



Redwood Coast Regional Center

e-Billing Newsletter – November Edition

Helpful hint

Do you use the Monthly or Units Calendar? Are you entering the same attendance information for multiple clients? Try the “Calendar Template”. It helps you enter attendance information which is exactly the same for several clients. Just click the white box to the left of the clients invoice line and click “Calendar Template” at the bottom of the page. It will open a new window with two calendars. Fill out the one you would typically use.

Click the button “Apply to Selected”, and then click close. Please note once you use this option you cannot use it on the same clients again.

You must notify RCRC immediately if you have any of the following changes in:

- Address
- Email
- Phone number
- Banking information

Helpful links – Located to the left of the “Launch Application” Button

- [Billing/Payment Schedule](#)
- [Billing Adjustment form](#)
- [E-Billing User Guide](#) (Helps first time or infrequent users)
- [Parent Verification Form \(PVF\) Guidelines](#)

E-Billing Invoices

DO NOT SUBMIT November invoices prior to **December 1st, 2016.**

Remember:

*All invoices must be submitted, even if no services were provided.

*You will have 90 days from the INVOICE DATE to complete your invoices. (The invoice date is the date the invoice was issued.)

Vendors Billing via E-Attendance

- Your invoices will be on the right side of the e-Billing screen, once you have logged in.
- An XLS file is an excel file and a XML file is a web file.
- Make sure you email the excel file containing the DS2087. It is the signature page of the billing. Your billing will not be processed without it.

Tired of going to the bank to deposit your payment?

Signing up for direct deposit is easy. Fill out the Direct Deposit Enrollment, the link is located on the main e-Billing page. Send it in with a voided check or bank letter. Once your set up, you will receive an email and you can view your payments on e-Billing too.

Complete your invoices monthly

- Always log in to see if you have any invoices issued from RCRC.
- Sometimes you may have more than one invoice issued to you.
- Invoices with an “Issued Date” over 90 will be removed and considered no payment owed.
- If you find you provided authorized services, have not been paid, and there is no invoice to bill for the authorized service, please contact one of the fiscal staff.

PLEASE REMEMBER

- ❖ **Do not give out your user information. You are able to create user profiles if you are a Vendor Administrator.**
- ❖ Bill during non-peak hours. Peak billing time is within the first 10 days of the month. We recommend you use the e-Billing system during non peak hours such as early morning or later in the evening between the 1st through the 10th.
- ❖ Review the guides and other links on the e-Billing website before contacting the Fiscal Department. 90% of questions are answered in the information already provided with the links on the website.
- ❖ **Documents, Documents, Documents**, Parent Verification Forms are required for specific vendors (see more information below). When using the One-Time calendar you must submit receipts and word documents may be required. It is the vendor’s responsibility to ensure all documents have been submitted. Billings will not be processed without any required document.

“It is the Vision of Redwood Coast Regional Center that all people in our community, including individuals with developmental disabilities, will live, learn, work, travel, and play in the best, most inclusive environments...”