

THRIVENT FINANCIAL LBM (30166) ERA ENROLLMENT INSTRUCTIONS

WHAT FORMS SHOULD I DO?

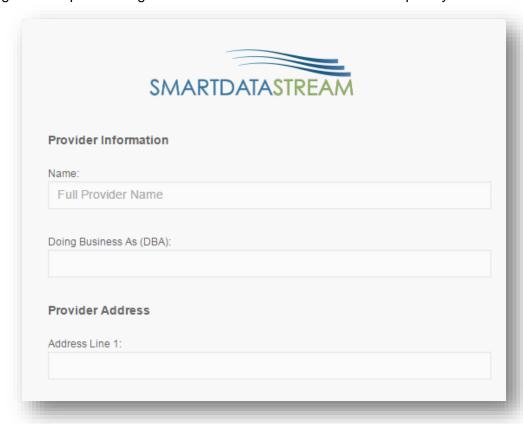
- No enrollment form is needed; however, you will need to call Stone Eagle/V-payer to create an ERA account.
 - O Use the phone number on your V-pay payment page or call (877) 714-3222
 - Provide Stone Eagle with the basic information below:
 - Contact Name
 - Contact Phone
 - Contact Email
 - After your account is set up, you will be emailed a username and temporary password.
- Full instructions below to complete enrollment after the ERA account is set up.

WHAT IS THE TURNAROUND TIME FOR ERA ENROLLMENT?

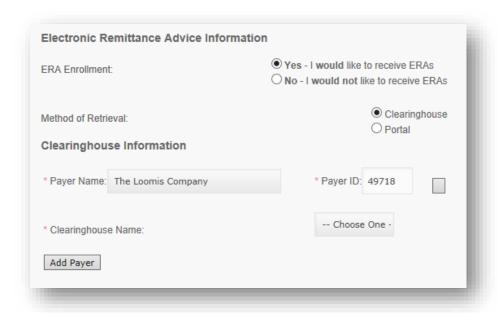
Standard processing time is 3-6 business days.

Stone Eagle/V-Pay Enrollment Instructions

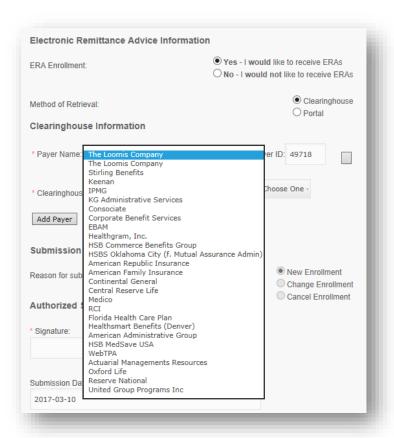
- 1. To opt in to receive 835s, you must begin by contacting Stone Eagle.
 - 1. To contact Stone Eagle, please use the VPay number found on the payment page with the payer you are attempting to enroll with.
 - 2. If you do not have this number, or do not have a payment page, you may call 877-714-3222
- 2. A Stone Eagle representative will then initiate a portal account for you and request the following basic information:
 - Contact Name
 - Contact Phone
 - Contact Email
- Once the portal account has been activated, you will receive an email with a user name and temporary password to log in to the portal and instructions on how complete your enrollment.
- 4. Log in to the portal using the instructions from the email and complete your enrollment



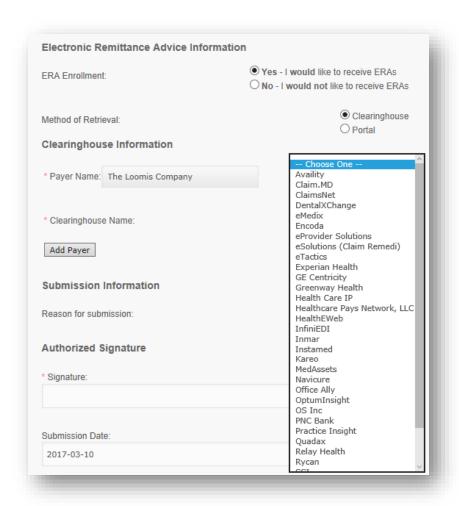
5. To have your ERAs routed to another clearinghouse, choose the "Clearinghouse" option under the Electronic Remittance Advice Information section, and then click "Add Payer."



6. Click on the Payer Name drop down menu and select the payer you wish to receive ERAs for.



7. Click the Clearinghouse Name drop down menu to choose the clearinghouse you wish to have your ERAs routed to.



- 8. Complete the enrollment form and click "Submit." This should bring you to the homepage with a list of available payers. If you see this list, your enrollment is complete.
- 9. You will begin receiving 835s 3~6 business days from the date of your completed enrollment.