

835 Process - Importing Payment File

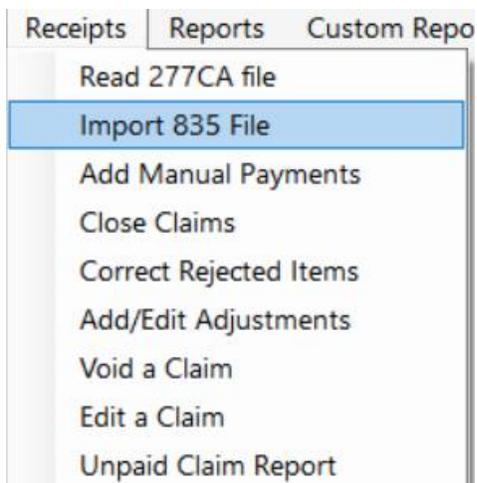
ETS sends out a notification via email to the designated contacts provided by your agency when an 835 is available for download.

When you click on the link in the email, it will bring you to the ETS Client Files website. Enter the Username/Password that has been assigned by ETS.

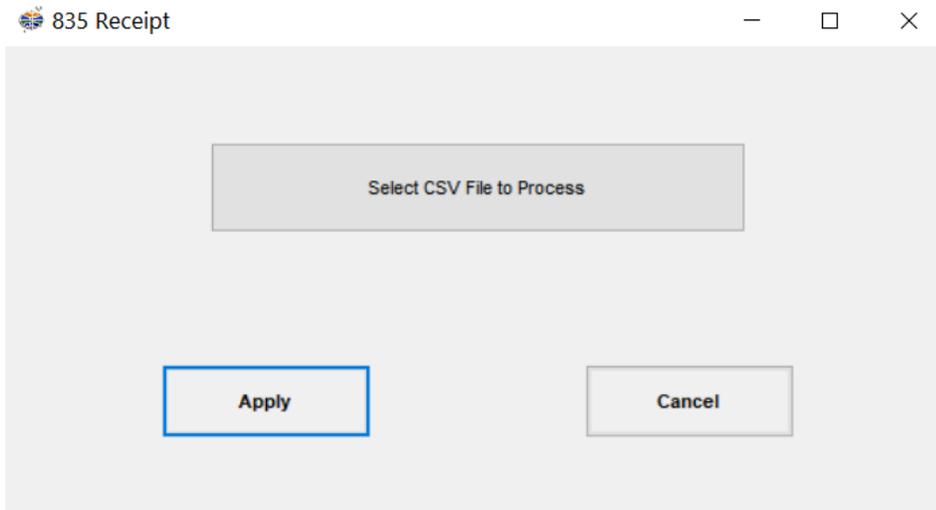
Click on the file and download it.

*NOTE: We recommend that the file is saved in an easily retrievable location.

Log into the software:

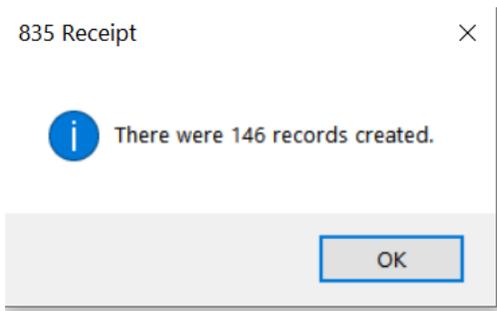


Select Import 835 file and this box will appear:



Click on Select CSV File to Process and choose the file that the 835 was saved in.

The file will automatically run and will let you know how many records were created. Click OK

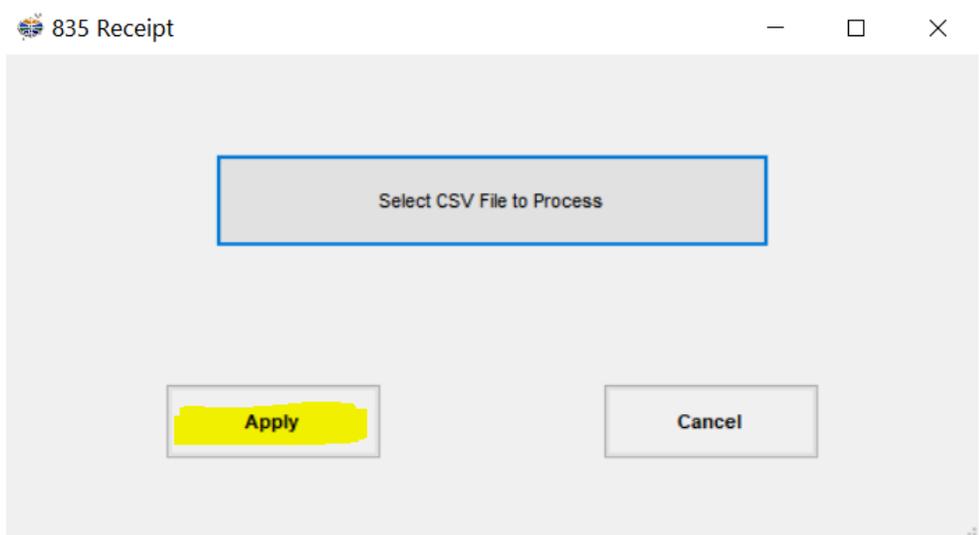


The RA report will appear. You can save the report by exporting it using the symbol to the left. You have the option to print the report, also.



Once you are done analyzing the report and/or logging the information, X out of it using the X in the upper right corner of the screen.

Select Apply for all the claims to be marked properly in the history file.



***NOTE:** Any rejections from the 835 file will now be located in Correct Rejected Items ready to be worked. If necessary, voids or adjustments can be done for any of the claims from the file as well.