

eBilling Training

Service Provider Administrator



eBilling - Windows Internet Explorer provided by Regional Center of the East Bay

http://131.10.4.29:8083/login

File Edit View Favorites Tools Help

Favorites Suggested Sites Yahoo! Mail The best web-b... Provident Credit Union Capital One Credit Cards, H... craigslist east bay The Travelers Companies, Inc.

eBilling

Page Safety Tools

RCEB Regional Center of the East Bay

eBilling Home Page

[DDS Supplemental Material](#) | [eBilling FAQ](#) | [Support Contacts](#) | [Online Help](#)

eBilling system

LAUNCH APPLICATION

[Conditions of Use](#) | [Privacy Policy](#)

Click "Launch Application" button

Welcome to the NEW eBilling System for RCEB

Service Dates	Due Dates
December 2010 services	1/7/2011
January 2011 and prior services	2/7/2011

Electronic billing received after the scheduled due dates will be processed on our next month's billing cycle.

[Notice - 4.25% Payment Reduction](#)

[View Billing and Payment History prior to 12/16/2010](#)

[New eBilling System Training Materials](#)

[Mandatory Uniform Holiday Schedule for FY 2010-2011](#)

[Return to RCEB Website](#)

Done Internet 100%



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eBilling system

Username

Password

Login

[Forgot your password?](#)

[Conditions of Use](#) | [Privacy Policy](#)

Key-in your access codes

eBilling Redesign - Windows Internet Explorer provided by Regional Center of the East Bay
http://131.10.4.29:8083/home/dashboard

eBilling system Help | Logout

Home Invoices Payments Reports Service Provider Management

Dashboard My Profile User: tvendor_admin

Welcome Vendor - Admin

Bulletin
12/13/2010
Welcome to the NEW eBilling System! If this is the first time you log in, you need to change your password right away. Click "My Profile" tab and key-in your desired password, then hit "Update" button to save your new password.

[Quick Links](#)
[User Updates](#)
[Reports](#)

Service Provider Selection

Search by SPN #

Service Provider #	Description
QQ0001	TEST - EB (NON-RES)
QQ0003	TEST EB (UNITS)
QQ0005	TEST EB (RESIDENTIAL)

Available Files for Download

Service Provider #	File Name	Posted Date	Download
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Only users assigned to the Vendor Administrator role will have access to the Service Provider Management tab.

Done Internet 100%

eBilling Redesign - Windows Internet Explorer provided by Regional Center of the East Bay
http://131.10.4.29:8083/spmanagement/spusers

eBilling system Help | Logout

Home Invoices Payments Reports Service Provider Management

Users | Add User User: tvendor_admin

Search Users

First Name: Company Name: Company Tax ID: Search
Last Name: Email: Role: Clear
Middle Initial: User ID: Display Enabled
Users Only:

First Name	Last Name	MI	Role	User ID	Email	Company Name	Tax ID
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This is the area where Vendor Administrators will be able to:

- ✓ Search for Users
- ✓ Maintain User Profiles
- ✓ Create New User Profiles
- ✓ Assign Roles to Users
- ✓ Assign SPNs to Users

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eBilling Redesign - Windows Internet Explorer provided by Regional Center of the East Bay

http://131.10.4.29:8083/spmanagement/spusers

eBilling system Help | Logout

Home Invoices Payments Reports Service Provider Management

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Last Name: Email: Role: Clear

Middle Initial: User ID: Display Enabled Users Only:

First Name	Last Name	MI	Role	User ID	Email	Company Name	Tax ID
------------	-----------	----	------	---------	-------	--------------	--------

How to do a Quick Search for Users

- Enter the search criteria. To view all users leave the search criteria blank.
- Click SEARCH.

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eBilling Redesign - Windows Internet Explorer provided by Regional Center of the East Bay

http://131.10.4.29:8083/spmanagement/spusers

eBilling system Help | Logout

Home Invoices Payments Reports Service Provider Management

Users | Add User User: tvendor_admin

Search Users

First Name: Company Name: Company Tax ID:
Last Name: Email: Role:
Middle Initial: User ID: Display Enabled
Users Only:

First Name	Last Name	MI	Role	User ID	Email	Company Name	Tax ID	
Vendor - Admin	Test		Vendor Administrator	tvendor_admin		For RCEB Test Only		<input type="button" value="EDIT"/>
Vendor - Staff	Test		Vendor Staff	tvendor_staff		For RCEB Test Only		<input type="button" value="EDIT"/>
Vendor - Supervisor	Test		Vendor Supervisor	tvendor_sup		For RCEB Test Only		<input type="button" value="EDIT"/>

- The results will display on the bottom half of the screen.
- Click the record to view.
- Click the EDIT button on the right of the record line to edit/update.

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eBilling Redesign - Windows Internet Explorer provided by Regional Center of the East Bay
http://131.10.4.29:8083/spmanagement/spusers

eBilling system Help | Logout

Home Invoices Payments Reports Service Provider Management

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First Name: Company Name: Company Tax ID: Search
Last Name: Email: Role: Clear
Middle Initial: User ID: Display Enabled
Users Only:

First Name	Last Name	MI	Role	User ID	Email	Company Name	Tax ID
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How to Create New User Profiles

On the Service Provider Management tab, click the Add Users sub tab.

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eBilling Redesign - Windows Internet Explorer provided by Regional Center of the East Bay
http://131.10.4.29:8083/spmanagement/spadduser

eBilling system Help | Logout

Home Invoices Payments Reports Service Provider Management

Users | Add User User: tvendor_admin

Add New User Profile

User Name*	<input type="text"/>	Password*	<input type="text"/>
First Name*	<input type="text"/>	Status	<input checked="" type="checkbox"/> Enabled
Last Name*	<input type="text"/>	Roles	Reader ▾
Middle Initial	<input type="text"/>		
Company Name	<input type="text"/>		
Company Tax ID	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text"/>		
Zipcode	<input type="text"/>		
Email	<input type="text"/>		
Phone	<input type="text"/>		

Add Close

Enter the new user profile information.

Fields with a red star are required.

The user role defaults to reader. Choose a new user role from the drop down menu if necessary.

Click ADD.

User Roles

Vendor Administrator: Access to the *Home, Invoices, Payments, Reports,* and *Service Provider Management* tabs. The Vendor Administrator role only has access to assigned service provider numbers; can create other vendor user and reader profiles; is able to edit, update, and submit invoices.

Vendor Supervisor: Access to the *Home, Invoices, Payments,* and *Reports* tabs. The Vendor Supervisor role only has access to assigned service provider numbers; **can not** create other user profiles; and is able to edit, update, and submit invoices.

Vendor Staff: Access to the *Home, Invoices, Payments,* and *Reports* tabs. The Vendor Staff role only has access to assigned service provider numbers; **can not** create other user profiles; and is able to edit and update invoices. The Vendor Staff user profile is **not able** to submit invoices.

Vendor Staff – No Payment Access: Access to the *Home, Invoices,* and *Reports* tabs. The Vendor Staff – No Payment Access role only has access to assigned service provider numbers for invoices and invoice history and not payment history information; **can not** create other user profiles; and is able to edit and update invoices. The Vendor Staff – No Payment Access user profile is **not able** to submit invoices.

Reader: Access to the *Home, Invoices, Payments,* and *Reports* tabs. The Reader is only able to view information for assigned service provider numbers. The Reader is unable to update, delete, or submit invoices. The Reader is unable to create other user profiles.

eBilling Redesign - Windows Internet Explorer provided by Regional Center of the East Bay
http://131.10.4.29:8083/spmanagement/spprofileview?uid=744&updateMode=Y

eBilling system Help | Logout

Home Invoices Payments Reports Service Provider Management

Users | Add User User: tvendor_admin

User Profile of Vendor Test

User Name* tvendortest Password*

First Name* Vendor Status Enabled

Last Name* Test Password Expiry 3/16/2011

Middle Initial

Company Name Roles Vendor Staff

Company Tax ID

Assigned SPN #

SPN #	Description
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Address

City

State

Zipcode

Email

Phone

Update Assign SPN Close

Once the screen is refreshed, click the "ASSIGN SPN" button to assign SPNs (Service Provider Number or Vendor Number) for this user.

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eBilling Redesign - Windows Internet Explorer provided by Regional Center of the East Bay
http://131.10.4.29:8083/spmanagement/spspnassignment/uid/744/updatesmode/Y

eBilling system Help

SPN Assignments

Available SPN Numbers

Assigned SPN Numbers

Assign Selected SPNs

Remove Selected SPNs

SPN#	Description
QQ0001	TEST - EB (NON-RES)
QQ0003	TEST EB (UNITS)
QQ0005	TEST EB (RESIDENTIAL)

SPN#	Description
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Save Close

Done

Internet 100%

#2 Click the ASSIGN button.

Assign Selected SPNs

#1 Select the SPN Number.

A pop-window will appear.
Search for the appropriate SPN on the left side of the screen.

1. Click the SPN to highlight and select. Hold down the CTRL key to select multiple, non-consecutive SPN's. Hold the shift key to select multiple, consecutive SPN's.
2. Click the ASSIGN SELECT SPN button.

Click SAVE to update the user profile.

eBilling Redesign - Windows Internet Explorer provided by Regional Center of the East Bay
http://131.10.4.29:8083/spmanagement/spprofileview

eBilling system Help | Logout

Home Invoices Payments Reports Service Provider Management

Users | Add User User: tvendor_admin

User Profile of Vendor Test

User Name* tvendortest Password* [masked]
First Name* Vendor Status Enabled
Last Name* Test Password Expiry 3/16/2011
Middle Initial [] Roles Vendor Staff
Company Name [] Assigned SPN #
Company Tax ID []
Address []
City []
State []
Zipcode []
Email []
Phone []

SPN #	Description
QQ0001	TEST - EB (NON-RES)
QQ0003	TEST EB (UNITS)

Update Assign SPN Close

Done Internet 100%

The assigned SPNs will be listed on this section.
Then click "Update" button to close this window.



Please contact your Regional Center with any additional questions.

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