

**WHICH FORMS SHOULD I COMPLETE?**

- Plan Stewards LLC ERA Enrollment

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

- Email Page 2 to [payerenrollment@officeally.com](mailto:payerenrollment@officeally.com)
  - o **Email Subject:** Plan Stewards LLC\_ERA Enrollment Request\_(insert NPI)
  - o **Email Body:** Please process my attached ERA enrollment Form request for Plan Stewards LLC

**WHAT IS THE TURNAROUND TIME?**

- Standard Processing Time is 5-10 Business Days.

**HOW DO I CHECK STATUS?**

- If you have not received a status update within the allotted turnaround time frame, please email [payerenrollment@officeally.com](mailto:payerenrollment@officeally.com) with your auto-generated case# received when submitting the original email request.

**Provider Information**

Provider Name:

Mailing Address:

City:

State:

Zip:

**Provider Identifier Information**

Tax ID (TIN)/Employee Identification Number (EIN):

National Provider Identifier (NPI):

Provider Type (Individual or Group):

**Provider Contact Information**

Contact Name:

Telephone Number:

Contact Email Address:

Fax Number:

**Submission Information:**

Enrollment Type (New or Existing):

Authorized Signature:

*Note: Electronic Signature (type name) of Person Submitting ERA Enrollment.*