', 'State', 'Zip', 'Phone', and 'Average Daily Patient Volume'. The second section includes fields for 'First Name', 'Last Name', 'Date of Birth', 'Social Security Number', 'Address Line 1', 'City', 'State', 'Zip', 'Type of Ownership', 'Practice Management System', 'Remittance Delivery', and 'Billing Provider Name'. A 'Get Started' button is at the bottom right.

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## 4. Bank Account Information and Contact Section

- The NDR can explain the penny test deposit used to verify the provider's bank account information.
- The provider will also create their login credentials for entering the Provider Portal in the future.

## 5. Terms & Conditions – Completion

- If the provider has any active virtual cards they want to convert to EFT, they can select “Yes” here.
- The provider can download and print our Terms and Conditions.
- Completion will lead to a “Congratulations” page. The NDR will explain that someone from our Contracting department will reach out in 2-4 business days to verify their information and finish the enrollment.

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