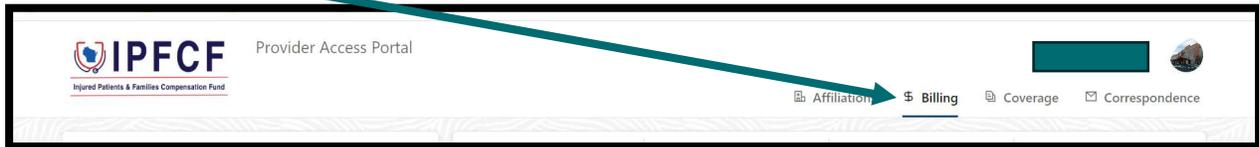


## IPFCF – Provider Portal – Billing Instructions (Groups)

The instructions in this document outline the procedure for employers or groups to access and pay IPFCF invoices.

1. Login to the Provider Portal using your group account number.
2. Click "Billing".



3. You will be brought to the "Billing Statements" screen where all invoices for your group and linked providers will be listed.

MAILING ADDRESS FOR LOCKBOX PAYMENTS: IPFCF: DRAWER 478, MILWAUKEE, WI 53293-0001

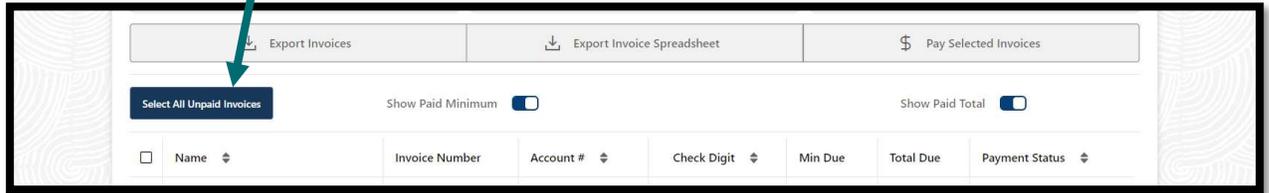
Statements		Parameters		Transactions	
<b>Billing Statements</b>					
Select a Statement to View Invoices					
Billing Date	Number of Invoices	Minimum Due	Total Due		
04/01/2025	4	\$976.00	\$976.00		

4. To proceed with payment, click the current billing date.

Statements		Parameters		Transactions	
<b>Billing Statements</b>					
Select a Statement to View Invoices					
Billing Date	Number of Invoices	Minimum Due	Total Due		
04/01/2025	4	\$976.00	\$976.00		
01/01/2025	28	\$8,991.17	\$13,058.67		
10/01/2024	4	\$360.66	\$1,084.41		
07/01/2024	532	\$99,749.47	\$390,142.52		

5. You will be brought to the "Billing Summary" screen where you can select all unpaid invoices, or manually select each individual invoice you would like to pay.
6. The invoices screen should show all invoices for your linked providers as well as the entity invoice, if applicable.

7. Click "Select All Unpaid Invoices" or manually select the checkbox in front of each invoice you wish to download.



8. After you have selected all unpaid or manually selected the accounts you wish to pay, click "\$ Pay Selected Invoices" to pay online.



9. If you have additional providers to pay for that are not listed in this screen because they were not linked to your group at the time the invoices were generated, please see the instructions that start on page 24 for "Paying for Providers Not Linked".
10. When paying the total due for all invoices, move the toggle next to "Pay Total For All Invoices". If paying the minimum for all invoices, leave the toggle as is. Defaults to paying the minimum amount.



11. Please note: You can only pay the minimum or the total amount due via online payments.

12. When ready to move forward with payment, click "Continue Payment".



13. This will bring up the payment information window. You will need to enter your email address (for receipt), select payment method (New Card Account or New Bank Account), the credit card or banking information, and the billing address.

14. Select "I agree to the Terms and Conditions".

15. Review payment information and click the orange "Pay \$AMOUNT PAID" box.

16. If the payment is successful, you will receive a receipt at the email address provided. If unsuccessful, you will receive an error message right away.

17. Payments will be recorded on the portal within 3-5 business days.

18. If paying via the lockbox: Include a copy of the balance spreadsheet referenced above with your check or money order.

19. Lockbox address: IPFCF, Drawer 478, Milwaukee, WI 53293-0001.

20. Lockbox payments should show on the portal within 3-5 business days after receipt in the lockbox.

21. Please contact our support team at 608-707-5481 or [OCIIPFCF@wisconsin.gov](mailto:OCIIPFCF@wisconsin.gov) for further assistance.

## IPFCF – Provider Portal – Paying for Providers Not Linked or Linked After Invoices Generated

The instructions in this document outline the steps to take to make payments in the Provider Portal for providers not linked to your group account, or providers who were linked to the group account after the invoices were generated.

The system previously only allowed payment in the portal for providers that were linked to the group prior to the invoices being generated. External users may now pay for any provider in the portal, regardless of if or when they were linked to the group account.

### Adding Invoices for Unlinked Providers

1. Go to the IPFCF Provider Portal here: <https://ipfcfsecure.oci.wi.gov/>.
2. On the Home screen, click “**\$Billing**”.



3. You will be brought to the “Billing Statements” screen where all invoices for your group and linked providers will be listed.

MAILING ADDRESS FOR LOCKBOX PAYMENTS: IPFCF: DRAWER 478, MILWAUKEE, WI 53293-0001

Statements		Parameters		Transactions	
<b>Billing Statements</b>					
Select a Statement to View Invoices					
Billing Date	Number of Invoices	Minimum Due	Total Due		
04/01/2025	4	\$976.00	\$976.00		

4. Click the current billing date:

MAILING ADDRESS FOR LOCKBOX PAYMENTS: IPFCF: DRAWER 478, MILWAUKEE, WI 53293-0001

Balance    Statements    Parameters    Transactions

### Billing Statements

Select a Statement to View Invoices

Billing Date	Number of Invoices	Minimum Due	Total Due
10/01/2024	4		
07/01/2024	532		

5. This will bring you to the "Billing Summary" screen. Click "Add Invoices for Unlinked Providers":

### Billing Summary - 10/01/2024

Return To Statements

Total Invoices: 4    Invoice Minimum Due: [REDACTED]    Invoice Total Due: [REDACTED]

Export Invoices    Export Invoice Spreadsheet    Pay Selected Invoices

Select All Unpaid Invoices

Add Invoices For Unlinked Providers

Show Paid Minimum:     Show Paid Total:     Enter name or account number... [SEARCH]

6. Enter the provider's name or IPFCF account number in the search box and click the blue search box.

### Add Additional Providers

Enter last name, company name, or account number... [SEARCH]

First Name	Last Name	Invoice Number	Account #	Check Digit	Current Balance	Invoice Min Due	Invoice Total Due
No data to display.							

Cancel    Add

7. After the provider's account populates in the search box, select the provider's name and click **"Add"**.

**Add Additional Providers**

✕ Enter last name, company name, or account number... 🔍

First Name	Last Name	Invoice Number	Account #	Check Digit	Current Balance	Invoice Min Due	Invoice Total Due
No data to display.							

Cancel Add

8. After you click "Add" the provider's invoice will show with the other linked providers' invoices in the Billing Summary screen. You can then select the provider's invoice as you would with the other providers who were already linked to your group.