# 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**".
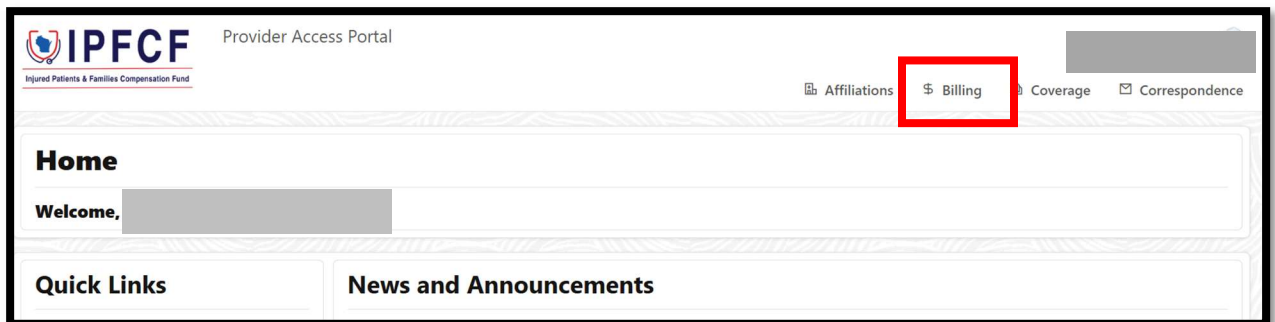
3. Click "**Statements**".
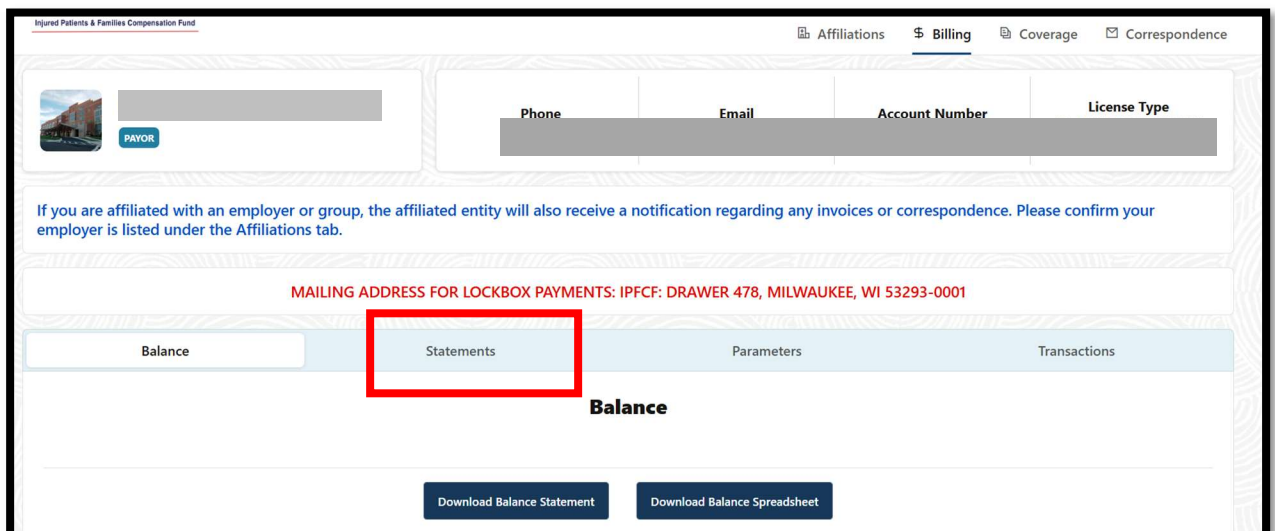
4. Click the current billing date:

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

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

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.