



## GROUP & PENSION ADMIN (48143) ERA ENROLLMENT INSTRUCTIONS

### WHICH FORM(S) SHOULD I DO?

- ERA enrollment is completed within your [Ventanex Provider Payment](#) account
  - If you do not have a Ventanex account, please register [HERE](#)
  - Select "Office Ally" on the Clearing House drop down list
  - EFT enrollment is also required

### WHERE SHOULD I SEND THE FORM(S)?

- Enrollment is completed online

### WHAT IS THE TURNAROUND TIME?

- Standard processing time is 7-10 business days

### HOW DO I CHECK STATUS?

- After 10 business days, you may call (888) 473-9025 to verify if you are linked to Office Ally for ERAs.