How to Register for PaySpan

- Call 1-877-331-7154 Option 1 for your unique registration code.
- Go to www.payspanhealth.com and click the **Register Now** button.
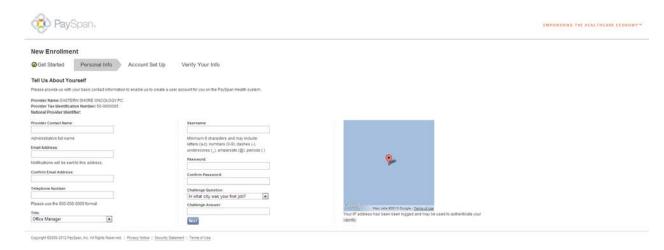- Enter your Registration Code and click **Submit**.

- Enter your Registration Code, Provider ID Number (PIN), Tax ID Number (TIN) or Employer Identification Number (EIN) and you National Provider Identifier (NPI) and click **Start Registration**.
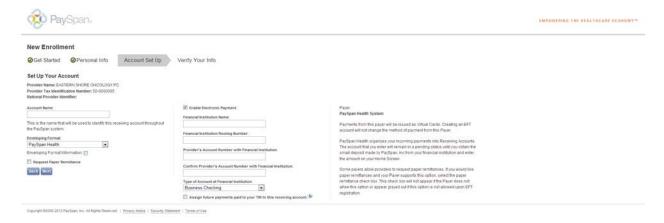

Tell Us About Yourself

- 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.
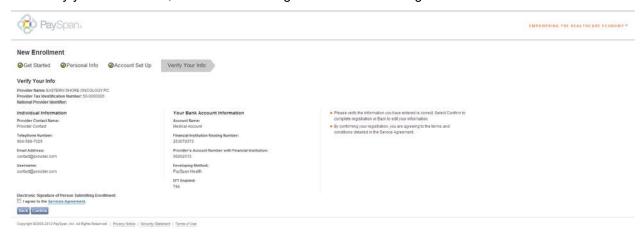
Set Up Your Account

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

Verify Your Info

- Verify your information, check the box to agree to the Services Agreement and click **Confirm**.

If you registered for electronic payments, you will receive a deposit of less than one dollar from PaySpan within a few business days. To begin receiving electronic payments and remittance advice, follow these steps to activate your account.

Contact your financial institution to obtain the amount of the test deposit from PaySpan
Log into PaySpan
Click Your Payments
Click the Account Verification link on the left side of the screen
Enter the amount of the deposit you received in this format: 0.00
The deposit does not need to be returned to PaySpan

For assistance:
1-877-331-7154 Option 1
providersupport@payspanhealth.com

Our Provider Services Team is available Monday through Friday, 8am to 8pm, Eastern Time.