



# 835 Electronic Remittance Advice (ERA) Download User Guide

Molina Healthcare Inc  
200 Oceangate, Suite 100  
Long Beach, CA 90802



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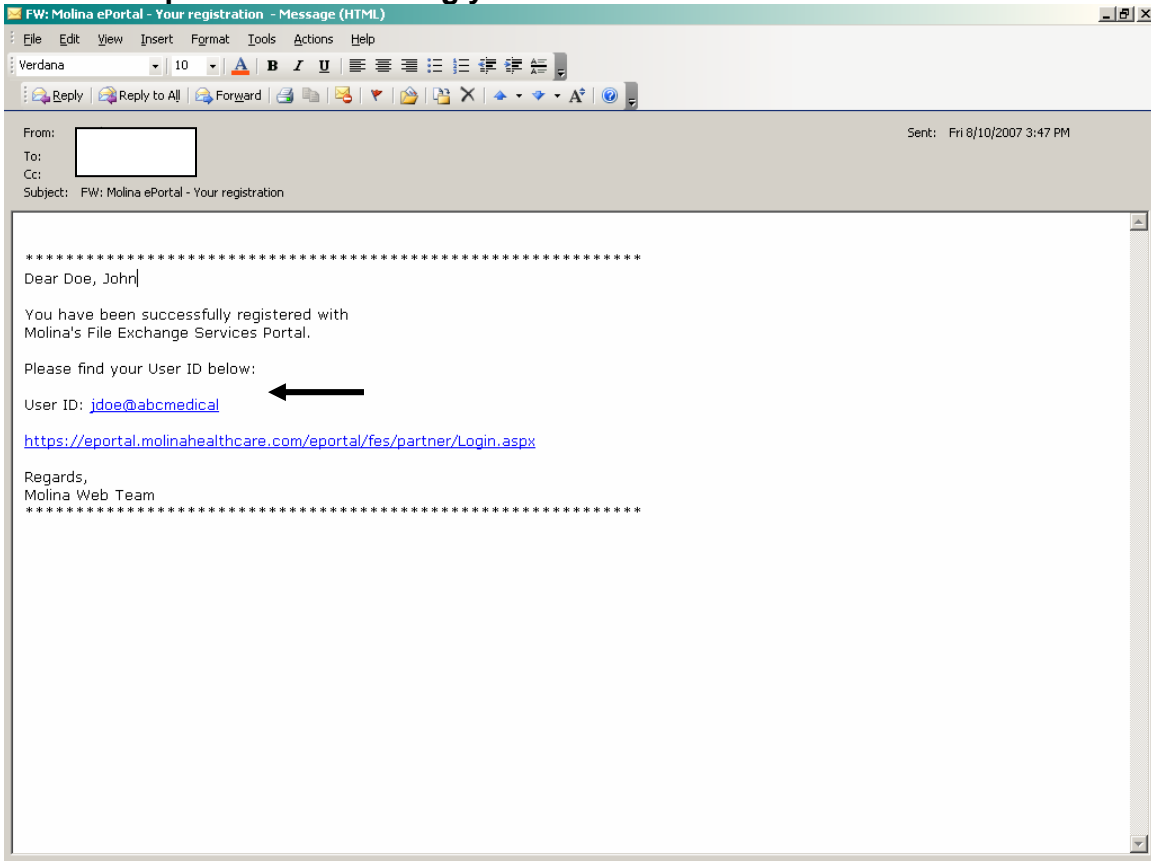
## Introduction

This User Guide will walk you through step by step on how to retrieve your 835 (ERA) files from Molina's File Exchange Server.

## Registration

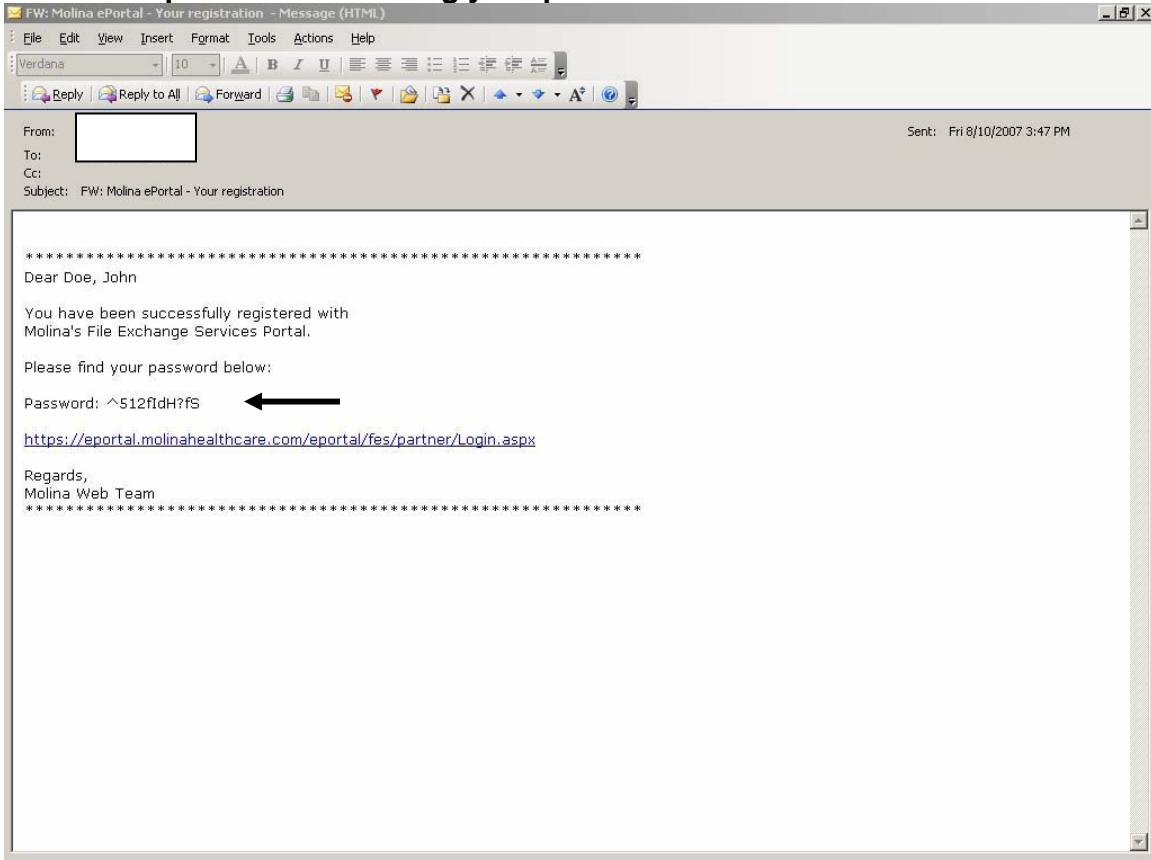
Once your ERA/EFT Enrollment Form is completed and processed by Molina Healthcare, you will be granted access to Molina's File Exchange Server. The File Exchange Server is a secure website that will allow you to download files. Upon completion of the ERA/EFT Enrollment, the individuals that you designated on the ERA/EFT Enrollment Form to have access to the File Exchange Server, will be emailed their username and password. Below is a sample of these emails.

- **Sample email containing your userid**





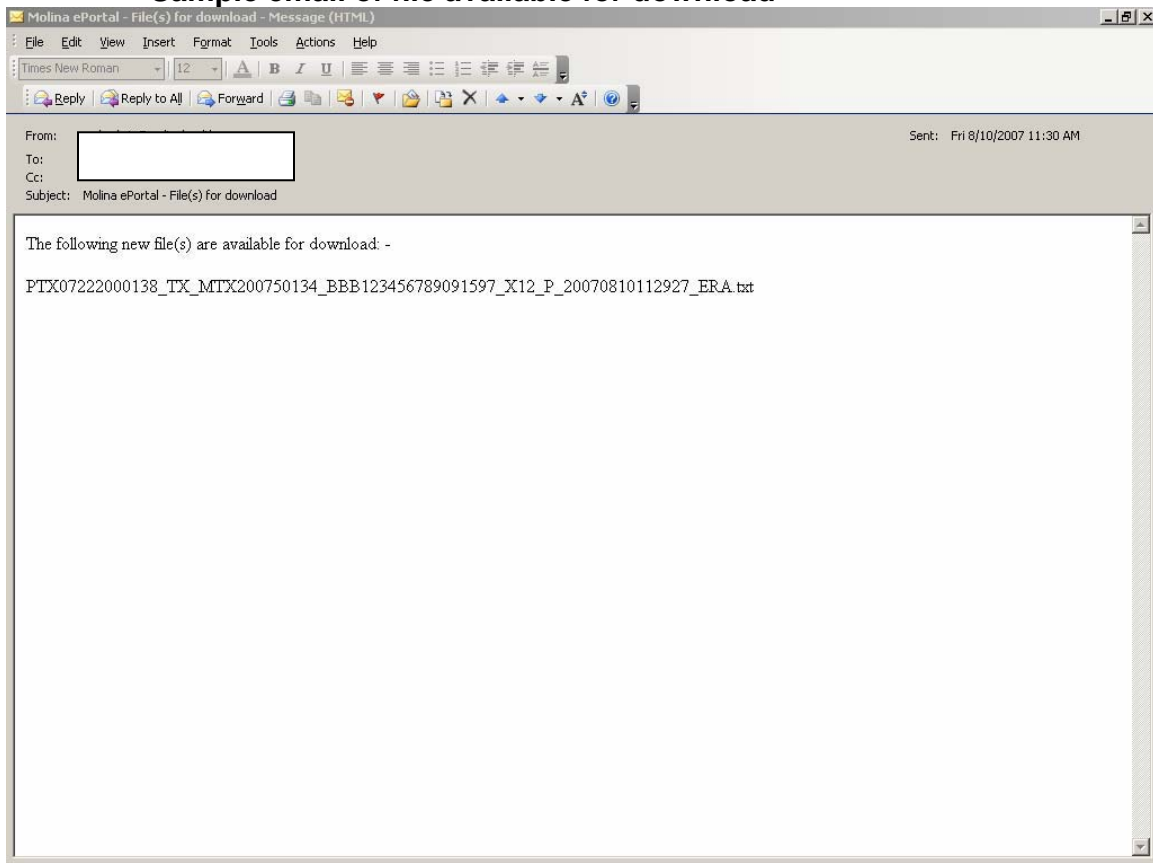
- **Sample email containing your password**



## 835 (ERA) File Download Email

When 835 (ERA) files have been generated, you will receive an email informing you that your file is ready to download from the File Exchange Server along with the filename.

- **Sample email of file available for download**



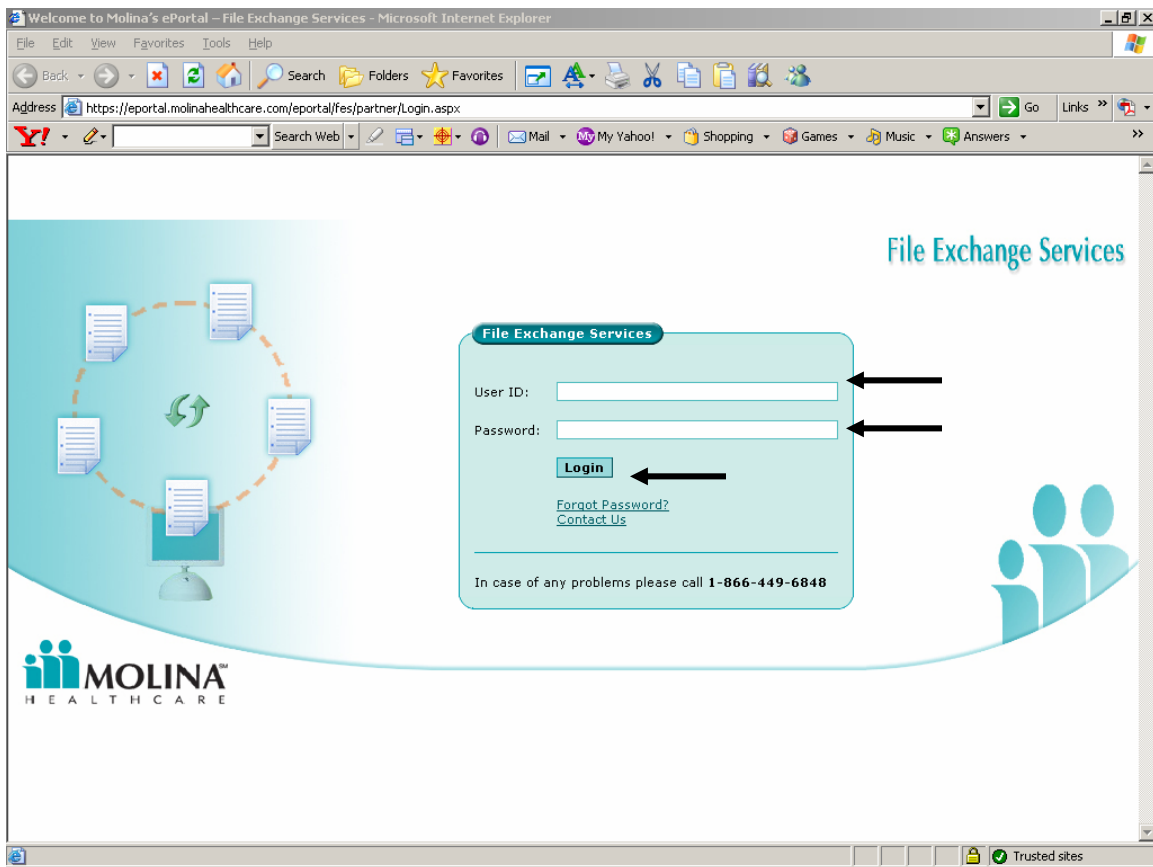


## Secure Login

Secure Login enables the registered Trading Partner to log-in by submitting the User ID and the Password, which was sent to their email address. This enables the Trading Partner to perform secure transactions with Molina, over the internet.

Using your web browser:

- Go to <https://eportal.molinahealthcare.com/eportal/fes/partner/Login.aspx> on your internet browser
- Enter your username and password at the main screen
- Click the login button





## Download 835 (ERA) Files

Once you have logged in successfully you will be directed to your home page. The home page provides your company demographic and contact information. The home page will provide access to download your 835(ERA) files.

Below are the steps to download your 835(ERA) files:

- **Click the Download Button**

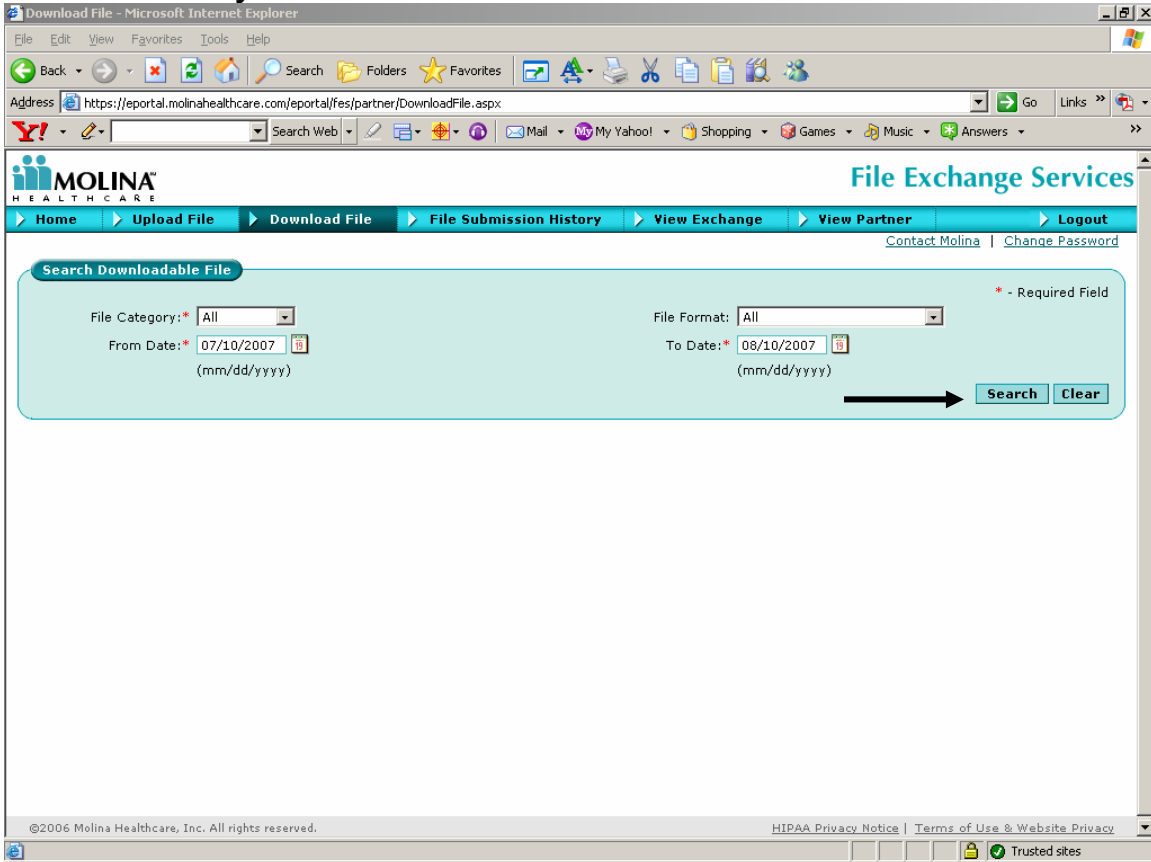
The screenshot shows a web browser window displaying the Molina Healthcare provider portal. The browser's address bar shows the URL: <https://eportal.molinahealthcare.com/eportal/fes/partner/MyProfile.aspx>. The page title is "File Exchange Services". The navigation menu includes: Home, Upload File, Download File, File Submission History, View Exchange, View Partner, and Logout. The "Download File" button is highlighted with a black arrow. Below the navigation menu, there is a "My Profile" section with two tables: "Trading Partner / Management Company Information" and "Personal Information".

Trading Partner / Management Company Information	
Name: ABC Medical	Phone 1: 562-494-5336
Address 1: Termino	Phone 2:
Address 2:	Fax:
City: lb	
State: California	
Zip Code: 90815	

Personal Information	
Name: Doe, John	Phone 1: 562-435-3666
Address 1: 123 Easy	Phone 2:
Address 2:	Fax:
City: Long Beach	Email: beckyl@molinamedical.com
State: California	
Zip Code: 90802	

- Enter your search criteria and click Search

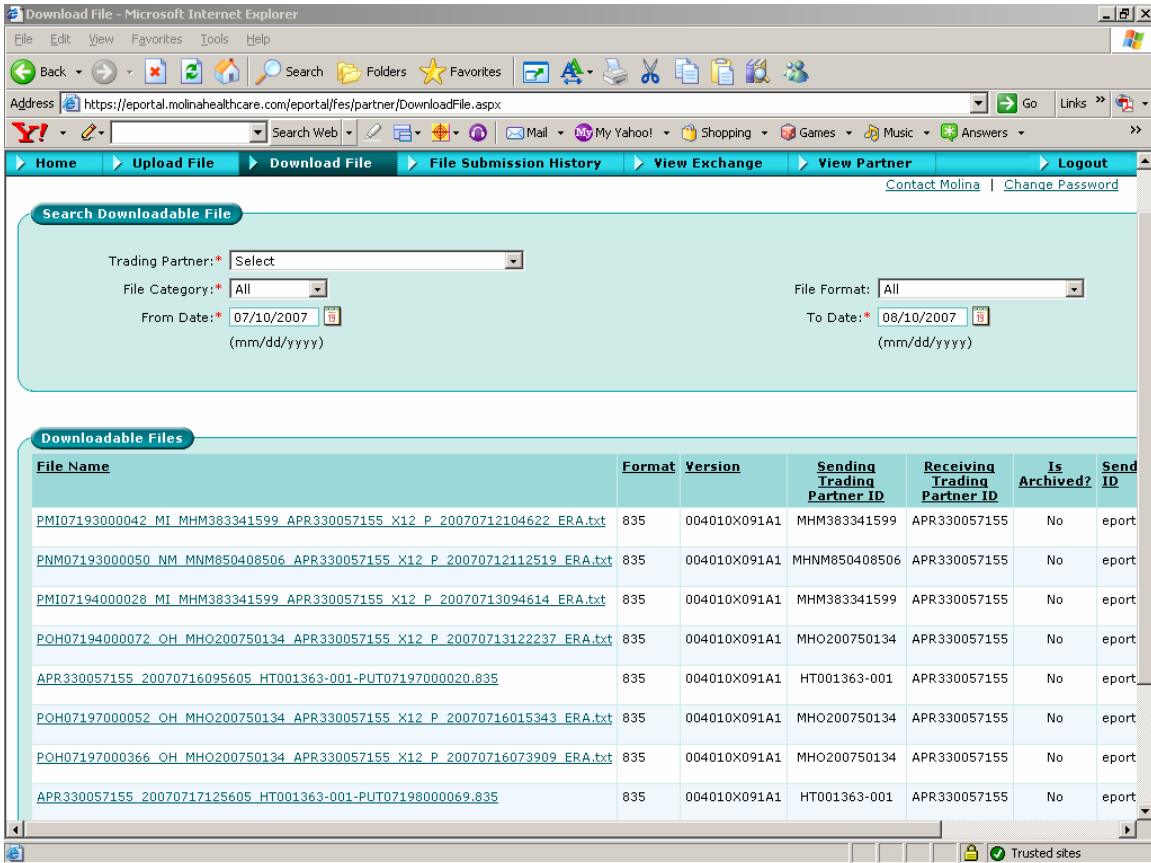


The screenshot shows a Microsoft Internet Explorer browser window displaying the MOLINA File Exchange Services website. The address bar shows the URL: <https://eportal.molinahealthcare.com/eportal/fes/partner/DownloadFile.aspx>. The website header includes the MOLINA logo and the title "File Exchange Services". A navigation menu contains links for Home, Upload File, Download File, File Submission History, View Exchange, View Partner, and Logout. Below the navigation menu, there is a "Search Downloadable File" section with the following fields:

- File Category: \* All (dropdown menu)
- File Format: All (dropdown menu)
- From Date: \* 07/10/2007 (calendar icon) (mm/dd/yyyy)
- To Date: \* 08/10/2007 (calendar icon) (mm/dd/yyyy)

A red asterisk indicates that the date fields are required. A "Search" button and a "Clear" button are located to the right of the date fields. An arrow points from the "Search" button towards the right. At the bottom of the page, there is a footer with the text: ©2006 Molina Healthcare, Inc. All rights reserved. HIPAA Privacy Notice | Terms of Use & Website Privacy. A "Trusted sites" icon is visible in the bottom right corner of the browser window.

- The files available for download will appear on the bottom half of the screen.



The screenshot shows a web browser window titled 'Download File - Microsoft Internet Explorer'. The address bar displays the URL: <https://eportal.molinahealthcare.com/eportal/fes/partner/DownloadFile.aspx>. The navigation menu includes: Home, Upload File, Download File, File Submission History, View Exchange, View Partner, and Logout. There are also links for 'Contact Molina' and 'Change Password'.

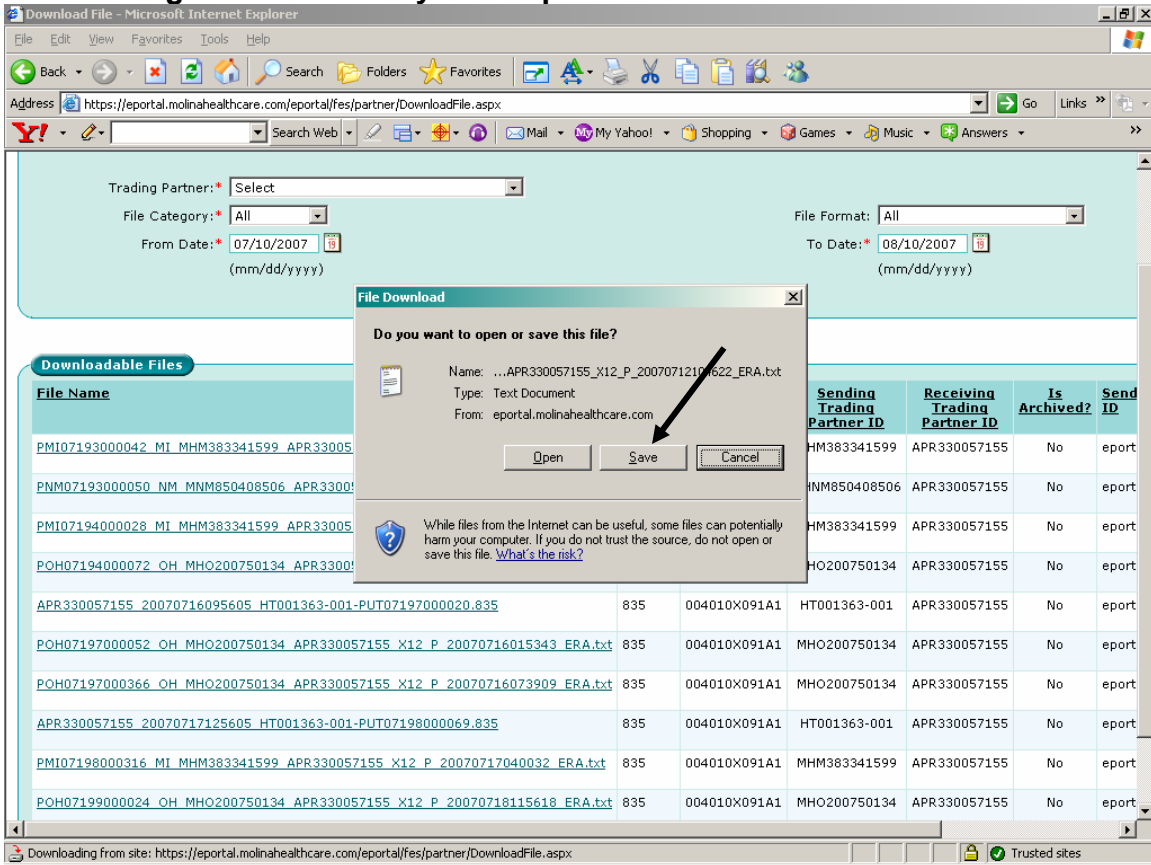
The 'Search Downloadable File' section contains the following filters:

- Trading Partner: \* Select
- File Category: \* All
- File Format: All
- From Date: \* 07/10/2007 (mm/dd/yyyy)
- To Date: \* 08/10/2007 (mm/dd/yyyy)

The 'Downloadable Files' section displays a table with the following data:

File Name	Format	Version	Sending Trading Partner ID	Receiving Trading Partner ID	Is Archived?	Send ID
<a href="#">PMI07193000042_MI_MHM383341599_APR330057155_X12_P_20070712104622_ERA.txt</a>	835	004010X091A1	MHM383341599	APR330057155	No	eport
<a href="#">PNM07193000050_NM_MNM850408506_APR330057155_X12_P_20070712112519_ERA.txt</a>	835	004010X091A1	MHM850408506	APR330057155	No	eport
<a href="#">PMI07194000028_MI_MHM383341599_APR330057155_X12_P_20070713094614_ERA.txt</a>	835	004010X091A1	MHM383341599	APR330057155	No	eport
<a href="#">POH07194000072_OH_MHO200750134_APR330057155_X12_P_20070713122237_ERA.txt</a>	835	004010X091A1	MHO200750134	APR330057155	No	eport
<a href="#">APR330057155_20070716095605_HT001363-001-PUT07197000020.835</a>	835	004010X091A1	HT001363-001	APR330057155	No	eport
<a href="#">POH07197000052_OH_MHO200750134_APR330057155_X12_P_20070716015343_ERA.txt</a>	835	004010X091A1	MHO200750134	APR330057155	No	eport
<a href="#">POH07197000366_OH_MHO200750134_APR330057155_X12_P_20070716073909_ERA.txt</a>	835	004010X091A1	MHO200750134	APR330057155	No	eport
<a href="#">APR330057155_20070717125605_HT001363-001-PUT07198000069.835</a>	835	004010X091A1	HT001363-001	APR330057155	No	eport

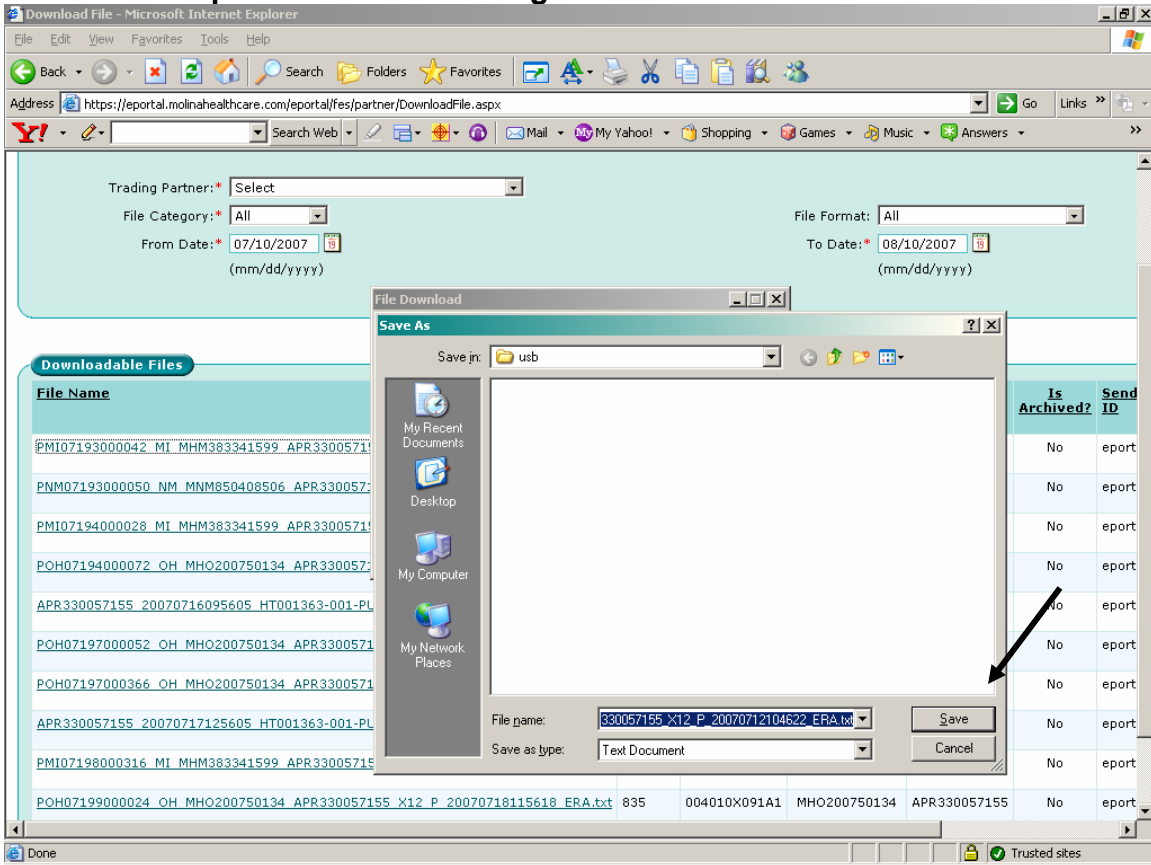
- Click on the particular file you wish to download and click save again to save it to you computer



The screenshot shows a Microsoft Internet Explorer browser window displaying a file download page. The address bar shows the URL: <https://eportal.molinahealthcare.com/eportal/fes/partner/DownloadFile.aspx>. The page contains search filters for Trading Partner, File Category, From Date, To Date, and File Format. A table of downloadable files is visible, with a 'File Download' dialog box overlaid on top. The dialog box asks 'Do you want to open or save this file?' and shows the file name: '...APR330057155\_X12\_P\_20070712101622\_ERA.txt'. An arrow points to the 'Save' button in the dialog box.

File Name	835	004010X091A1	HT001363-001	APR330057155	No	eport
PMI07193000042 MI MHM383341599 APR33005						
PNM07193000050 NM MNM850408506 APR3300						
PMI07194000028 MI MHM383341599 APR33005						
POH07194000072 OH MHO200750134 APR3300						
APR330057155 20070716095605 HT001363-001-PUT07197000020.835	835	004010X091A1	HT001363-001	APR330057155	No	eport
POH07197000052 OH MHO200750134 APR330057155 X12 P 20070716015343 ERA.txt	835	004010X091A1	MHO200750134	APR330057155	No	eport
POH07197000366 OH MHO200750134 APR330057155 X12 P 20070716073909 ERA.txt	835	004010X091A1	MHO200750134	APR330057155	No	eport
APR330057155 20070717125605 HT001363-001-PUT07198000069.835	835	004010X091A1	HT001363-001	APR330057155	No	eport
PMI07198000316 MI MHM383341599 APR330057155 X12 P 20070717040032 ERA.txt	835	004010X091A1	MHM383341599	APR330057155	No	eport
POH07199000024 OH MHO200750134 APR330057155 X12 P 20070718115618 ERA.txt	835	004010X091A1	MHO200750134	APR330057155	No	eport

- Specify the location where you wish to save this file on your local computer and click save again.



The screenshot shows a Microsoft Internet Explorer window displaying a file download page from Molina Healthcare. The address bar shows the URL: <https://eportal.molinahealthcare.com/eportal/fes/partner/DownloadFile.aspx>. The page contains search filters for Trading Partner, File Category, From Date, and To Date. A table of downloadable files is visible, with a 'Save As' dialog box overlaid on it. The dialog box shows the file name '830057155\_X12\_P\_20070712104622\_ERA.txt' and the save location 'usb'. An arrow points to the 'Save' button in the dialog box.

File Name	Is Archived?	Send ID
PMI07193000042_MI_MHM383341599_APR330057155	No	eport
PNM07193000050_NM_MNM850408506_APR330057155	No	eport
PMI07194000028_MI_MHM383341599_APR330057155	No	eport
POH07194000072_OH_MHO200750134_APR330057155	No	eport
APR330057155_20070716095605_HT001363-001-PL	No	eport
POH07197000052_OH_MHO200750134_APR330057155	No	eport
POH07197000366_OH_MHO200750134_APR330057155	No	eport
APR330057155_20070717125605_HT001363-001-PL	No	eport
PMI07198000316_MI_MHM383341599_APR330057155	No	eport
POH07199000024_OH_MHO200750134_APR330057155_X12_P_20070718115618_ERA.txt	No	eport



- Click the Logout button once you are finished downloading your files.

File Name	Format	Version	Sending Trading Partner ID	Receiving Trading Partner ID	Is Archived?	Sender ID
PMI07193000042_MI_MHM383341599_APR330057155_X12_P_20070712104622_ERA.txt	835	004010X091A1	MHM383341599	APR330057155	No	eportalsv
PNM07193000050_NM_MNM850408506_APR330057155_X12_P_20070712112519_ERA.txt	835	004010X091A1	MNM850408506	APR330057155	No	eportalsv
PMI07194000028_MI_MHM383341599_APR330057155_X12_P_20070713094614_ERA.txt	835	004010X091A1	MHM383341599	APR330057155	No	eportalsv
POH07194000072_OH_MHO200750134_APR330057155_X12_P_20070713122237_ERA.txt	835	004010X091A1	MHO200750134	APR330057155	No	eportalsv
APR330057155_20070716095605_HT001363-001-PUT07197000020.835	835	004010X091A1	HT001363-001	APR330057155	No	eportalsv
POH07197000052_OH_MHO200750134_APR330057155_X12_P_20070716015343_ERA.txt	835	004010X091A1	MHO200750134	APR330057155	No	eportalsv
POH07197000366_OH_MHO200750134_APR330057155_X12_P_20070716073909_ERA.txt	835	004010X091A1	MHO200750134	APR330057155	No	eportalsv

## Contact Details

For questions about ERA, please contact the ERA/EFT support line or submit an email to the following:

**ERA/EFT Line**  
(866)409-2935

**ERA/EFT mailbox**  
[EDI-eraeft@MolinaHealthcare.com](mailto:EDI-eraeft@MolinaHealthcare.com)