

To register with Payspan, follow these steps:

- Go to www.Payspanhealth.com
- Select the Register Now button.
- Enter the Registration Code and click submit (registration code is obtained by telephoning PaySpan)
- Enter your Provider Identification Number (PIN)
- Enter your Tax Identification Number (TIN).
- Enter and National Provider Identifier (NPI) *Select Atypical Service Provider if the NPI is not known.
- Select Start Registration.

Personal Info

Please provide us with your full name, email address, phone number and job title.

- Designate a user name of your own, or just use your email address.
- Create a unique password of at least 8 characters and include one capital letter, one lower case letter and a number

* Select a challenge question, enter your answer and click the **Next** button to continue.

Account Set up

* Designate the account you wish to have funds deposited to and click the **Next** button to continue.

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. (uncheck the Enable EFT box if you do not want to register for EFT)

Verify Your Info

- Verify your information, check the box to agree to the Services Agreement and click Confirm.
- Select the Back button to make any corrections.
- Read the Service Agreement then check the terms and conditions box if in agreement.
- Once your account has been established, log into your account.

To register additional registration codes, follow these steps:

1. Click Your Payments (Start Here)
2. On the right select 'Add New Reg. Code'
3. Enter the Registration Code, Provider Identification Number (PIN), Tax Identification Number (TIN) and National Provider Identifier (NPI) *Select Atypical Service Provider if the NPI is not known.
4. Start Registration.

The Account Info Screen will appear:

- Select the Receiving Account (Bank Account) for the registration code. Use the Create New Receiving Account button to add another account.
- Agree to the Terms and Conditions by checking the box on the right.
- Select the Confirm button. This will complete the registration process.

You will receive an email from Payspan upon completing registration. If you registered for EFT, in a few days you will need to verify with your bank that a minimal deposit has been made by Payspan. This deposit amount will be used to confirm your electronic payments are set up appropriately through Payspan and your bank. You will see this confirmation page the next time you login to www.Payspanhealth.com using your User Id (your email address) and your password. The deposit does not need to be returned to Payspan.

If you have any questions about the registration process or the website, please contact our Provider Support Team by dialing 1-877-331-7154 Mon-Fri 8am-8pm EST. Provider Services Specialists are available to assist Monday through Friday from 8am to 8pm, Eastern Time.

Thank you for contacting Provider Services
providersupport@payspanhealth.com

Provider Services
1-877-331-7154 option #1
Monday-Friday 8am-8pm EST

The logo for Payspan, featuring the word "payspan" in a lowercase, blue, sans-serif font. The "p" is significantly larger than the other letters. A registered trademark symbol (®) is located at the end of the word.