

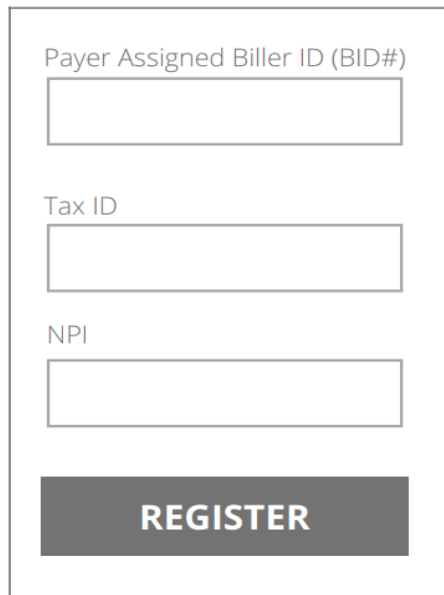


# Payer Solutions Portal Quick Start Guide

**Step  
1**

## Initial Registration

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



The form contains three input fields: 'Payer Assigned Biller ID (BID#)', 'Tax ID', and 'NPI'. Below these fields is a large grey button labeled 'REGISTER'.

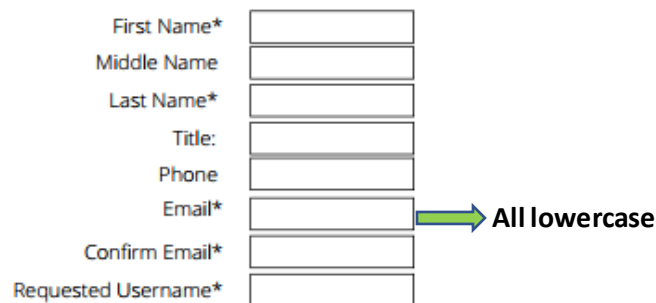
➔ **Payer Assigned Biller ID (BID#)**  
A unique ID provided by the Payer with whom you are enrolling

➔ **Tax ID**  
Your Tax ID (TIN) number

➔ **National Provider Identifier (NPI)**  
Your NPI

➔ **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.



The form includes the following fields: 'First Name\*', 'Middle Name', 'Last Name\*', 'Title:', 'Phone', 'Email\*', 'Confirm Email\*', and 'Requested Username\*'. A green arrow points from the 'Email\*' field to the text 'All lowercase'.



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](mailto: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.

→ [Activate Account](#)

Regards

RMS Customer Support

If you have further questions, please email [payersupport@rmsweb.com](mailto: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 ★ or click Ctrl + D.

## Step 3

### Adding NPIs under one TIN

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



Test User  
(RMS Test)

Logout

**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                 |            |                     |           |
|----------------------------------|------------|---------------------|-----------|
| <div>ADD DEACTIVATE REMOVE</div> |            |                     |           |
| 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.

## Step 4

### Provider Banking Details

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.

**Banking Details**

**Bank Account**

**ADD BANK ACCOUNT**

| Bank Name          | Account Type | Routing #  | Account #   | Nickname   | Name on Bank Account |
|--------------------|--------------|------------|-------------|------------|----------------------|
| remit test         | SAVINGS      | xxxxxx6789 | xxxxxxx0323 | remit test | test bank            |
| Bank Test Provider | CHECKING     | xxxxxx2677 | xxxxxxx5555 | New        |                      |

**Add Bank Account**

Bank Name:

Account Type:

Routing Number:

Confirm Routing Number:

Bank Account Number:

Confirm Bank Account Number:

Account Nickname:

Name on Bank Account:

Please allow 3-5 business days for the ACH authorization process to complete and to start receiving electronic payments.

**SAVE** **CANCEL**



## Banking Assignment

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

**Banking Details**

**Bank Account**

**Banking Assignment**

Adding or modifying the bank information will automatically initiate the electronic payment authorization process. All authorized users will also receive a notification email of the update.

**EDIT ENROLLMENT** **REMOVE ENROLLMENT**

| Payer               | NPI       | Bank Name  | Account Nickname | Account Type | Routing Number | Account Number |
|---------------------|-----------|------------|------------------|--------------|----------------|----------------|
| RMS Payer NALC Test | 565656565 | Banky Test | Test Test        | CHECKING     | xxxxxx6789     | xxxxxxx6789    |

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.

**Change Bank Account**

Bank Account Nickname:

Bank Account:

Bank Name:

Account Type:

Routing Number:

Please allow 3-5 business days for the ACH authorization process to complete and to start receiving electronic payments.

**SAVE** **CANCEL**