

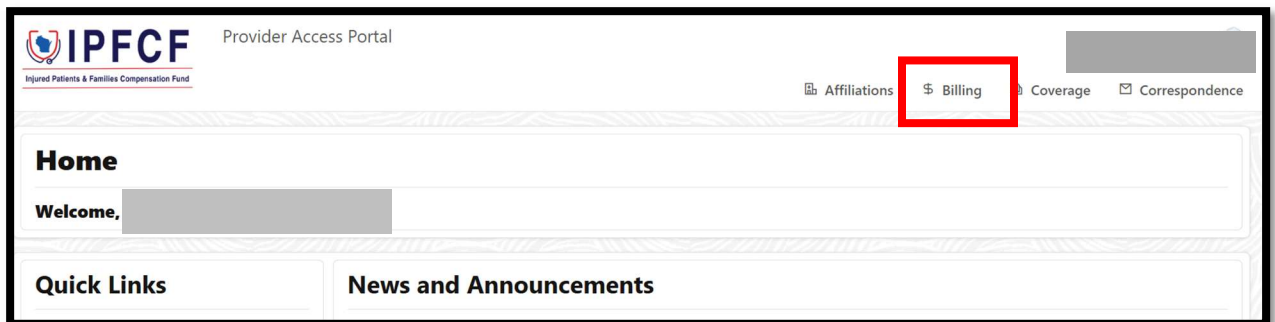
## IPFCF – Provider Portal – Paying for Providers Not Linked or Linked After Invoices Generated

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.

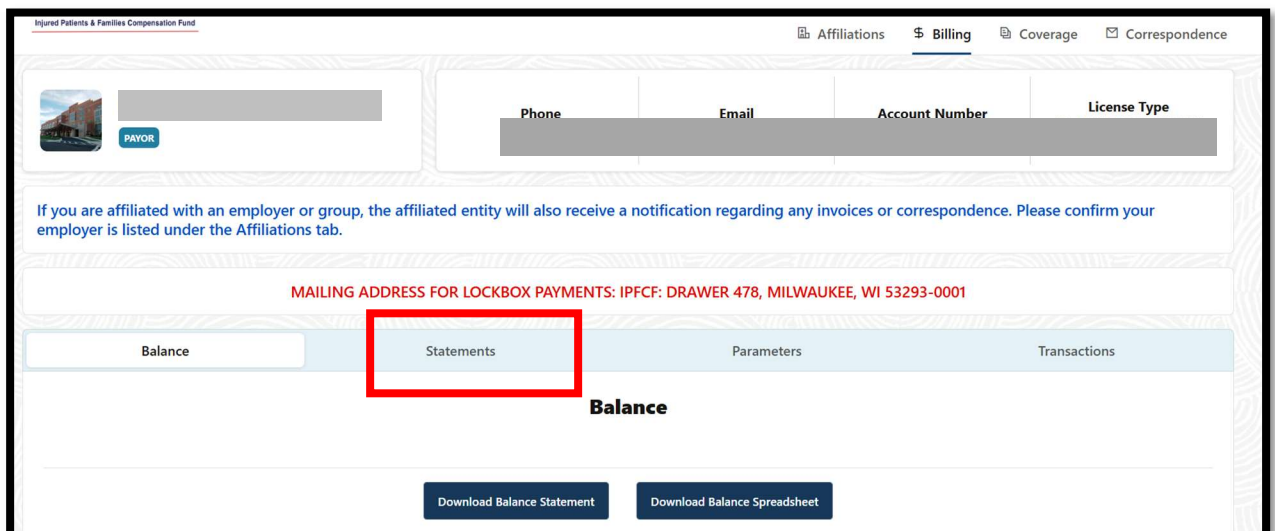
The system previously only allowed payment in the portal for providers that were linked to the group prior to the invoices being generated. External users may now pay for any provider in the portal, regardless of if or when they were linked to the group account.

### 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:

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: [ON]    Show Paid Total: [ON]    Search: 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

Search: 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.