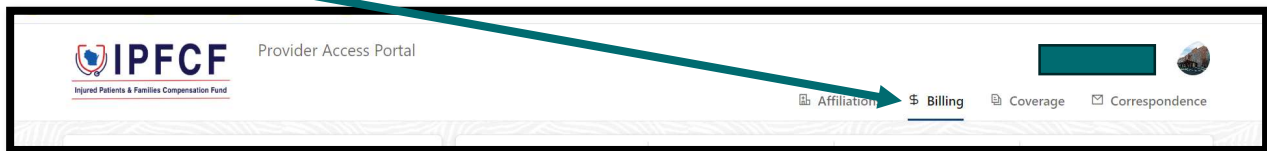


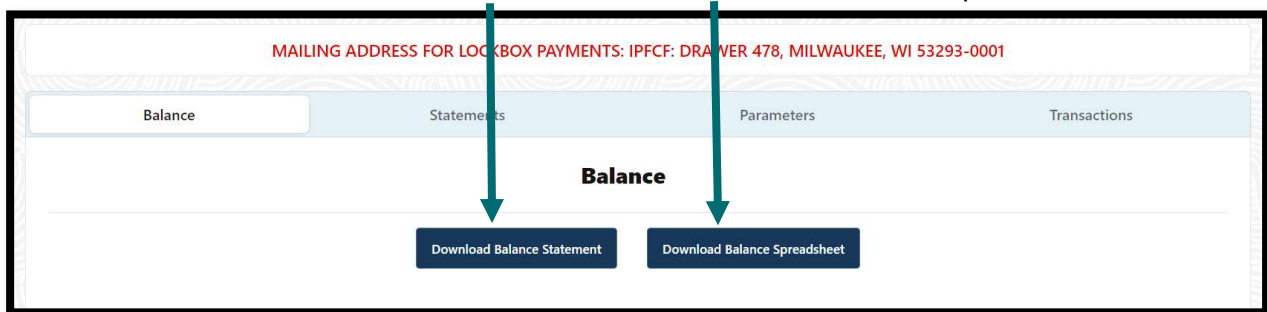
IPFCF – Provider Portal – Billing Instructions (Groups)

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

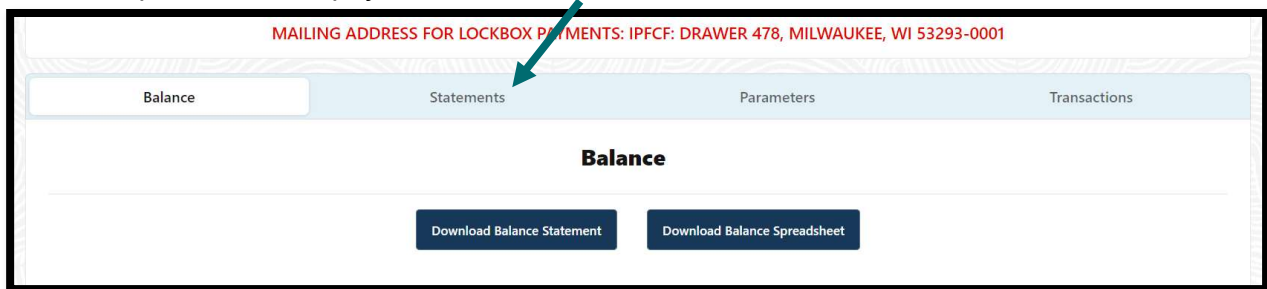
1. Login to the Provider Portal using your group account number.
2. Click "Billing".



3. Click "Balance".
4. To export a complete billing statement of all providers linked to your group, click "Download Balance Statement" (PDF) or "Download Balance Spreadsheet" (Excel).

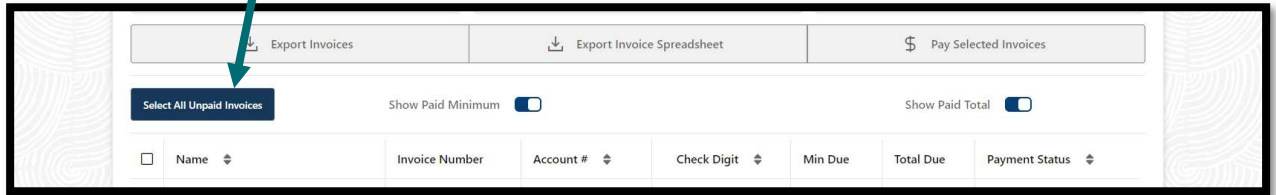


5. To proceed with payment, click "Statements".



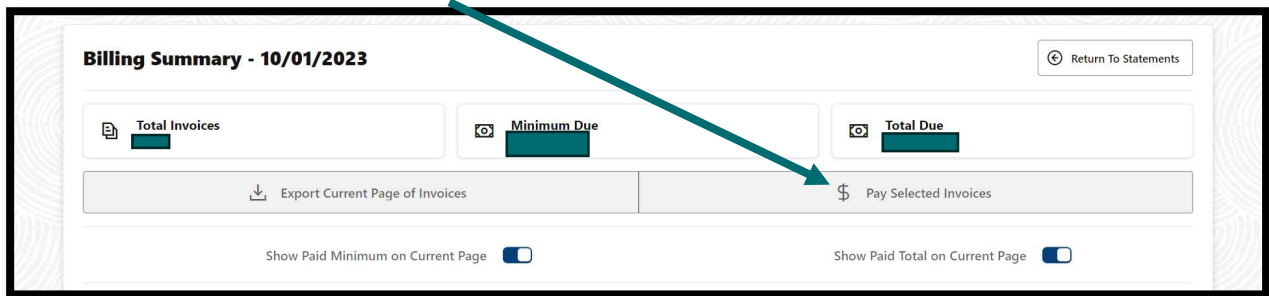
6. On the Statements screen, click anywhere on the most recent billing date row and you will be brought to the screen where you can select all unpaid invoices, or manually select each individual invoice you would like to pay.
7. The invoices screen should show all invoices for your linked providers as well as the entity invoice, if applicable.

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

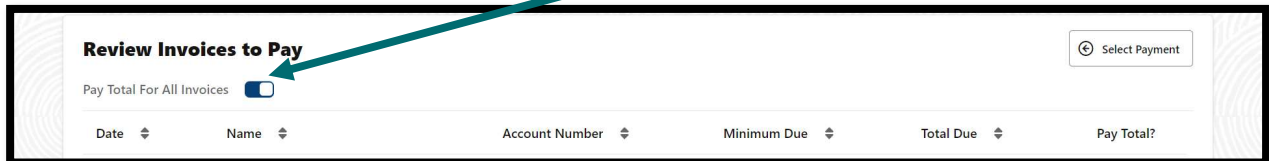


9. Please note: The previous restriction on paying only 500 invoices at a time has been removed. You are now able to pay all unpaid invoices for your group at one time, regardless of the number.

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

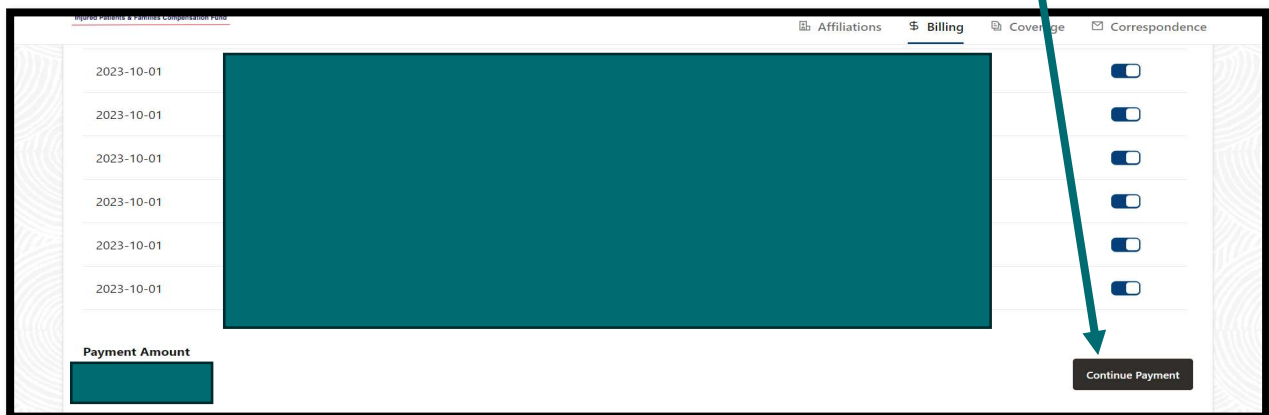


11. When paying the total due for all invoices, move the toggle next to "Pay Total For All Invoices". If paying the minimum for all invoices, leave the toggle as is. Defaults to paying the minimum amount.



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

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



14. 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.
15. Select "I agree to the Terms and Conditions".
16. Review payment information and click the orange "Pay \$AMOUNT PAID" box.
17. 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.
18. Payments will be recorded on the portal within 3-5 business days.
19. If paying via the lockbox: Include a copy of the balance spreadsheet referenced above with your check or money order.
20. Lockbox address: IPFCF, Drawer 478, Milwaukee, WI 53293-0001.
21. Lockbox payments should show on the portal within 3-5 business days after receipt in the lockbox.
22. Please contact our support team at 608-707-5481 or OCIIPFCF@wisconsin.gov for further assistance.