



## ZELIS PAYMENTS (FORMERLY PAYPLUS) ERA ENROLLMENT INSTRUCTIONS

To begin receiving ERAs for any payers going through Zelis Payments, you must first register and enroll with Zelis Payments. Enrolling for ERAs with Zelis Payments is free, fast, done online and will automatically set you up to receive ERAs from **ALL** of Zelis Payments' available ERA payers through Office Ally. To learn more about Zelis Payments, please visit their website: [www.zelispayments.com](http://www.zelispayments.com). Please note that while ERAs are free, there may be a fee for EFT payable to Zelis payments directly.

### HOW TO REGISTER AND ENROLL FOR ERAS WITH ZELIS PAYMENTS

1. Go to [www.zelispayments.com](http://www.zelispayments.com) and click on "Get Started"
2. Click on "Provider Login"
3. Enter your Login credentials (if your new to Zelis, select "**Sign up now!**")

Follow the appropriate instructions given on the portal to start the enrollment process.

4. ERA Enrollment, Select "Clearinghouse" from the drop-down menu.
5. Delivery Options, select "Office Ally" from the drop-down menu.
6. Complete all information and Click Submit.
7. Review all information entered.
8. Submit Enrollment:
  - o In the "Agreement" section at the bottom of the Enrollment Review page, select the Checkbox and click "Submit" to complete your enrollment.



### How to Enroll for ePayments with Clearing House Data Delivery

To enroll in 835 ERAs, you must enroll into the Zelis Network, and create an account with Zelis™ to become verified. Once verified, providers may select the clearinghouse from which they wish to receive claims.

Providers who choose to enroll in the Zelis Network receive the following benefits which are included within the all-inclusive per payment fee structure:

- Access to a growing network of 330+ payers through a single enrollment
- Choice of ACH or Virtual Credit Card payment modality
- Intelligent Payment Routing for multiple payees that share a Tax ID
- Options to consolidate payments into fewer transactions
- ERA/835 delivery to Clearinghouse or via SFTP to complete the end-to-end payment cycle
- Ability to route ERA/835s to different Clearinghouses by mapping individual Payers
- Data analytics and reporting functionality
- Access to combine ERA into a single XLXS file download
- Request copies of EOPs/EORs/EOBs to be faxed either as a onetime request or subscription
- Payment transaction and remittance data stored for 10 years

#### Want to enroll now and get all these benefits?

Please call 855-496-1571 between the hours of 8:30AM - 7PM EST Monday - Thursday (8:30AM - 5PM EST Friday) to speak with a Provider Enrollment Advisor.

**Already enrolled with Zelis or working with an implementation team?** No further action is required! Please speak with your implementation specialist if you have any questions.

#### Only interested in ERA (835)?

If you do not want to enroll with Zelis payments you may be able to download ERA only via a secure web portal, please reach out to your payer directly to obtain further instructions.