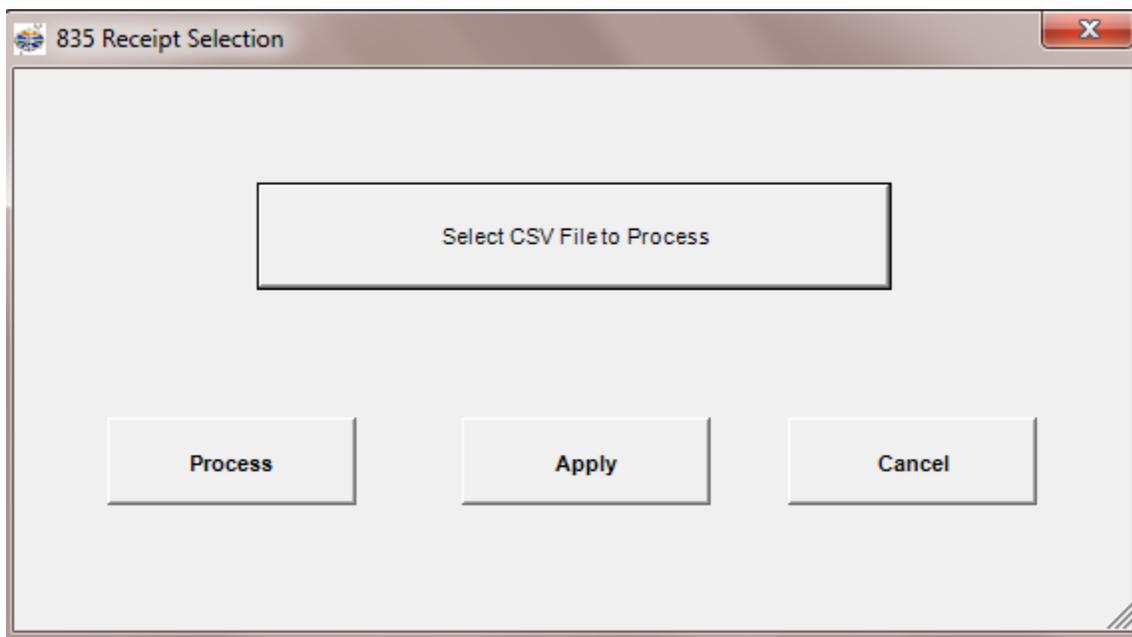Go to the Receipts tab and choose Import 835 File

Hit Select CSV File to Process:

Find the location/folder you placed your 835 file and select it
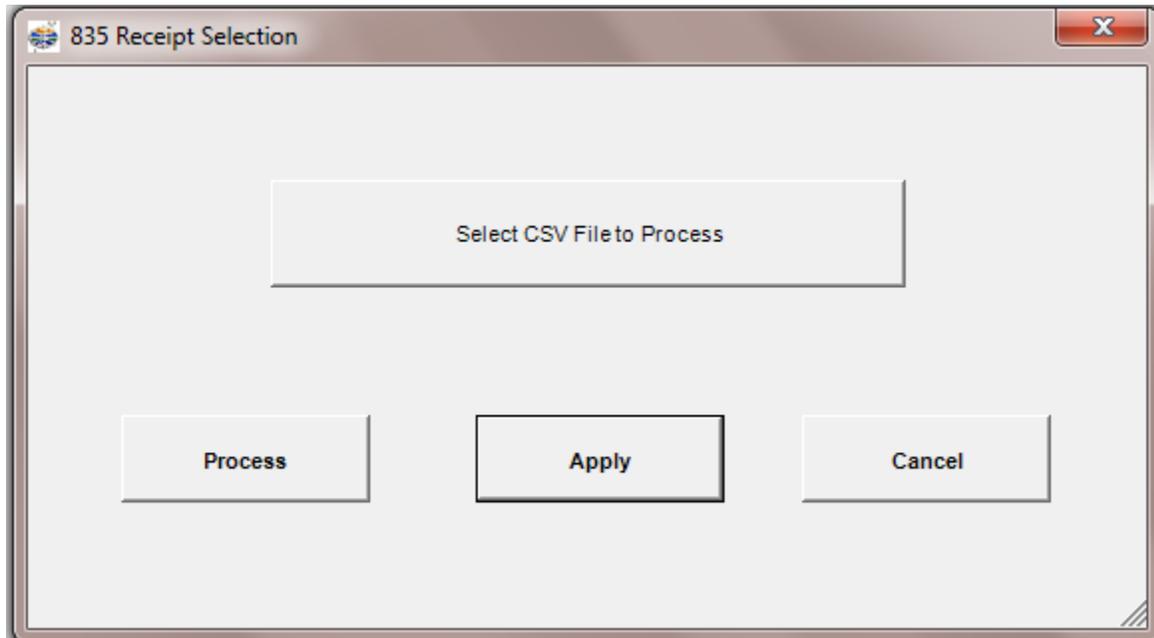
Click Process

The system will ask if this is the correct file you want to process.

If it is, click yes

Your 835 report will appear on the screen. You can save it by clicking the Export Report symbol on the far upper left corner of the screen.

X out of the page and click Apply.

This will apply all of the payments and rejections in the database.

*NOTE: After you apply your 835, any rejected claims will appear in Correct Rejected Items under the error code listed on this report.

*NOTE: It is important to import and apply the 835 file so that reporting is accurate and current.