

How to Register for PaySpan Health

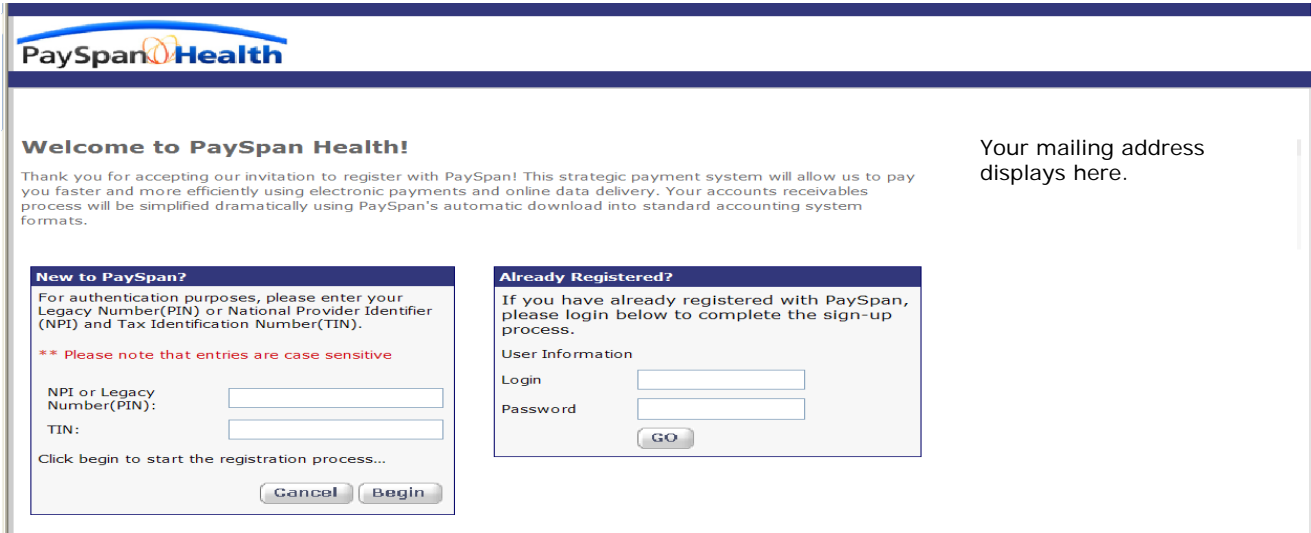
- Go to www.payspanhealth.com.
- Select the orange Secure Registration button.
- The Registration Code screen will appear.
- Enter your Registration Code.
- Select the OK button.

Welcome to PaySpan Health screen

- On the next screen, enter your Legacy Number (PIN) and Tax Identification Number (TIN).
- Select the **Begin** button to continue with registration.



The screenshot shows the PaySpan Health logo at the top, with the tagline "The Electronic Settlement Network". Below the logo, a welcome message states: "Welcome to PaySpan Health! PaySpan Health is used nationwide by Healthcare Payers for electronic payment and remittance delivery. You may already be registered with PaySpan Health. If so, please login with the secured login option and enter your new registration code on the home screen." A red note reads: "** Please note that entries are case sensitive". There is a text input field for "Registration Code:" and an "OK" button below it. At the bottom, a lock icon is followed by the text: "Your information will be sent using our secure server."



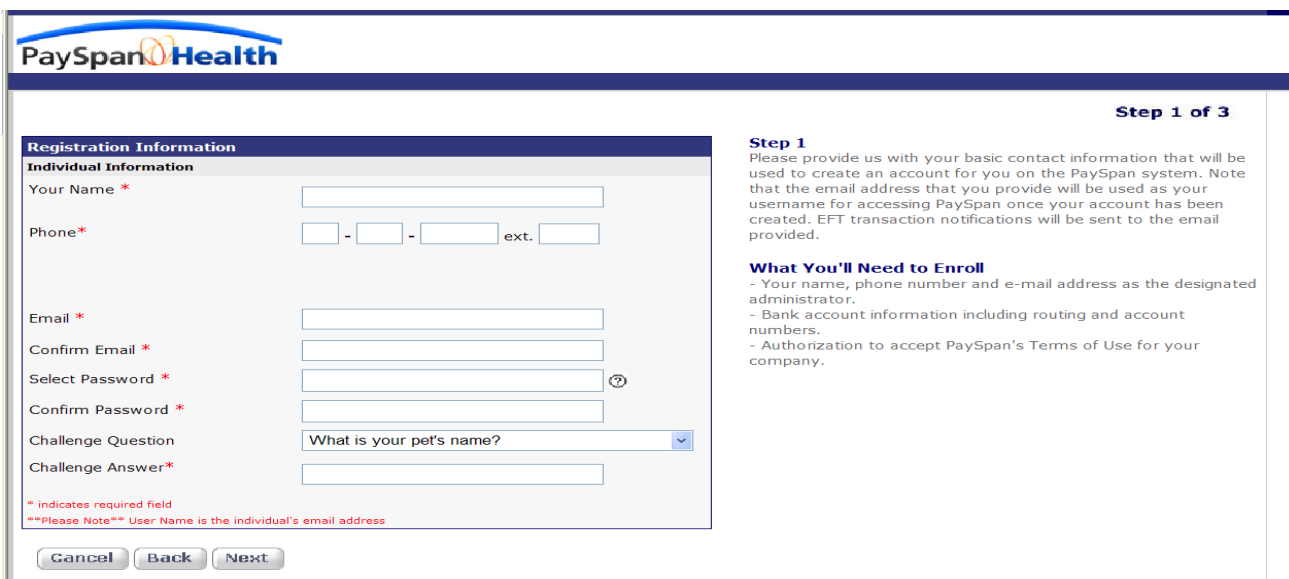
The screenshot shows the "Welcome to PaySpan Health!" screen. It features the PaySpan Health logo and a welcome message: "Thank you for accepting our invitation to register with PaySpan! This strategic payment system will allow us to pay you faster and more efficiently using electronic payments and online data delivery. Your accounts receivables process will be simplified dramatically using PaySpan's automatic download into standard accounting system formats." On the right, it says "Your mailing address displays here." There are two main sections: "New to PaySpan?" and "Already Registered?".

New to PaySpan?
For authentication purposes, please enter your Legacy Number(PIN) or National Provider Identifier (NPI) and Tax Identification Number(TIN).
** Please note that entries are case sensitive
NPI or Legacy Number(PIN):
TIN:
Click begin to start the registration process...
Buttons: Cancel, Begin

Already Registered?
If you have already registered with PaySpan, please login below to complete the sign-up process.
User Information
Login:
Password:
Button: GO

The following **Step 1 of 3 Registration Information** screen will appear:

- Complete the required Registration Information questions.
- The Email address will become the user name when logging into PaySpan Health.
- Select the **Next** button for Step 2 of 3.



The screenshot shows the "Step 1 of 3 Registration Information" screen. It features the PaySpan Health logo and the title "Step 1 of 3". The main section is "Registration Information" with a sub-section "Individual Information".

Registration Information
Individual Information
Your Name *
Phone* - - ext.
Email *
Confirm Email *
Select Password * ⓘ
Confirm Password *
Challenge Question
Challenge Answer*
* indicates required field
Please Note User Name is the individual's email address
Buttons: Cancel, Back, Next

Step 1
Please provide us with your basic contact information that will be used to create an account for you on the PaySpan system. Note that the email address that you provide will be used as your username for accessing PaySpan once your account has been created. EFT transaction notifications will be sent to the email provided.

What You'll Need to Enroll
- Your name, phone number and e-mail address as the designated administrator.
- Bank account information including routing and account numbers.
- Authorization to accept PaySpan's Terms of Use for your company.

Accounting Information Step 2 of 3

- Enter an Account Name to identify the receiving account.

Note: Providers typically use the Account Name to specify the payee designation. Each payee will have a separate registration code and can therefore have a separate receiving account established. The same routing and account number can be used for multiple receiving accounts.

- Enter the routing number and account number in the specified fields. *We recommend you use an actual check, not a deposit slip to enter this information.*
- Select the Next button for Step 3 of 3.

Step 2 of 3

Step 2
PaySpan Health organizes your incoming payments into Receiving Accounts. The account that you enter will remain in a pending status until you obtain the small deposit made by Payformance from your financial institution and enter it on your Home Screen. In the next and final step in the registration process, you will be asked to review and confirm all of the information entered for accuracy. If anything is incorrect, you will be able to edit the information.

Remittance Options
Some payers allow providers to request paper remittances. If you would like paper remittances and your Payer supports this option, select the paper remittance check box. This check box will not appear if the Payer does not allow this option.

Terms & Conditions Step 3 of 3

- Review the Registration Information.
- Select the Edit button to make any corrections.
- Read the Service Agreement then check the terms and conditions box if in agreement.
- Select the Confirm button. This will complete the registration process.

Step 3 of 3

Registration Information

Individual Information
Name: Office Manager
Phone: 904-588-7029
Email: 061909@pfc.com

Your Bank Account Information
Account Name: Test
Routing Number: 263079373
Account Number: 061909
Download Format: 835 4010A1
EFT Enabled: Yes

Service Agreement

PaySpan® Health SERVICES AGREEMENT
This Services Agreement ("Agreement") is a contract between you and Payformance Corporation and applies to your use of the PaySpan Health service, any related products and services and all related intellectual property and "online" or electronic documentation available through www.payspanhealth.com (collectively the "Services"). If you do not agree to be bound by the terms and conditions of this Agreement, please do not use or access our Service. You must accept all of the terms and conditions contained in this Agreement before you may become a participant in the PaySpan Health network. Use of the website and the Service is a privilege, and Payformance Corporation reserves the right to suspend the privilege at its discretion. By accepting the terms and conditions of this Agreement, you

I agree to the terms and conditions

Viewing Payment Data
Access to view remittance details online is available the day after you complete registration and your account is activated (no longer in Pending status).

You will receive an email from PaySpan Health upon completing registration. In a few days you will need to verify with your bank that a deposit of less than one dollar has been made by Payformance. This deposit amount will be used to confirm your electronic payments are set up appropriately through PaySpan Health and your bank. You will see this confirmation page the next time you login to www.payspanhealth.com using your user name (your email address) and your password. The deposit does not need to be returned to Payformance.

If you have any questions about the registration process or the website, please contact us by dialing 1-877-331-7154 or send an email to providersupport@payspanhealth.com. Our Provider Services Team is available Monday through Friday, 7am to 9pm, Eastern Time.