Payer Solutions Portal Quick Start Guide

Step 1

Initial Registration

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

Payer Assigned Biller ID (BID#)

Tax ID

NPI

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.

First Name*
Middle Name
Last Name*
Title:
Phone
Email* → **All lowercase**
Confirm Email*
Requested Username*

I'm not a robot

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

Step 2

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

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.

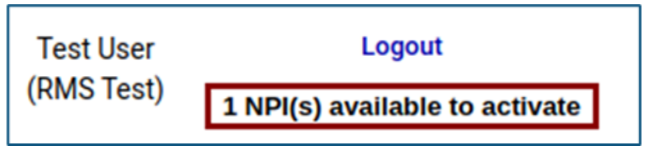
Login Page

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

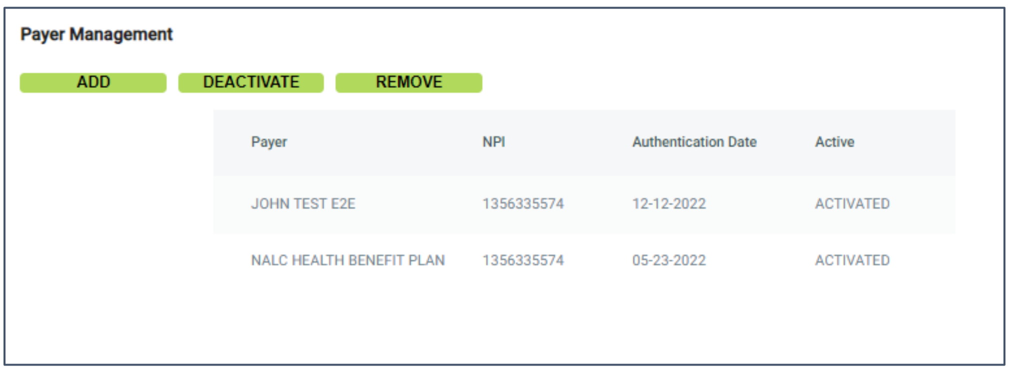
Don't forget to bookmark by clicking the ★ or click Ctrl + D.

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.



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



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

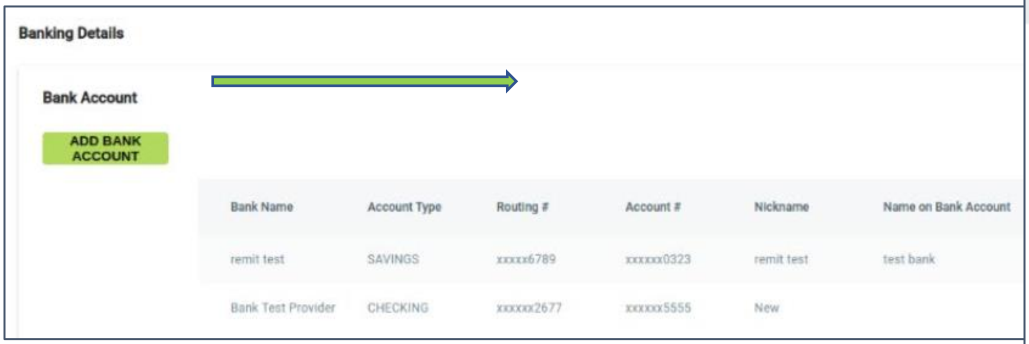
Next, click the Add button and select from the available list. Click Next.

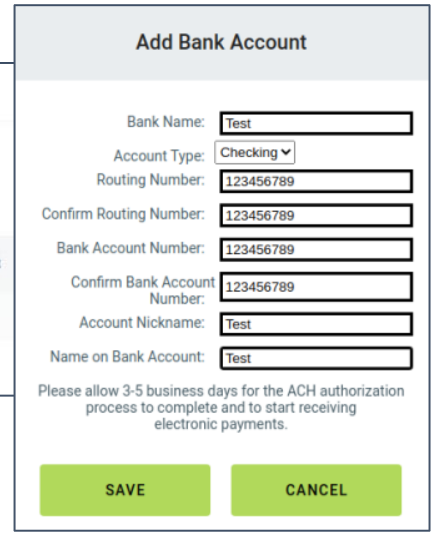
- Enter the BID# for each NPI (each NPI has its own BID#). Click Save.

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

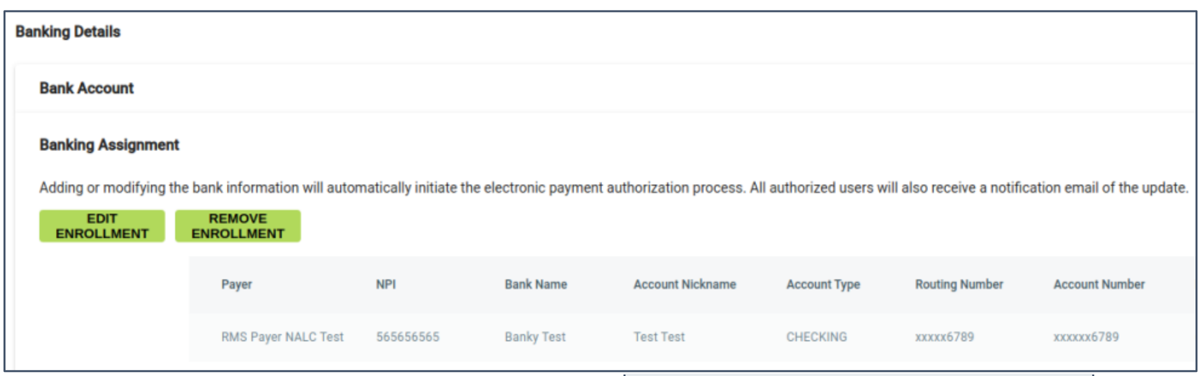
- Note: You will not see the banking details in this section once you click Save.





Banking Assignment

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



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.