

# First-time Users

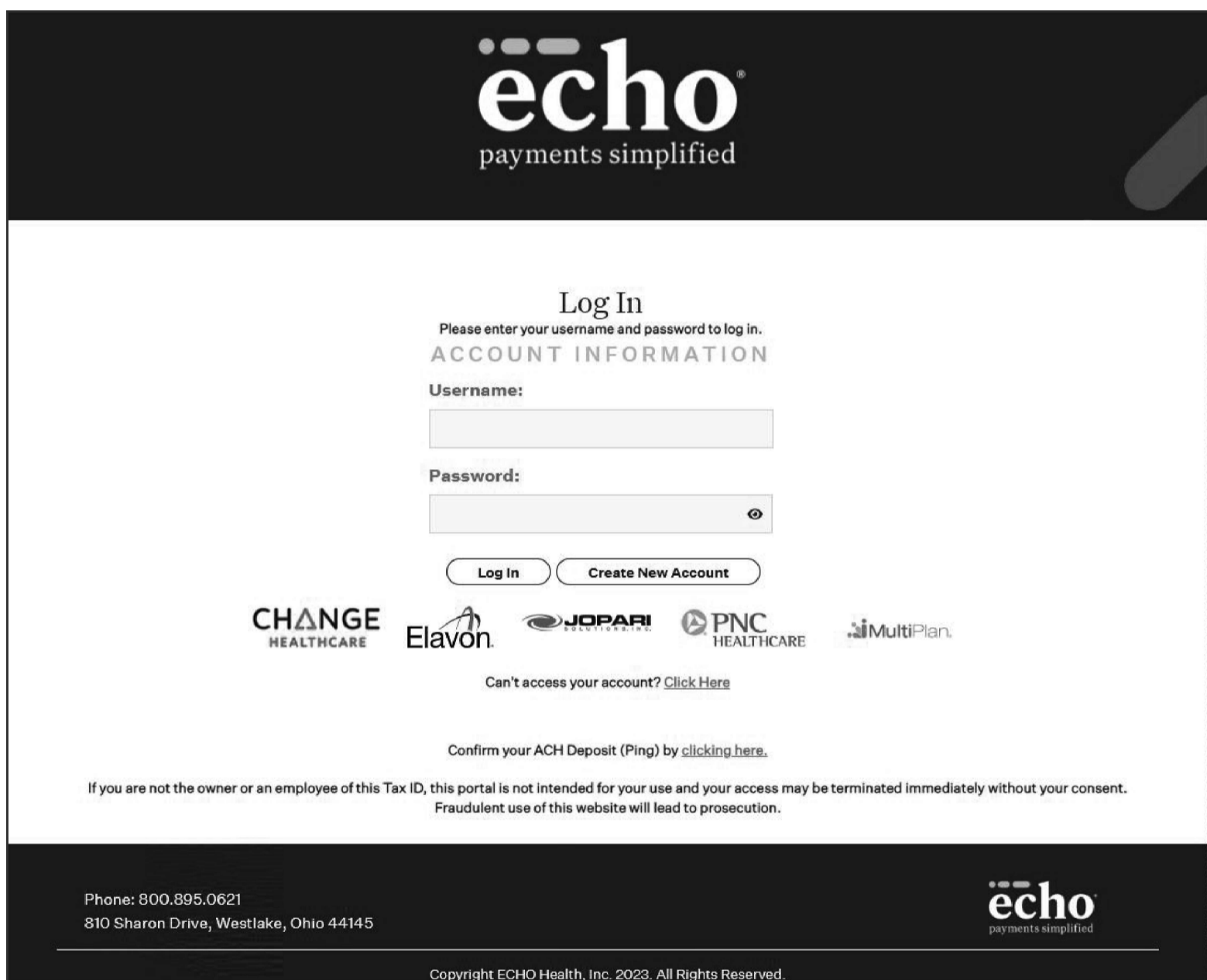
## Register / Create a New Account Page

### Mini-Guide

---

First-time users will need to register. Once you have successfully registered, you will be able to log in on the main page. Unless otherwise indicated, all information is required.

After accessing the link, <https://www.ProviderPayments.com>, the screen shown in Figure 1 will appear. To register, click on the “Create New Account” button.



**Figure 1**

Clicking this button opens the screen shown in Figure 2 (on the next page). When filling in the form, be sure to follow the instructions appearing to the right of the fill-in boxes.

# First-time Users

## Register / Create a New Account Page

### Mini-Guide

**echo**  
payments simplified

### Create a New Account

ACCOUNT INFORMATION

**Username:**  
 — Choose a **Username** that is **at least** four (4) characters long; you may use numbers and/or letters.  
Choose a username that is at least four (4) characters long; you may use numbers and/or letters.

**First Name:**

**Last Name:**

**Phone Number:**  
 — Enter 10-digit **Phone Number** (no hyphens or spaces)

**Email:**  
 — An **Email** address is required for registration. To complete registration, your email address will be validated.  
An email address is needed so that your password can be emailed to you if you ever forget it.

**Password:**  
 — **Password must be at least 16 characters.**  
**Confirm Password:**

- » Password must be *at least* 16 characters.
- » Password must have *at least* one upper-case letter.
- » Password must *at least* one lower-case letter.
- » Password must have *at least* one numeric character.
- » Password must have *at least* one special character (such as !, @, #, \$, %, ^, &). Note: *Cannot* use asterisk (\*).
- » Password *cannot* contain more than 3 consecutive characters from your username.
- » Passwords expire every 120 days.

**Figure 2**

Figure 2 continued next page

## First-time Users

### Register / Create a New Account Page

#### Mini-Guide

Figure 2 continued from previous page



payments simplified

**Affiliation with Tax ID:**

Other ▼

Select

Clearinghouse

Billing Company

TIN Employee

TIN Owner

Other

**TIN Contact Email:**

person@email.com

**TIN Contact Phone Number:**

5555551212

**Tax Identification Number (TIN):**

000000000

Your 9-digit Tax Identification Number (TIN) should be entered without any spaces or dashes (-).

**Draft Number Verification**
     
  **I do not have a Draft Number**

**Draft Number:**

2000000000

ECHO draft numbers contain no space or special characters and can be located on any past Explanation of payment.

**Draft Amount:**

100.00

The Draft Amount should be entered without a dollar sign (\$).

Register
Cancel

[Need additional help? Click here](#)

Select your **Affiliation with Tax ID** and fill out all required fields based on your selection.

Enter 10-digit **TIN Contact Phone Number** – no hyphens or spaces.

Enter 9-digit **Tax Identification Number (TIN)** – no hyphens or spaces.

An ECHO **Draft Number** can be found on any ECHO payment. It is a 9 or 10-digit number, starting with a 1, 2 or 3. It is listed as an EPC Draft Number, the Check number or a Trans Nbr on your Explanation of Payment. Enter the **Draft Number** (no spaces).

Enter the full payment amount that corresponds with the **Draft Number** you have referenced. **Do not** enter a dollar sign (\$) or comma (,), but **do** include the decimal point (.).

**Figure 2**

Figure 2 continued next page

# First-time Users

## Register / Create a New Account Page

### Mini-Guide

Figure 2 continued from previous page

The screenshot shows the ECHO registration form with the following elements:

- Header: **echo** payments simplified
- Radio buttons:  Draft Number Verification,  I do not have a Draft Number
- Text input: Payor Check No (with a vertical cursor), followed by the instruction: "Your Payor check number should be entered without any spaces."
- Text input: Patient Account No, followed by the instruction: "Your Patient Account Number should be entered without any spaces."
- Buttons: Register, Cancel
- Footer: Need additional help? [Click here](#)

Annotations in the image point to the "I do not have a Draft Number" radio button and the "Patient Account No" input field, with a callout box stating: "If you do not have an ECHO **Draft Number**, you may register using a patient account number (**Patient Account No**) corresponding with a payor check number (**Payor Check No**)."

Figure 2

Fill in all data boxes or choose your selection from the dropdown shown. When done, click the **“Register”** button to complete your registration. If you do not wish to complete your registration, click on the **“Cancel”** button. Once you have completed your registration, a confirmation email will be sent to you. You must verify your account via the confirmation email in order to activate your account.



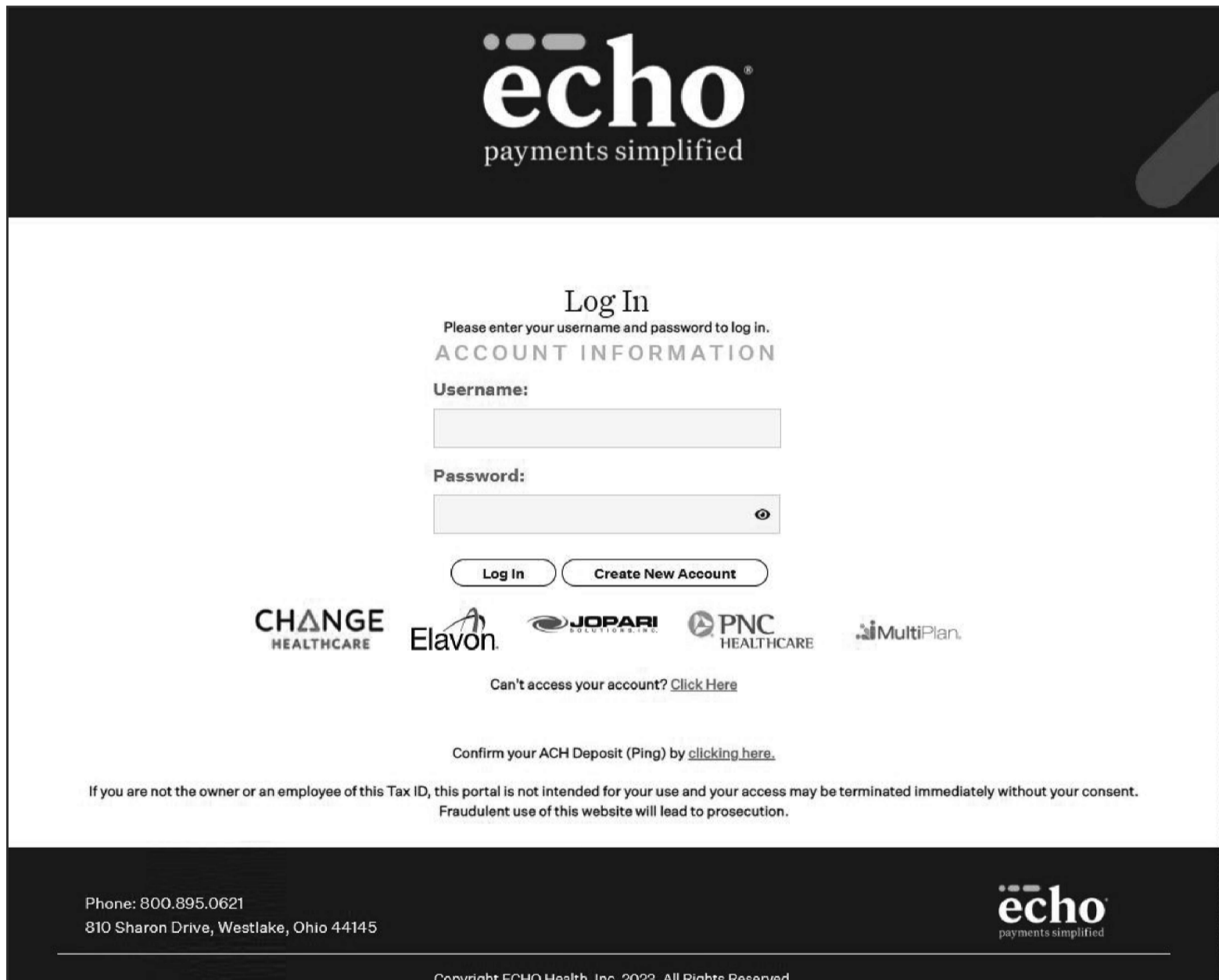
# First-time Users

## Register / Create a New Account Page

### Mini-Guide

---

Once you are registered, access the link, <https://www.ProviderPayments.com>. The screen shown below will appear. Log in with the **Username** and **Password** you created.



After you are logged in, ensure that pop-up blockers are disabled so that EPPs and Settlement images will open properly.

**Contact ECHO Health, Inc. with any questions at 800.895.0621.**