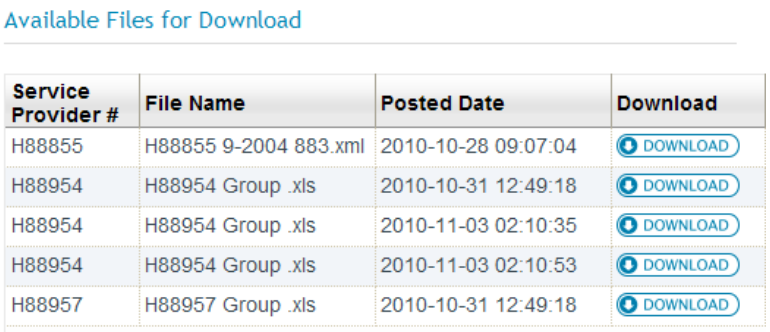
# Home

## Dashboard

TAI and DS1964 Spreadsheet Files
Available Files for Download

If you have been set up to access your Invoice through our e-Attendance format you will download your TAI or DS1964 from the eBilling website and you will see invoices available for download on the right hand side of the Home tab.

You will see files available for download on the right side of the Home Dashboard. There will be a blue DOWNLOAD button on the right side of each available invoice.



# Home

## Dashboard

TAI and DS1964 Spreadsheet Files

How to Download Files (from the eBilling Website to Your Computer)

1. Select or enter the appropriate service provider number on the home screen.
2. There must be available invoices on the left side of the Home Dashboard screen.
3. Click on DOWNLOAD button on the invoice line you wish to download.
4. Click the SAVE button.
5. Choose the folder you would like to save the file in on your computer. Click SAVE. ***TIP: Please do not change the file name. The eBilling system will not recognize the file if the name is changed.***
6. The downloaded invoice will be saved as an .XLS file on your computer.
7. Click OPEN to view the file immediately. Click CLOSE to view the file at a later time.

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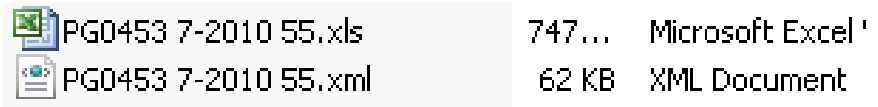
## Dashboard

TAI and DS1964 Spreadsheet Files
XML

If you choose to upload your TAI spreadsheet or DS1964 to the eBilling website (instead of e-mailing it to your Regional Center) then you will need to first convert it to a .XML document.

1. Fill out the invoice as your normally would.
2. Click the EXPORT XML button.
3. Save your changes.
4. The XML file will be in the same folder as your original file. It will contain the same name, but be a .XML document.


The top file is the original Excel TAI. The bottom file is the .XML file that is ready to be posted to the eBilling website.



eBilling system

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## Dashboard

TAI and DS1964 Spreadsheet Files
Compatibility

✓The new TAI and DS1964 spreadsheets are different than the old TAI and DS1964 spreadsheets.

✓Please make sure you use the new spreadsheets.

✓The old TAI and DS1964 spreadsheets are not compatible with the new eBilling system.

✓If you provide 950 services to consumers served by multiple Regional Centers, you will need to copy the information in the old DS1964 to the new DS1964 until all Regional Centers have switched to the new eBilling system.

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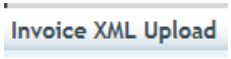
## TAI Spreadsheet Transfer

How to Upload Files (From Your Computer to the eBilling Website)

1. Select the appropriate SPN.
2. Click the Invoice tab.




3. Click the Invoice XML Upload sub tab.


4. Click the SELECT button.
5. Choose the file from your computer that you would like to upload. Click OPEN.


6. Click the UPLOAD button.
7. The file should be uploaded. If the incorrect file is uploaded, just use the DELETE button and start over.

eBilling system


Please contact your Regional Center with any additional questions.

REGIONAL CENTER CONTACT

REGIONAL CENTER CONTACT PHONE

REGIONAL CENTER CONTACT E-MAIL