Payer Solutions Portal Quick Start Guide

Initial Registration

https://payer.medrxasp.com/530114650/registration

Payer Assigned Biller ID (BID#)	Payer Assigned Biller ID (BID#) A unique ID provided by the Payer with whom you are enrolling
Tax ID	Your Tax ID (TIN) number
NPI	National Provider Identifier (NPI) Your NPI
REGISTER	Register Once you have filled out all the required fields, click here to move to the next step

Please provide the following information to create your user account for RMS Payer Solution. Non-corporate email addresses may require further validation by RMS Payer Test which may result in access being denied. Note the * indicates a required field.

First Name* Middle Name	
Title:	
Email* Confirm Email*	All lowercase
Requested Username*	
fm not a rol	iot reCAPTCHA

A confirmation email with an activation link will be sent to the email address you entered. This email will be sent from psadmin@rmsweb.com.

You will have 24 hours to use the activation link.

If you do not use the activation link within 24 hours, you will need to start this process over.

By clicking "Confirm" I acknowledge that I am authorized by RMS Provider Test to complete this transaction

Confirm

Cancel



Activation Email

Once you have confirmed your account, an activation email will be sent to the email address provided

Your email was recently used to create an account with RMS. If you did not authorize this transaction, please disregard this email.

If you did authorize this transaction, click the link below within 24 hours to complete your payer User account activation

If you do not use the link within 24 hours, you will need to start the enrollment process over.

→<u>Activate Account</u>

Regards

RMS Customer Support

If you have further questions, please email payersupport@rmsweb.com

This is an automatic email notification. Please do not respond to the sender.

To complete the registration process, click - "Activate Account" and follow the steps on the next screen

Provider User Confirmation
Thank you for confirming your account. You will now need to create your password for your account.
Username
Password
Confirm Password
SAVE

User Confirmation

After clicking the "Activate Account" link in the email provided to you, you will then be taken to this page to set your password.

Login Page

After confirming your username and password, you'll be redirected to login.

Don't forget to bookmark by clicking the \star or click Ctrl + D.



screen will be a message indicating the number of NPI(s) available to activate.

Test User	Logout
(RMS lest)	1 NPI(s) available to activate

To register the additional NPIs, click the Admin Icon on the home screen and select Payer Management.

Payer Management				
ADD	DEACTIVATE REMOVE			
	Payer	NPI	Authentication Date	Active
	JOHN TEST E2E	1356335574	12-12-2022	ACTIVATED
	NALC HEALTH BENEFIT PLAN	1356335574	05-23-2022	ACTIVATED

Next, click the Add button and select from the available list. Click Next.

> Enter the BID# for each NPI (each NPI has its own BID#). Click Save.



From Admin screen, go to Banking Details, then Bank Account. Click the "Add Bank Account" button. Fill in all the fields in the Add Bank Account window and click SAVE

Note: You will not see the banking details in this section once you click Save.

						Add Bank Account		
		 				Bank Name: Account Type:	Test Checking V	
						Routing Number: Confirm Routing Number:	123456789 123456789	
Bank Name	Account Type	Routing #	Account #	Nickname	Name on Bank Account	Confirm Bank Account	123456789	
remit test	SAVINGS	xxxx6789	xxxxxx0323	remit test	test bank	Account Nickname:	Test	
Bank Test Provider	CHECKING	xxxxx2677	201210025555	New		Name on Bank Account: Please allow 3-5 business d process to complete	Test ays for the ACH authorizat and to start receiving	
	Bank Name remit test Bank Test Provider	Bank Name Account Type remit test SAVINGS Bank Test Provider CHECKING	Bank Name Account Type Routing # remit test SAVINGS xxxxx6789 Bank Test Provider CHECKING xxxxx2677	Bank Name Account Type Routing # Account # remit test SAVINGS xxxxx26789 xxxxx03233 Bank Test Provider CHECKING xxxxx2677 xxxxx5555	Bank Name Account Type Routing # Account # Nickname remit test SAVINGS xxxxxx6789 xxxxxx0000323 remit test Bank Test Provider CHECKING xxxxxx2677 xxxxxx5555 New	Bank Name Account Type Routing # Account # Nickname Name on Bank Account remit test SAVINGS xxxxxxx6789 xxxxxxx032323 remit test test bank Bank Test Provider CHECKING xxxxxxx2677 xxxxxxx5555 New	Bank Name Account Type Routing # Account # Nickname Name on Bank Account Bank Number: Bank Name Account Type Routing # Account # Nickname Name on Bank Account remit test SAVINGS xxxxxx6789 xxxxxxx0323 remit test test bank Bank Test Provider CHECKING xxxxxx26777 xxxxxx5555 New Name on Bank Account: Please allow 3-5 business di process to complete electronic Staving stavi	



Banking Assignment

Select the row that shows NALC as the Payer (the row will turn grey when selected) and click the "Edit Enrollment" button.

Bank Account Banking Assignment Adding or modifying the unstain will autoritate the unstained payment is the unstained pay	anking Details								
Banking Assignment Adding or modifying the bank information will autore the level of the update the notation will subscription to the update the notation of the update the update the update the notation of the update the	Bank Account								
Payer NPI Bank Name Account Nickname Account Type Routing Number Account Number RMS Payer NALC Test 56565655 Banky Test Test Test CHECKING xxxxxx6789 xxxxx6789 xxxxx6789 xxxxx6789 xxxxx6789 xxxxx6789 xxxxx6789 xxxxx6789 xxxxx6789 xxxxx6789 xxxx6789 xxxx6789 xxxx6789 xxxx6789 xxx6789 xxx6789 xxx6789 xxx6789 xxx6789 xxx6789 xx6789 xx6789 xx6789 xx6789 xx6789 xx6789 xx6789 xx6789	Banking Assignment Adding or modifying the EDIT ENROLLMENT	bank information will autor REMOVE ENROLLMENT	natically initiate th	e electronic payment	t authorization process. A	II authorized users w	ill also receive a notifi	cation email of the up	pdate.
RMS Payer NALC Test 565656565 Banky Test Test Test CHECKING xxxxx6789 xxxxxx6789		Payer	NPI	Bank Name	Account Nickname	Account Type	Routing Number	Account Number	
		RMS Payer NALC Test	565656565	Banky Test	Test Test	CHECKING	ххххх6789	xxxxxx6789	

Select the Bank Account Nickname and click Save.

It can take 3-5 days for the ACH authorization. If there's any issue, you will be notified via email.

