

# E-Billing and E-Attendance

## Enrollment Process

### Service Provider Administrator User Security Information

Service Provider Administrator role has access to the *Home, Invoices, Payments, Reports,* and *Service Provider Management* tabs. This person also has access to assigned service provider numbers; can create other Service Provider users and reader profiles; is able to edit, update, and submit invoices.

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Service Provider Name

Service Provider Number (SPN)

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Name of appointed Service Provider Administrator  
(First)

(MI)

(Last)

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User Name (You may chose one or one will be issued to you.)

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A password will be issued to you. Once you log into e-Billing you must change your password. Passwords must be a minimum of 6 characters in length.

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### Provider Signature Information

Full Printed Name

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Service Provider Signature

Telephone

Date

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#### (Regional Center use only)

User Password (at least 6 characters in length, numbers and characters ok)

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Updated by RC Administrator

Date