



Molina Healthcare has partnered with our payment vendor, FIS Global for EFT/835 processing. Their portal is called, ProviderNet.

Access to the ProviderNet portal is FREE to our Providers

Below are a few highlights regarding the ProviderNet portal and the registration process:

BENEFITS

- You have administrative rights to sign-up and manage your own EFT Account and Routing information
- You can associate new Providers within your Organization to receive EFT/835s (combination of Tax ID and multiple NPIs as well as Tax ID and single NPI)
- You can view/print/download/save PDF version of your Explanation of Payment - EOP (also known as Remittance Advice)
- You can search for a historical EOP by various methods, such as Claim Number and Member Name
- You can have your files routed to your ftp and/or your associated Clearing House

REGISTRATION IS EASY! Follow these simple steps:

New ProviderNet User:

- 1) Go to <https://providernet.adminisource.com>
 - 2) Click Register
 - 3) Accept the Terms
 - 4) Verify your information
 - a. Select **Molina Healthcare** from the Payers list
 - b. Enter your primary NPI
 - c. Enter your primary Tax ID
 - d. Enter a recent Check Number associated with this Tax ID/NPI combination
 - 5) Enter your User Account Information
 - a. Use your email address as your user name
 - b. Strong passwords are enforced (at least 8 characters consisting of letters and numbers)
 - c. Make sure to write down your password recovery question/answer
 - 6) Verify your Contact Information
 - 7) Verify your Bank Account Information
 - 8) Verify your Payment Address
 - a. Note: any changes to this address may interrupt the EFT process
 - 9) Sign and return the ACH form with a VOIDED check from your registered account ASAP.
 - 10) Please be sure to add any additional payment addresses, accounts, and Tax IDs once you have logged in.
- **Once your account is activated, you will begin receiving all payments through EFT, and will no longer receive a Paper EOP (i.e. Remittance) through the mail.**
 - **You WILL receive 835's (by your selection of routing or via manual download)**
 - **You WILL also have the ability to view/print/download/save historical and new EOPs as of payment date 3/28/2011 and forward.**

If you have any questions regarding the actual registration process, please contact ProviderNet customer service at **(877) 389-1160** or email Provider.Services@fisglobal.com