ZELIS PAYMENTS (FORMERLY PAYPLUS) ERA ENROLLMENT INSTRUCTIONS

To begin receiving ERA's 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 ERA's from **ALL** of Zelis Payments available ERA payers through Office Ally. To learn more about Zelis Payments, please visit their website: 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 and click on "Get Started Today"
2. To create an account, you will select one of two registration options:
   □ *I Don't Have A Registration Code* (you've never received a payment/ERA from Zelis Payments before)
      - Complete and submit the *New Provider Registration Form*. You will receive your registration code within 48 business hours
   □ *I Have A Registration Code* (you've received a payment/ERA from Zelis Payments and have a registration code)
3. Read and click "I Accept" to approve the Zelis Payments Site Use Agreement and Terms
4. You will need the following information to complete your enrollment:
   ✓ *Organization Legal Name and Business Type*
   ✓ *Contact Information for your designated EPS contacts*
   ✓ *Banking information for payment and fees*
5. After you have logged into your account, you will need to complete the account set up (next 3 steps)
6. **Payment Enrollment**: Select your desired method for receiving ePayments by selecting one of these options:
   □ *Receive MasterCard Payments to your account*
   □ *Receive Direct ACH to your bank account*
7. **ERA Enrollment**: Select "Clearinghouse" from the drop down menu
   - After selecting this option, you will be automatically directed to the delivery options page where you can select "OFFICE ALLY" from the drop down menu
   - Next, you will need to enter the provider contact information (name and telephone) then select the checkbox to confirm that you are an authorized representative of your practice
   - Click "Submit"
8. **Notifications**: Select which notifications you would like to receive and how you would like to receive them Available Notification Reports:
   □ *Provider Payment Alert*
   □ *Provider Remittance Alert*
   □ *Provider Daily EOP*
   □ *Provider Summary*
9. Click "Review Information" to examine the enrollment information you entered—Business Contact, Banking, Data Delivery and the Select+ Service Agreement – on the page. Click "Modify" to make changes to any of the sections
10. **Submit Enrollment:** In the "Agreement" section at the bottom of the Enrollment Review page, check the checkbox and click "Submit" to complete your enrollment