

Coverage Gap Discount Program



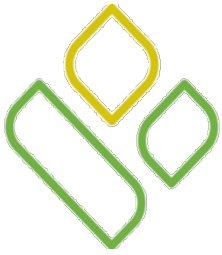
CGDP PORTAL DIRECT PAYMENT PROCESS



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Home Tab Functionality



CGDP Portal DPP-Manufacturers – Topics

In this training session you will learn about the Coverage Gap Discount Program (CGDP) Portal Direct Payment Process (DPP)-Manufacturers **Home** tab.

This training will introduce you to the following topics:

1. First look introduction of the **Home** Tab
2. **Home Tab Regions**
 - **Tabbed region – Home**
 - **Home Filter region**
 - **Home Welcome Message region**
 - **Home Filter Results region**
 - **Home Status Definitions region**
3. Work Instruction for utilizing the **Home** tab functionality

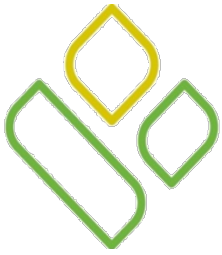
CGDP PORTAL DPP- MANUFACTURERS



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Introduction to the Home Tab



CGDP Portal DPP-Manufacturers

Home Tab

The **Home** tab allows Manufacturers to begin research and work with distributed invoices and to access all areas of the CGDP Portal DPP system.

This training session will describe each of the five regions displayed on the **Home** tab and provide direction on the functionality of each.

The screenshot shows the user interface of the CGDP Portal DPP-Manufacturers Home Tab. At the top left is the Palmetto GBA logo, and at the top center is the CMS logo. On the top right, there are links for Contact Us, My Profile, Logout, Help, and Reporting. Below the logos is a navigation bar with five tabs: Home, Payments, Completed, Receipts, and Reports. The Home tab is selected and highlighted with a red box and a circled '1'. Below the navigation bar is a search bar with a magnifying glass icon. The main content area is titled "Manufacturer Portal Coverage Gap Discount Program" and contains a search filter section with four dropdown menus: Corporate ID (XP####), P Number (P####), Reporting Period (ANY), and Status (ANY). Below the search filter is a table with five columns: Corporate ID, P Number, Reporting Period, Status, and Select. The table contains three rows of data, all with a status of "Available". To the right of the table are two callout boxes. The first callout box, labeled with a circled '3', contains a welcome message and instructions for payment functions. The second callout box, labeled with a circled '5', contains a legend for the status values: Available, Failed, Incomplete, Pending, and Successful.

1 Home Payments Completed Receipts Reports

2 Corporate ID: XP#### P Number: P#### Reporting Period: ANY Status: ANY

3 Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

4

Corporate ID	P Number	Reporting Period	Status	Select
XP####	P####	201401	Available	<input type="radio"/>
XP####	P####	201402	Available	<input type="radio"/>
XP####	P####	201403	Available	<input type="radio"/>

5

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

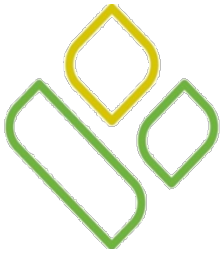
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Home Tab Regions



CGDP Portal DPP-Manufacturers

Tabbed region – Home Tab

The **Tabbed region** allows the user to begin research and work with distributed invoices loaded to the Portal on a quarterly basis. It is available in all functionality provided in the system and provides the ability to move throughout the Manufacturer Portal.

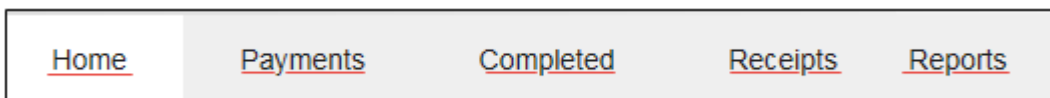
When first viewing the **Home** tab, only the **Home** tab is an Active tab and the **Reports** tab is an Available tab for selection.

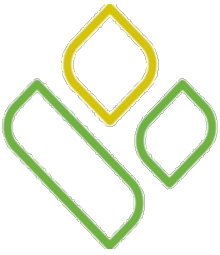
The following example displays the **Home** tab as an Active tab, the **Payments**, **Completed** and **Receipts** tabs as Not Available tabs and the **Reports** tab as an Available tab.



To maneuver to additional tabs in the Manufacturer Portal DPP, selection of a distributed invoice line must be performed. Once a selection has been made on the **Home** tab to review specific distributed invoices, the **Payments** tab, **Completed** tab and **Receipts** tab will become Available tabs.

The following example displays the **Home** tab as an Active tab and the **Payments**, **Completed**, **Receipts** and **Reports** tabs as Available tabs.





CGDP Portal DPP-Manufacturers

Home Filter region

The **Home Filter region** allows the user to search data listed by the defaulted Corporate ID.

Results of the search criteria entered in the **Home Filter region** will be displayed in the **Home Filter Results region**.

In the following example, the **Home Filter region** is displayed.

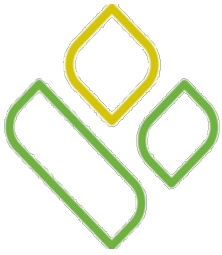
Manufacturer Portal Coverage Gap Discount Program

② Corporate ID: P Number Reporting Period: Status: 

XP ##### ▾	P ##### ▾	ANY ▾	ANY ▾
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This region contains the following four fields to assist with narrowing distributed invoice criteria:

- Corporate ID: defaults to the Corporate ID, formerly the Mailbox ID, used to log into the Portal
- P Number: Example displays a specific P Number for the Corporate. ID.
- Reporting Period: Example displays the selection of ANY.
- Status: Example displays the selection of ANY.



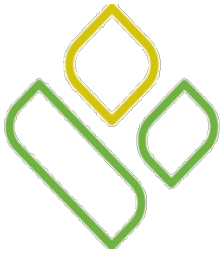
CGDP Portal DPP-Manufacturers Home Welcome Message Region

The **Home Welcome Message** region provides a quick overview of some of the tasks that are available in the system, as well as providing instruction for beginning the payment functionality process.

3

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.



CGDP Portal DPP-Manufacturers Home Filter Results Region

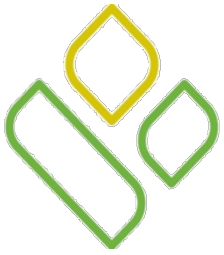
The **Home Filter Results region** will display data matching the selected search criteria entered in the **Home Filter region**.

4

<u>Corporate ID</u>	<u>P Number</u>	<u>Reporting Period</u>	<u>Status</u>	<u>Select</u>
XP####	P####	201401	Available	<input type="radio"/>
XP####	P####	201402	Available	<input type="radio"/>
XP####	P####	201403	Available	<input checked="" type="radio"/>

This form contains the following five fields that assist in reviewing distributed invoices for processing:

- Corporate ID: Defaults to the Manufacturer Corporate ID, formerly the Mailbox ID, used to log into the Portal.
- P Number: Example displays a specific P Number for the Corporate ID.
- Reporting Period: Example displays the reporting periods for the calendar year of 2014, quarters 01, 02 and 03.
- Status: Example displays the status of Available.
- Select: Example displays radio button populated for the distributed invoice line for the 201403 reporting period.



CGDP Portal DPP-Manufacturers Home Status Definitions Region

The **Home Status Definitions region** provides explanations of each of the statuses that may display in the **Home Filter Results region**.

5

Available - Invoice is ready for payment initiations

Failed - One or more items has an unsuccessful payment attempt

Incomplete - One or more items have not been paid

Pending - All line items have been initiated successfully

Successful - All line items have been paid successfully

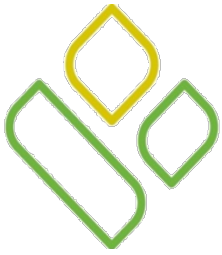
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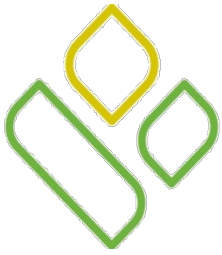
*Home Tab Functionality
Work Instruction*



CGDP Portal DPP-Manufacturers Home Tab Work Instruction

You have now learned about the different regions and fields available on the **Home** tab.

In this section of the training session, a high level overview of the steps needed to utilize the **Home** tab functionality will be presented on the following slides.





CGDP Portal DPP-Manufacturers

Home Tab – Filter Search

Select a specific Manufacturer P Number from the drop down list in the P Number field of the **Home Filter region**.

In the following example, the P Number field is populated with P#### and the **Home** tab is Active and the **Reports** tab is Available.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)

Home Payments Completed Receipts Reports

Manufacturer Portal Coverage Gap Discount Program

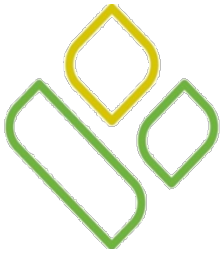
Corporate ID: P Number Reporting Period: Status:

<u>Corporate ID</u>	<u>P Number</u>	<u>Reporting Period</u>	<u>Status</u>	<u>Select</u>
XP####	P####	201401	N/A	<input type="radio"/>
XP####	P####	201402	Available	<input type="radio"/>
XP####	P####	201403	Available	<input type="radio"/>

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available - Invoice is ready for payment initiations
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Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully





CGDP Portal DPP-Manufacturers Home Tab – Select Reporting Period

Populate the Select radio button corresponding to a specific distributed invoice line in the **Home Filter Results region**.

In the following example, the distributed invoice for the reporting period of 201403 is selected in the **Home Filter Results region**.

Note that now the **Payments**, **Completed**, and **Receipts** tabs are available for selection.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)

Home Payments Completed Receipts Reports

Manufacturer Portal Coverage Gap Discount Program

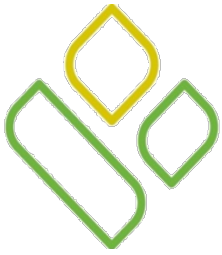
Corporate ID: P Number: Reporting Period: Status:

<u>Corporate ID</u>	<u>P Number</u>	<u>Reporting Period</u>	<u>Status</u>	<u>Select</u>
XP####	P####	201401	Available	<input type="radio"/>
XP####	P####	201402	Available	<input type="radio"/>
XP####	P####	201403	Available	<input checked="" type="radio"/>

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

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CGDP Portal DPP-Manufacturers

Select Available Tab to Review Invoices

Select one of the following tabs to review invoice line items associated with the selected reporting period:
Payments tab, **Completed** tab, **Receipts** tab or the **Reports** tab.

In the following example, the **Payments** tab has been selected and displays the reporting period of 201403.

Manufacturer Portal CGDP Payments Invoiced Reporting Period: 201404

Contract Number: ANY Corporate ID: XP__4 P Number: P__6

Initiate All

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
E__4	106.50	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
E__4	53.28	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
E__8	69.63	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__0	148.11	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/04/2014

Pending Transactions

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
H__2	228.54	12/03/2014	12/03/2014	
H__9	223.66	12/01/2014	12/21/2014	<input type="checkbox"/>
H__9	2055.70	12/03/2014	12/21/2014	<input type="checkbox"/>
H__8	53.86	12/03/2014	12/30/2014	<input type="checkbox"/>

Payments due 03/11/2015

Payment Information	
Total Invoiced	70360.45
Total Failed	0.00
Total Deferred	0.00
Total Pending	2561.76
Total Successful	0.00
Total Available	67798.69

Payment Initiation Upload

You have now successfully reviewed the steps necessary to utilize the **Home** tab to navigate through the CGDP Portal!

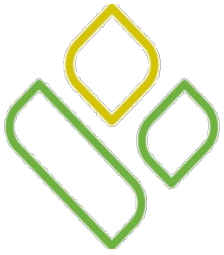
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Training Review

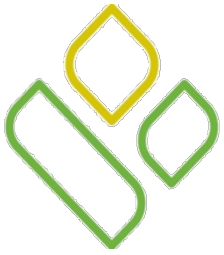


CGDP Portal DPP-Manufacturers –Training Review

In this training session you have learned about the CGDP Portal DPP-Manufacturers **Home** tab.

This training introduced you to the following topics:

1. First look introduction of the **Home** Tab
2. **Home Tab Regions**
 - **Tabbed region – Home**
 - **Home Filter region**
 - **Home Welcome Message region**
 - **Home Filter Results region**
 - **Home Status Definitions region**
3. Work Instruction for utilizing the **Home** tab functionality



CGDP Portal DPP-Manufacturers – Questions

Questions?

