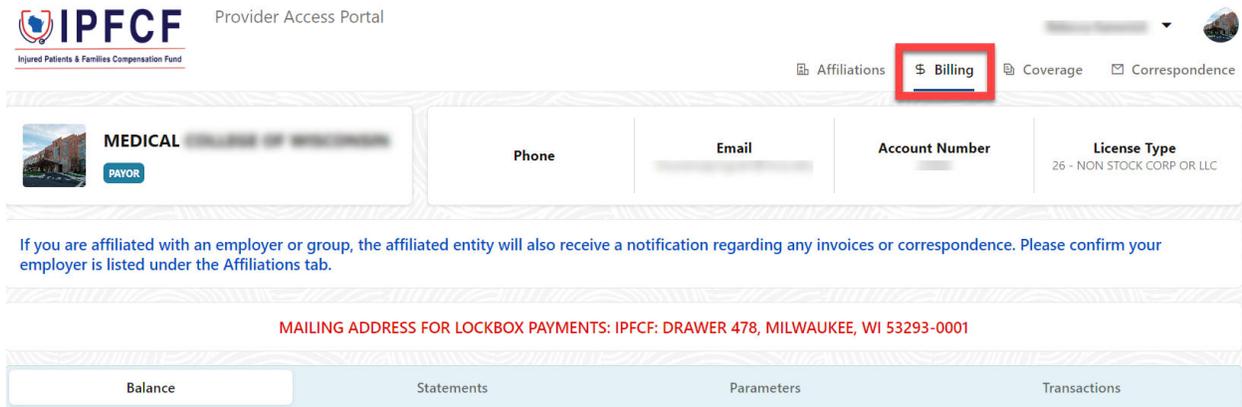


Quick Guide to Locate IPFCF Invoices

After logging onto your IPFCF account, select the **Billing** tab near the top right of the screen.



The screenshot shows the IPFCF Provider Access Portal. The 'Billing' tab is highlighted with a red box. Below the navigation bar, there are sections for 'MEDICAL PAYOR', contact information (Phone, Email, Account Number, License Type), a notice about employer affiliations, and a mailing address for lockbox payments: IPFCF: DRAWER 478, MILWAUKEE, WI 53293-0001. At the bottom, a menu bar contains 'Balance', 'Statements', 'Parameters', and 'Transactions'.

Then select the **Statements** option, followed by the **Download icon** button next to the most current billing date.



The screenshot shows the 'Billing Statements' section. The 'Statements' tab is highlighted with a red box. Below the tab, there is a table with the following data:

Billing Date	Number of Invoices	Minimum Due	Total Due	Download
10/01/2023	1553	\$240,782.55	\$474,768.22	

From there you will be taken to the next screen.

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

Billing Summary - 10/01/2023

[Return To Statements](#)

Total Invoices 1503 **Minimum Due** \$240,782.55 **Total Due** \$474,768.22

[Export Invoices](#) [Export Invoice Summary](#) [Pay Selected Invoices](#)

Select All Unpaid Invoices Show Paid Minimum on Current Page Show Paid Total on Current Page

<input type="checkbox"/>	Name	Invoice Number	Account #	Check Digit	Min Due	Total Due	Payment Status
<input type="checkbox"/>		PCF07156		CM	\$81.00	\$157.00	New
<input type="checkbox"/>		PCF18569		SC	\$81.00	\$157.00	New
<input type="checkbox"/>		PCF16292		AS	\$142.00	\$279.00	New
<input type="checkbox"/>		PCF09716		JA	\$157.67	\$348.67	New
<input type="checkbox"/>		PCF02673		JJ	\$81.00	\$157.00	New

After you have selected the invoices you want to download click the **Export Invoices** button.

Billing Summary - 10/01/2023

[Return To Statements](#)

Total Invoices 1503 **Minimum Due** \$240,782.55 **Total Due** \$474,768.22

[Export Invoices](#) [Export Invoice Summary](#) [Pay Selected Invoices](#)

Select All Unpaid Invoices Show Paid Minimum on Current Page Show Paid Total on Current Page

<input type="checkbox"/>	Name	Invoice Number	Account #	Check Digit	Min Due	Total Due	Payment Status
<input checked="" type="checkbox"/>		PCF07156		CM	\$81.00	\$157.00	New
<input checked="" type="checkbox"/>		PCF18569		SC	\$81.00	\$157.00	New
<input checked="" type="checkbox"/>		PCF16292		AS	\$142.00	\$279.00	New
<input checked="" type="checkbox"/>		PCF09716		JA	\$157.67	\$348.67	New
<input checked="" type="checkbox"/>		PCF02673		JJ	\$81.00	\$157.00	New

At this point a pdf should be downloading to your computer or if you have more than 500 invoices you will be sent a link to access the pdf for all the invoices for your linked providers.

From there you can print or save the invoices in the location of your choice.

Important Notes:

- The Billing Summary contains the invoices for all the providers that were linked to your group on the billing date. If you do not want to pay for a provider in the batch of invoices you must remove it from the paperwork you submit to your accounting department or the bank. Adjusted billing statements will not be issued in between the quarterly billing dates.
- The Export Invoice Summary button will give you an excel list of the bills for that billing date. You can send this document to the IPFCF Lockbox as supporting documentation instead of printing each invoice. However, you must remove any lines that contain providers you will not be paying for.
- If a provider was not linked to your group at the time the bills were generated and you intend on paying for their IPFCF coverage, you will need to contact the IPFCF staff or the provider to get a copy of the billing statement.