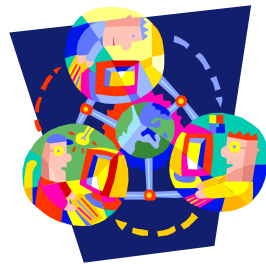


# eBilling Training

## Service Provider Administrator



# Vendor Administrator

## Service Provider Management

### Users

Only users assigned to the Vendor Administrator role will have access to the Service Provider Management tab.

This is the area where Vendor Administrators will be able to:

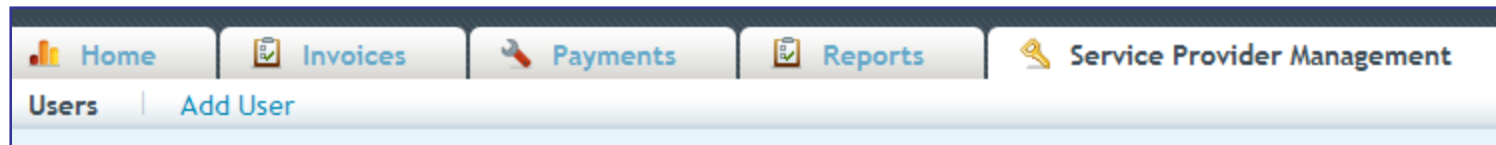
- ✓ Search for Users
- ✓ Maintain User Profiles
- ✓ Create New User Profiles
- ✓ Assign Roles to Users
- ✓ Assign SPNs to Users

# Vendor Administrator

## Service Provider Management

Users

How to do a Quick Search for Users



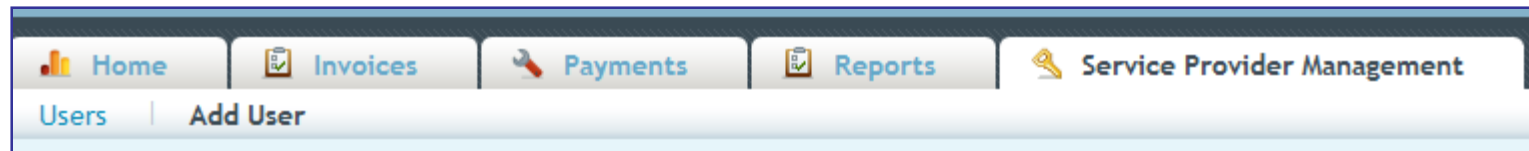
1. Select the Service Provider Management tab.
2. Click the Users sub tab.
3. Enter the search criteria. To view all users leave the search criteria blank.
4. Click SEARCH.
5. The results will display on the bottom half of the screen.
6. Click the record to view. Click the EDIT button on the right of the record line to edit/update.

# Vendor Administrator

## Service Provider Management

Users

How to Create New User Profiles



1. Select the Service Provider Management tab.
2. Click the Add Users sub tab.
3. 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.
4. Click ADD.
5. Click the ASSIGN SPN button to assign SPNs at this time.

# Vendor Administrator

## Service Provider Management

### Users

### How to Assign SPNs

1. Click the Assign SPN button. This will be available if you are viewing a user profile in the edit/update mode or are creating a new user profile.
2. A pop up window will appear.
3. Search for the appropriate SPN on the left side of the screen.
4. 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.
5. Click the ASSIGN SELECT SPN button.
6. Click SAVE to update the user profile.

#2 Click the  
ASSIGN button.

#1 Select  
the SPN  
Number.

Search SPN Numbers

<input type="text" value="h89"/>	<input type="button" value="Search"/>	<input type="button" value="Assign Selected SPNs"/>
SPN#	Description	
H89000	JOANNA'S WORLD, INC.	
H89001	CASA ALLEGRA COMMNTY SVCS	
H89002	MEDICAL STAFF HOME	

Assigned SPN Numbers

<input type="button" value="Remove Selected SPNs"/>	
SPN#	Description
H18007	R & D TRANSPORTATION
H18471	MV TRANSPORTATION



Please contact your Regional Center with any additional questions.

[ebilling@farnorthernrc.org](mailto:ebilling@farnorthernrc.org)