



## Online Portal Registration Instructions for Providers of Service Page 1 of 3

Link = <https://www.wltmediportal.com/MediCln/>

- 1) In the upper left hand corner of the new site, click on Register.
- 2) For the "I am" selection - using the down arrow - choose Provider, Hit the Next button.
- 3) Key in your first and last name (not case sensitive), Practice or Provider Name, Tax ID number and NPI, phone number, and then hit the Next Button.

**\* Note: Each staff member at a Provider office must have their own login. Providers are responsible for notifying EBS when registered staff leave your employment and access must be deactivated.**

Send these notices to [ContactUsEbs@ebs-tpa.com](mailto:ContactUsEbs@ebs-tpa.com) .

- 4) Now you get to choose your User ID and password User IDs can be pretty much anything, no numbers or special characters required.
- 5) Passwords have the following requirements - Password minimum length of 8 characters, with at least 1 letter, 1 number and 1 of the following special characters: !@#\$\$%^&\*() .
- 6) Confirm your password choice a second time.
- 7) Enter your e-mail address.
- 8) Enter a security question of your choice.
- 9) Enter a security answer for your question.  
**NOTE: The security question and answer will be used if you forget your password. Please use appropriately.**
- 10) Hit the Create User button.

You may login and access the new site.

- 11) Once logged in, you must request access to Payers.
  - a) Click on the Payer's access tab. Using the pulldown – choose Employee Benefit Systems, and submit your request.



## **Online Portal Registration Instructions for Providers of Service**

**Page 2 of 3**

**12) Once we validate a match in our system with your TIN and NPI ( you should receive a confirmation e-mail of approval within 1 business day)  
– you will be approved for reviewing patient eligibility status and claim status.**

**To check patient eligibility, claim status, and more:**

**Click on the Select Patient tab, choose EBS as your payer.  
Identify if the patient is the Insured or a dependent.  
Select your ID method – Member ID, SSN, or by Name.  
Key in your ID value.  
Key in the Date of Birth ( mm/dd/yyyy) and hit Select.**

**Patient demographic and contact information will appear within the Patient Info tab.**

**Patient eligibility information will appear within the Eligibility tab.**

**Claim status is available within the Claims tab.**

**Default view is All Acct types, all Claim types, and last 30 days.**

**Use the pulldowns to widen or narrow your search and hit the Refresh List button.**

**Matches with your TIN and NPI will appear for your review.**

**Copies of EOBs may be downloaded and printed.**



## **Online Portal Registration Instructions for Providers of Service**

**Page 3 of 3**

Electronic claims can be uploaded directly to EBS via this portal if:

- 1) **Your office software supports creating the 837 claim submission file format.**
- 2) **EBS is the primary processor.**  
**Note: If Wellmark, United Health Care, Principal or others are primary and EBS is secondary – EBS will receive the claim electronically from the first processor, and submission directly to EBS is not needed.**
- 3) **Your software can segregate patients and/or dependents that should be filed with EBS.**

**If the above criteria are met – contact EBS and request setup for Uploading Claims by contacting Steve Waples, the Director of IT at EBS at 319-758-8464 or email Steve at [swaples@ebs-tpa.com](mailto:swaples@ebs-tpa.com) .**

**Once approved and setup, claims can be uploaded daily, batched weekly, or any schedule you prefer.**

**Choose the Upload Claims tab from the Provider Main page...**

**Choose EBS as the Payer.**

**Browse to find the file that is ready to be uploaded.**

**Hit Send.**

**If you have any questions – please contact Steve Waples, the Director of IT at EBS at 319-758-8464 or email Steve at [swaples@ebs-tpa.com](mailto:swaples@ebs-tpa.com) .**