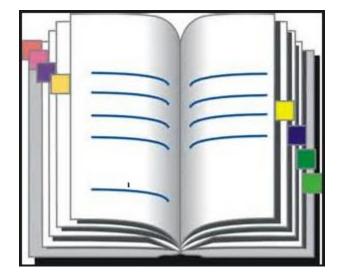
# Coverage Gap Discount Program (CGDP) CGDP Portal Direct Payment Process

## Sponsor Portal Users Guide







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## **Processing Deferred Invoices**

The CGDP Portal provides the ability to defer payment of distributed invoice line items to a subsequent reporting period *if*:

- The <u>Total Available</u> amount field in the **Payment Information region** totals less than the Portal's system-default allowable amount and
- The Sponsor's banking ACH process prevents processing of the total amounts selected for payment initiation that fall below their specified minimum dollar ACH processing amount for a specific payment date.

The payment initiation process used by the CGDP Portal initiates a lump sum debit from Sponsor bank accounts for the total amount of payments initiated per day, not individual line item debits.

Defer functionality becomes available if the amount listed in the <u>Total Available</u> field is less than the Portal's system-default allowable amount, currently designated as \$20.00 USD.

The instructions provided present different scenarios for how the Defer process functionality works.

The most important facts to know before deferring an invoice:

- All Sponsors are responsible for verifying their banking institution's specific threshold for lowdollar ACH amounts permitted for processing.
- The Portal processes initiated payments as a lump sum debit from Sponsor accounts for the total number of invoices selected to initiate on a specific day, not as individual invoice line items.

## Defer Eligible Invoices – <u>Total Available</u> Is Less Than \$20.00 USD

This instruction provides direction on when to use the deferment process.

#### Instruction Scenario:

Invoices distributed for a reporting period display a <u>Total Available</u> amount less than the Portal's system-default allowable amount, currently set at \$20.00 USD. The <u>Defer</u> checkbox displays for all available distributed invoice line items.

This Sponsor's banking institution allows ACH processing for dollar amounts greater than \$5.00 USD. In this scenario, the <u>Total Available</u> amount of all invoices is less than this Sponsor's bank ACH minimum threshold of \$5.00 USD, so all invoice line items are eligible for deferment.

**<u>Remember</u>**: Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

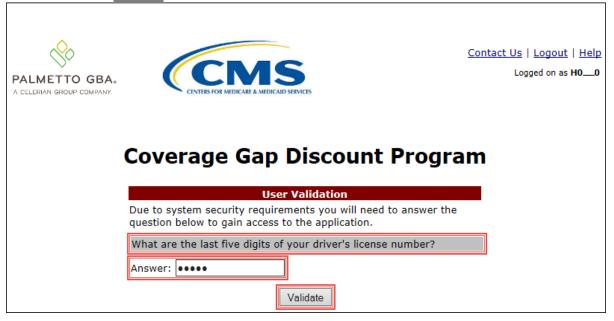
#### Note:

Completion of this process is limited to Sponsor associates assigned the *Payment Initiation* role.

1) Authorized users of the Portal will enter the Parent Organization ID in the <u>User ID</u> field and the corresponding password into the <u>Password</u> field on the **Login form**.

PALMETTO GBA. A CELERIAN GROUP COMPANY	CENTERS FOR MEDICARE & MEDICAID SERVICES	<u>Contact Us</u>   <u>Help</u>
Co	overage Gap Discount Program	ı
	User ID: Password: Login	

 After entering the <u>User ID</u> and <u>Password</u> successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the <u>Validate</u> button.



3) On the **Home** tab, select the specific type of invoice from the drop down list located in the <u>Invoice Type</u> field.

PALMETTO A CELERIAN GROUP O			1055			Contact Us   <u>My Profile</u>   <u>Logout</u>   <u>Help</u>   <u>Reporting</u> Logged on as <b>H00</b>
Home	Payments	Completed	Receipts	Reports	Disputes	
Sponsor	Portal Co	overage G	ap Disco	ount Pr	ogram	2
	Contra nvoice Type Numbe uarterly V ALL		Status		1 - 4 out of 4	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.
Invoice Type Quarterly Quarterly Quarterly Quarterly	Contract Number H50 H5_0 H5_0 H5_0	Reporting Period 201504 201503 201502 201501	Status Available Available Available Available	Select		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           Failed         One or more items has an unsuccessful payment attempt           Incomplete One or more items have not been paid Invoices requiring payment initiation not applicable. Invoice receipts available
						All line items have been initiated successfully Successful All line items have been paid successfully Reporting Periods with no invoice line items Filter Contract Number Reporting Period by: H5_0 V All V
						H5_0 201404

4) Populate the <u>Select</u> radio button for the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

ALMETTO CELERIAN GROUP C		FOR MEDICARE & MEDICAID SERVIC	CES			Logged on as <b>H0</b> (
Home	Payments	Completed	Receipts	Reports	Disputes	
ponsor	Portal Co	verage G	ap Disco	ount Pr	ogram	<b>a</b>
	Contrac nvoice Type Number uarterly V ALL	- noporcing	Status		1 - 4 out of 4	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.
Invoice Type	Contract Number	<u>Reporting</u> <u>Period</u>	<u>Status</u>	Select		For payment functions, start by selecting a line
Quarterly	H5_0	201504	Available			item from the list to the left of this message.
Quarterly	H5_0	201503	Available	0		
Quarterly Quarterly	H5_0 H5_0	201502 201501	Available Available	0		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         N/A       Invoices requiring payment initiation not applicable. Invoice receipts available         Pending       All line items have been initiated successfully         Successful All line items have been paid successfull
						Reporting Periods with no invoice line items         Filter       Contract Number       Reporting Period         by:       H5_0 V       ALL V         Contract Number       Reporting Period

5) On the **Payments** tab, review the **Payment Information region's** <u>Total Available</u> field to note the total dollar amount of available invoices.

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Hon	ne Payı	ments (	Completed Rec	eipts	Reports				
Sponso	or Porta	I CGI	OP Paymen	ts				<u>a</u>	
							ents due: 03/10/2016	Payment Informatio	
P Numbe	r: ALL 🗸	Parent Org	. ID: H00 Cor	ntract Numbe	er: H5_0	~	1 - 2 out of 2	Total Invoiced	\$4.87
				_				Total Failed	\$0.00
				I	nitiate All			Total Current Deferred	\$0.0
P Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID	Total Previous Deferred Total Pending	\$0.0 \$0.0
P10	\$1.43	\$0.00	04/01/2016				CG150410H50	Total Successful Total Available	\$0.0 \$4.8
P12	\$3.44	\$0.00	04/01/2016				CG15041_2H5_0		
Pending Tra	ر ansactions	Jpdate All 🗌	1				Submit	Payment Initiation Upload Browse	. Upload
P Nur There are no	mber Au o pending tran	thorization A sactions at this		ed Pay	yment Dal	te	Stop Payment		
							Stop Payment(s)		

6) Review the invoice line items in the **Payment Initiation region** and notice that the <u>Defer</u> check box is available when the **Payment Information region's** <u>Total Available</u> field displays an amount less than \$20.00 USD.

This example displays active <u>Defer</u> check boxes for invoice line items that fall below the CGDP Portal allowable amount of \$20.00 USD and fall below this Sponsor's bank ACH minimum threshold amount.

			Invoice Re	porting Perio	d: <b>20150</b>	4 Payme	nts due: 03/10/2016	-	
P Nun	iber: ALL 🗸	Parent Org	Payment Information						
		. anone org		itract Numbe			1 - 2 out of 2	Total Invoiced	\$4.87
				Π.				Total Failed	\$0.00
					nitiate All			Total Current Deferred	\$0.00
P Numb	Invoiced	Previous Deferred	Payment/Failed	Initiate	Defer	Failed	EFT ID	Total Previous Deferred	\$0.00
PNUIID	er Amount ↑↓	Amount	Date	Payment	Delei	Falleu		Total Pending	\$0.00
			04/01/2016	_				Total Successful	\$0.00
P1(	\$1.43	\$0.00	04/01/2016				CG150410H50	Total Available	\$4.87
P1	\$3.44	\$0.00	04/01/2016				CG15041_2H5_0		
	1	Update All 🗆 🛛					Submit		

<u>**Remember**</u>: Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. If the Sponsor's banking institution can process the amount displayed for an invoice item, the Sponsor **should not** utilize the Defer process for that line item.

 Populate the <u>Defer</u> check boxes with a check mark to select all invoice line item(s) for deferment and select the <u>Submit</u> button, located at the bottom right of the **Payment Initiation region**.

P Number		Parent Ora		tract Numbe			1 - 2 out of 2	Payment Informatio	<u></u>
PNumber		Parent Org	1 - 2 OUL OF 2	Total Invoiced	\$4.87				
				Π.				Total Failed	\$0.00
					nitiate All			Total Current Deferred	\$0.00
P Number	Invoiced Amount↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID	Total Previous Deferred Total Pending	\$0.00 \$0.00
P10	\$1.43	\$0.00	04/05/2016		✓		CG150410H50	Total Successful Total Available	\$0.00 \$4.87
P12	\$3.44	\$0.00	04/05/2016		✓		CG15041_2H5_0		
	ι	Jpdate All 🗌					Submit		

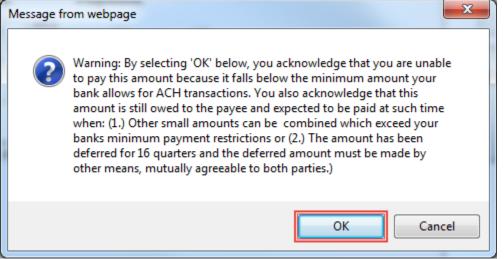
**Note:** Selecting <u>Defer</u> is <u>only</u> applicable when the <u>Defer</u> check box is available <u>and</u> if the Sponsor's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two entities.

8) To process the submission of the deferred payment, enter the <u>*Payment Initiation*</u> role four-digit PIN in the PIN Validation form and select the *Validate* button.

	×
Coverage Gap Discount Program	
PIN Validation	
••••	
Validate	

9) This message will appear after selecting the <u>Submit</u> button.



Note: Selecting the  $\underline{OK}$  button to defer the invoice line item to the subsequent period creates an irreversible event.

If it is determined that the selected line is not the correct deferrable invoice to process, utilize the *Cancel* button to exit the message screen and update the invoice line item.

10) Select <u>OK</u> to defer the selected invoice line item.

11) Once the defer process is complete, review the **Payment Information region's** <u>Total Current</u> Deferred field for updated amounts.

PALMETTO GBA, A CELERIAN GROUP COMPANY		15		Cont	tact US   My Profile   Logout   He	elp   <u>Reporting</u> ged on as <b>H00</b>
Home Payme	nts Completed	Receipts Repo	orts Disputes			
Sponsor Portal	CGDP Paym	ents	1 <b>1504</b> Payments du	ue: 03/10/2016	<u>a</u>	
P Number: ALL V Pa	arent Org. ID: H00	Contract Number: H5_	0 🗸		Payment Informat	ion
	-				Total Invoiced	\$4.87
		Initiate			Total Failed	\$0.00
	revious		5 All		Total Current Deferred	\$4.87
P Number Invoiced	eferred Payment/Fa		er Failed E	FT ID	Total Previous Deferred	\$0.00
	Amount Date	Payment			Total Pending	\$0.00
There are no more remaining	; invoice line items for the o	uarter.			Total Successful	\$0.00
	late All	1		Submit	Total Available	\$0.00
Pending Transactions	orization Amt Date Sul	_	t Date Stop I	Payment	Payment Initiation Upload Browse	Upload
There are no pending transac	tions at this time.					
				Stop Payment(s)		

12) To verify the deferred invoice line items, select the **Completed** tab, and review the data listed in the **Completed Transactions region**.

This example displays the selected invoice line items as Deferred in the <u>Status</u> field. The <u>Payment</u> <u>Date</u> field displays the defer date of the invoice line items.

PALMETTO GBA, A CELERIAN GROUP COMPANY		IS DICAID SERVICES			<u>Cont</u>	act Us   <u>My Profile</u>   <u>Logout</u>   <u>He</u> Log	lp   <u>Reporting</u> ged on as <b>H00</b>
Home Pa	ayments Completed	d Receipts	Reports	Disputes			
Sponsor Port	al CGDP Co	ompleted P	-	co Reporting D	eriod: <b>201504</b> <sup>1</sup>	<u>a</u>	
P Number: ALL V	Parent Org. ID: H0_	0 Contract Nu	mber: H5_0 V		eriod: 201504	Payment Information for	or H5_0
P Number. ALL	Parent Org. ID. Ho	_0 Contract Nu		1-2		Total Invoiced	\$4.87
						Total Received	\$0.00
P Number	Invoiced Amount	Payment Date	<u>Status</u>		EFTID	Total Deferred	\$4.87
P10	\$1.43	04/05/2016	Deferred	CG15	5041_0H5_0	Total Pending	\$0.00
P12	\$3.44	04/05/2016	Deferred	CG15	5041 <u>2H5</u> 0	Total Failed	\$0.00
						Total Outstanding	\$0.00
<sup>1</sup> To view completed payn line item that contains th			) the Home tab and	d select the rad	dio button	Possible Statuse Deferred Payer has determi amount owed is be bank's ACH minim Pending Payer initiation wa The debiting proce period and creditin remain Successful Funds should now	ned that the elow their ums s successful. ess, holding ng process still

You have now completed processing deferred invoice line items.

## Non-Eligible Deferment – <u>Total Available</u> Greater Than \$20.00 USD

This instruction provides direction on when the deferment process is not applicable.

#### Instruction Scenario:

Invoices distributed for a reporting period display a <u>Total Available</u> amount greater than the Portal's system-default allowable amount, currently set at \$20.00 USD. The <u>Defer</u> checkbox does not display for any distributed invoice line item *if* the <u>Total Available</u> amount is greater than the Portal's \$20.00 USD default amount.

In this scenario, the <u>Total Available</u> amount of all invoices is greater than the Portal's default amount so all invoice line items are eligible for payment processing and <u>not</u> deferment.

**<u>Remember</u>**: Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

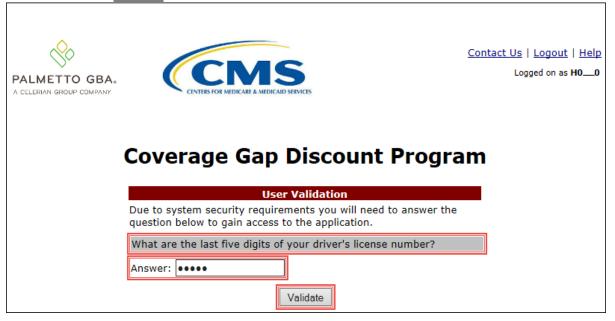
#### Note:

Completion of this process is limited to Sponsor associates assigned the *Payment Initiation* role.

1) Authorized users of the Portal will enter the Parent Organization ID in the <u>User ID</u> field and the corresponding password into the <u>Password</u> field on the **Login form**.

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Co	verage Gap Discount Program	1
	User ID: Password: Login	

 After entering the <u>User ID</u> and <u>Password</u> successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the <u>Validate</u> button.



3) On the **Home** tab, select the specific type of invoice from the drop down list located in the <u>Invoice Type</u> field.

PALMETTO G			ICES			<u>Contact Us</u>   <u>My Profile</u>   <u>L</u>	ogout   <u>Help</u>   <u>Reporting</u> Logged on as <b>H00</b>
Home	Payments	Completed	Receipts	Reports	Disputes		
Sponsor P	ortal Co	verage G	ap Disco	ount Pr	ogram	<b>a</b>	
Parent Org. ID Invo H00 Quar	Contrac bice Type Number terly ALL	Period	Status		1 - 3 out of 3	Welcome to Coverage Gap you can initiate a payment payments and receipt of pay your reports.	, check the status of
Quarterly	Contract Number H7_1 H7_1	Reporting Period 201504 201502	<u>Status</u> Available Available	Select		For payment functions, sta item from the list to the le	
Quarterly Quarterly	H7_1 H7_1	201502	Available	0		Failed payment attem Incomplete One or more ite N/A Invoices requiri applicable. Invo	ems has an unsuccessful pt ams have not been paid ng payment initiation not oce receipts available ave been initiated
						Reporting Periods with Filter Contract Numb by: H7_1 ✓ Contract Number	h no invoice line items Reporting Period ALL V Reporting Period
						H7_1 H7_1	201503 201404

4) Populate the <u>Select</u> radio button for the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

LMETTO G		FOR MEDICARE & MEDICARD SERV	ICES			<u>Contact Us</u>   <u>My Profile</u>   <u>L</u>	ogout   <u>Help</u>   <u>Reporting</u> Logged on as <b>H00</b>
Home	Payments	Completed	Receipts	Reports	Disputes		
onsor P	ortal Co	overage G	ap Disco	ount Pro	ogram	<u>a</u>	
	Contrac Dice Type Numbe terly V ALL	r Period	Status		1 - 3 out of 3	Welcome to Coverage Gap you can initiate a payment, payments and receipt of pa your reports.	check the status of
Quarterly Quarterly	Contract Number H7_1 H7_1	Reporting Period 201504 201502	<u>Status</u> Available Available	Select		For payment functions, statitem from the list to the lef	
Quarterly	H7_1	201501	Available	0		Failed payment attemp	ms has an unsuccessful ot
						N/A applicable. Invo	ms have not been paid ng payment initiation not ice receipts available ve been initiated
						Pending successfully Successful All line items ha	
						Reporting Periods with Filter Contract Numb by: H7_1 V	
						Contract Number	<b>Reporting Period</b>
						H7_1	201503

5) On the **Payments** tab, review the **Payment Information region's** <u>Total Available</u> field to note the total dollar amount of available invoices.

Но	me Payı	ments	Completed Rec	eipts	Reports	Disputes			
ons	or Porta	I CGI	DP Paymen	ts				2	
			Invoice Re	porting Perio	d: 201504	Payments due	: 03/10/2016		
P Numb	er: ALL 🗸	Parent Org	. ID: H00 Cor	ntract Numbe	er: H7_1 🗸	1 -	4 out of 4	Payment Information Total Invoiced	on \$35.45
								Total Failed	\$0.00
					nitiate All			Total Current Deferred	\$0.00
Number	Invoiced	Previous Deferred	Payment/Failed	Initiate	Defer Fa	ailed EF	TID	Total Previous Deferred	\$0.00
Number	Amount ↑↓	Amount	Date	Payment	Defer Fa	alled EF		Total Pending	\$0.00
			04/04/2016	_				Total Successful	\$0.00
P14	\$4.67	\$0.00				C	G15041_4H7_1	Total Available	\$35.45
P12	\$3.44	\$0.00	04/04/2016			C	G15041_2H71		
P11	\$17.87	\$0.00	04/04/2016			C	G15041_1H7_1		
P14	\$9.47	\$0.00	04/04/2016				G15041_4H7_1	Payment Initiation Upload Browse	Upload
	l	Jpdate All 🗌					Submit		
ndina T	ransactions								
inding i	ransactions								

6) Review the invoice line items in the Payment Initiation region and notice that the <u>Defer</u> check box is not available when the Payment Information region's <u>Total Available</u> field displays an amount greater than \$20.00 USD, even when invoice line item amounts are less than the Portal's system-default allowable amount.

			Invoice Re	porting Perio	d: 201504 Payn	nents due: 03/10/2016		
P Number	r: ALL 🗸	Parent Org	. ID: H00 Cor	tract Numbe	er: H7 1 🗸	1 - 4 out of 4	Payment Informat	ion
		r di citte org				1 4 642 61 4	Total Invoiced	\$35.45
				_	nitiate All		Total Failed	\$0.00
				Total Current Deferred	\$0.00			
	Invoiced	Previous	Payment/Failed	Initiate			Total Previous Deferred	\$0.00
P Number	Amount ↑↓	Deferred Amount	Date	Payment	Defer Failed	EFT ID	Total Pending	\$0.00
		Amount					Total Successful	\$0.00
P14	\$4.67	\$0.00	04/04/2016			CG15041_4H71	Total Available	\$35.45
P1_2	\$3.44	\$0.00	04/04/2016			CG15041_2H71		
P11	\$17.87	\$0.00	04/04/2016			CG150411H71		
P1_4	\$9.47	\$0.00	04/04/2016			CG150414H71		
	ι	Jpdate All 🗆 🛛				Submit		

<u>Note</u>: The payment initiation process used by the CGDP Portal initiates a lump sum debit from Sponsor bank accounts for the total amount of payments initiated, not individual line item debits.

 Populate the <u>Initiate Payment</u> check boxes with a check mark to select all invoice line item(s) for payment initiation and select the <u>Submit</u> button, located at the bottom right of the **Payments** Initiation region.

				🗌 Ir	nitiate All				
P Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID		
P14	\$4.67	\$0.00	04/04/2016				CG15041_4H71		
P12	\$3.44	\$0.00	04/04/2016				CG15041_2H7_1		
P11	\$17.87	\$0.00	04/04/2016				CG150411H71		
P14	\$9.47	\$0.00	04/04/2016	<b>v</b>			CG15041_4H7_1		
Update All									

**Note:** Selecting <u>Defer</u> is <u>only</u> applicable when the <u>Defer</u> check box is available <u>and</u> if the Sponsor's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

8) To process payment initiation, enter the <u>Payment Initiation</u> role four-digit PIN in the <u>PIN</u> <u>Validation</u> form and select the <u>Validate</u> button.



9) Once the process is complete, review the **Payment Information region's** <u>Total Pending</u> and <u>Total Available</u> fields for updated amounts.

ALMETTO GB					<u>Contact Us   My Profile   Logout   H</u> Log	elp   <u>Reporting</u> gged on as <b>H00</b>
Home	Payments Comp	bleted Receipts	Reports	Disputes		
ponsor Po	ortal CGDP	Payments			2	
P Number: ALL	Parent Org. ID:		Period: <b>201504</b>	Payments due: 03/10	D/2016 Payment Informa	tion
					Total Invoiced	\$35.45
			Initiate All		Total Failed	\$0.00
	. Previous				Total Current Deferred	\$0.00
		yment/Failed Initia		ailed EFT ID	Total Previous Deferred	\$0.00
Number Amour		Date Payn	nent		Total Pending	
Number Amour	nt t Dererred		nent		Total Successful	\$0.00
Number Amour	nt↑↓ Amount		nent			\$0.00
Number Amour	nt ↑↓ Amount remaining invoice line iter Update All □	ns for the quarter.	nent		Total Successful Total Available	\$0.00 \$0.00
Number Amour	nt ↑↓ Amount remaining invoice line iter Update All □	ns for the quarter.	Payment Date	6	Submit	\$0.00 \$0.00
Number Amour here are no more r ending Transacti	nt ↑↓ Deferred Amount remaining invoice line iter Update All □	ns for the quarter.		1 - 4 out of 4	Submit	\$0.0) \$0.0)
Number Amour here are no more r ending Transacti P Number	Int 1 Deferred Amount remaining invoice line iter Update All	Date Submitted	Payment Date	1 - 4 out of 4	Submit	\$0.0) \$0.0)
Number Amoun here are no more r ending Transacti P Number P1_4	Amount remaining invoice line iter Update All ions Authorization Amt \$4.67	Date Submitted 04/04/2016	Payment Date 04/04/2016	1 - 4 out of 4	Submit	\$0.00 \$0.00
Number Amoun here are no more r ending Transacti P Number P1_4 P1_2	t ↑ ↓ Deterred mount remaining invoice line iter Update All □ ons Authorization Amt \$4.67 \$3.44	Date Submitted 04/04/2016 04/04/2016	Payment Date 04/04/2016 04/04/2016	1 - 4 out of 4	Submit	

You have now completed working with invoice line items totaling greater than the Portal's system-default allowable amounts.

## Prior Reporting Period Deferment - N/A Payable Invoices Distributed for Reporting Period

This instruction provides direction on how to process previously deferred items when the current reporting period has no payable invoice activity available.

#### Instruction Scenario:

Invoices deferred from a prior reporting period require additional processing. The current reporting period contains only distributed invoices for receipt from Manufacturers. No payable invoices are available.

In this scenario, the prior period deferred items require processing in the current period, however, the current period does not have any payable invoices. The <u>Total Available</u> amount of all invoices is less than this Sponsor's bank ACH minimum threshold of \$5.00 USD, so all invoice line items are eligible for deferment

**<u>Remember</u>**: Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

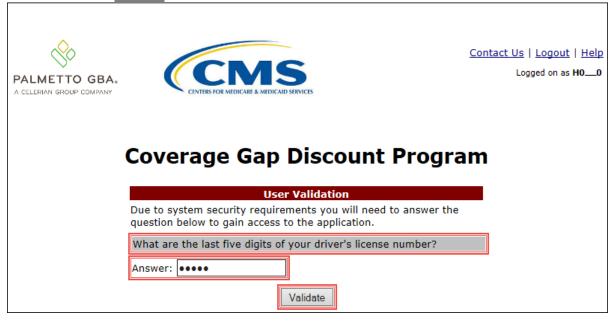
#### Note:

Completion of this process is limited to Sponsor associates assigned the *Payment Initiation* role.

1) Authorized users of the Portal will enter the Parent Organization ID in the <u>User ID</u> field and the corresponding password into the <u>Password</u> field on the **Login form**.

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Co	overage Gap Discount Program	
	Password: Login	

2) After entering the <u>User ID</u> and <u>Password</u> successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the <u>Validate</u> button.



3) On the **Home** tab, select the specific type of invoice from the drop down list located in the <u>Invoice Type</u> field.

PALMETTO ( A CELERIAN GROUP COM		S FOR MEDICARE & MEDICAID SER	VICES			Contact Us   My Profile   Logout   Help   Reporting Logged on as <b>H00</b> Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes	
Sponsor F	Portal Co	overage (	Sap Disco	ount Pr	ogram	<b></b>
	Contra voice Type Numb	er Period	Status ALL V		1 - 2 out of 2	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
Invoice Type Quarterly	Contract Number	Reporting Period 201503	<u>Status</u> N/A	Select		item from the list to the left of this message.
Quarterly	55_2	201502	Successful	Ō		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
						Reporting Periods with no invoice line items         Filter       Contract Number       Reporting Period         by:       ALL       ALL       ALL         Contract Number       Reporting Period         There is an invoice report for the selected Contract

4) Populate the <u>Select</u> radio button for the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

		CNS RS FOR MEDICARE & MEDICARD SER	VICES			Contact Us   My Profile   Logout   Help   Reportin Logged on as HO Test Environme
Home	Payments	Completed	Receipts	Reports	Disputes	
ponsor F	Portal C	overage (	Gap Disco	ount Pro	ogram	2
	Contra roice Type Numb	per Period	Status		1 - 2 out of 2	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
	Contract Number	Reporting Period	<u>Status</u>	Select		item from the list to the left of this message.
Quarterly Quarterly	552 552	201503 201502	N/A Successful			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
						Reporting Periods with no invoice line items         Filter       Contract Number       Reporting Period         by:       ALL       ALL       ALL         Contract Number       Reporting Period         Contract Number       Reporting Period         There is an invoice report for the selected Contract

5) On the **Payments** tab, review the **Payment Information region**. Note that the <u>Total Invoiced</u> field contains zeros, due to the Sponsor not receiving payable invoices for the reporting period. However, the <u>Total Previously Deferred</u> and <u>Total Available</u> fields display the total dollar amount of invoices deferred from the prior period.

PALMETI A CELERIAN GRO		CENTERS FOR	MEDICARE & MEDICAID SERVICES					<u>Contact Us   My Profile   Logout</u>	t   <u>Help</u>   <u>Reporting</u> Logged on as <b>H0_0</b> Test Environment
Hon	ne Payr	ments (	Completed Re	ceipts	Reports	Disput	es		
Sponso	or Porta	I CGI	DP Paymen		nd: 20150	3 Paymen	ts due: <b>12/09/2015</b>	<b>a</b>	
P Numbe	r: ALL 🗸	Parent Org		ntract Numbe			1 - 2 out of 2	Payment Inform	
								Total Invoiced Total Failed	\$0.00 \$0.00
					nitiate All			Total Current Deferred	\$0.00
·	Invoiced	Previous	Payment/Failed	Initiate			]	Total Previously Deferred	\$6.45
P Number	Amount ↑↓	Deferred Amount	Date	Payment	Defer	Failed	EFT ID	Total Pending	\$0.00
			10/09/2015	_	_			Total Successful	\$0.00
P10	\$0.00	\$0.34	12/08/2015				CG150210S52	Total Available	\$6.45
P13	\$0.00	\$6.11	12/08/2015				CG15021_3S5_2		
Pending Tra		Jpdate All 🗌				:	Submit	Payment Initiation Upload	
P Nun There are no	nber Auto pending trans	thorization A actions at this		ed Pay	yment Dai	te St	op Payment		
							Stop Payment(s)		

6) Review the invoice line items in the **Payment Initiation region** and notice that the <u>Defer</u> check box is available when the **Payment Information region's** <u>Total Available</u> field displays an amount less than \$20.00 USD.

This example displays active <u>Defer</u> check boxes for <u>Previous Deferred Amount</u> invoice line items that fall below the CGDP Portal allowable amount of \$20.00 USD and fall below this Sponsor's bank ACH minimum threshold amount. Note that there are no <u>Invoiced Amounts</u> available in this scenario.

			Invoice Re	oorting Perio	d: 20150	3 Payme	nts due: 12/09/2015	5	
P Numbe	r: All 🗸	Parent Org	. ID:H00 Con	tract Numbe	r: S5 2	~	1 - 2 out of 2	Payment Information	1
								Total Invoiced \$0.	00
					Total Failed \$0.	00			
					nitiate All			Total Current Deferred \$0.	00
P Number	Invoiced	Previous Deferred	Payment/Failed	Initiate	Defer	Failed	EFT ID	Total Previously Deferred \$6.	45
r Humber	Amount↑↓	Amount	Date	Payment	Derei	runcu		Total Pending \$0.	00
			12/08/2015					Total Successful \$0.	00
P10	<u>\$0.00</u>	\$0.34			Н		CG150210S52	Total Available \$6.	45
P13	<u>\$0.00</u>	\$6.11	12/08/2015				CG150213S52		
	U	Ipdate All 🗆					Submit	Ī	

**<u>Remember</u>**: Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. If the Sponsor's banking institution can process the amount displayed for an invoice item, the Sponsor **should not** utilize the Defer process for that line item.

 Populate the <u>Defer</u> check boxes with a check mark to select all invoice line item(s) for deferment and select the <u>Submit</u> button, located at the bottom right of the **Payment Initiation region**.

PALMETT A CELERIAN GRO		CENTERS FOR	MEDICARE & MEDICAID SERVICES					<u>Contact Us</u>   <u>My Profile</u>   <u>Logo</u>	ut   <u>Help</u>   <u>Reporting</u> Logged on as <b>H00</b> Test Environment
Hom	ne Paym	ients (	Completed Red	eipts	Reports	Disput	es		
Sponso	or Porta	CG	DP Paymen		4. 20150	<b>2</b>	to due: 10/00/2015	â.	
P Number	r: ALL 🗸	Parent Org		tract Numbe			ts due: 12/09/2015 1 - 2 out of 2	Payment Infor	mation
								Total Invoiced	\$0.00
				🗆 I	nitiate All			Total Failed Total Current Deferred	\$0.00 \$0.00
P Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID	Total Previously Deferred Total Pending	\$6.45 \$0.00
P10	\$0.00	\$0.34	12/08/2015		$\checkmark$		CG150210S52	Total Successful Total Available	\$0.00 \$6.45
P13	\$0.00	\$6.11	12/08/2015		✓		CG15021_3S5_2		
Pending Tra		pdate All 🗌				1	Submit	Payment Initiation Uplo Bro	ad wse Upload
P Nun There are no	nber Aut pending trans	horization A		ed Pay	ment Dai	te St	op Payment		
							Stop Payment(s)		

**Note**: Selecting <u>Defer</u> is <u>only</u> applicable when the <u>Defer</u> check box is available <u>and</u> if the Sponsor's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two entities.

8) To process the submission of the deferred payment, enter the <u>*Payment Initiation*</u> role four-digit PIN in the <u>PIN Validation</u> form and select the <u>*Validate*</u> button.

	×
Coverage Gap Discount Program	
PIN Validation	
••••	
Validate	

9) This message will appear after selecting the <u>Submit</u> button.

Message from webpage
Warning: By selecting 'OK' below, you acknowledge that you are unable to pay this amount because it falls below the minimum amount your bank allows for ACH transactions. You also acknowledge that this amount is still owed to the payee and expected to be paid at such time when: (1.) Other small amounts can be combined which exceed your banks minimum payment restrictions or (2.) The amount has been deferred for 16 quarters and the deferred amount must be made by other means, mutually agreeable to both parties.)
OK Cancel

Note: Selecting the  $\underline{OK}$  button to defer the invoice line item to the subsequent period creates an irreversible event.

If it is determined that the selected line is not the correct deferrable invoice to process, utilize the *Cancel* button to exit the message screen and update the invoice line item.

10) Select <u>OK</u> to defer the selected invoice line item.

11) Once the defer process is complete, review the **Payment Information region's** <u>Total Previously</u> <u>Deferred</u> and <u>Total Available</u> fields for updated amounts.

		<u>Reporting</u> d on as <b>H00</b> st Environment
Home Payments Completed Receipts Reports Disputes		
ponsor Portal CGDP Payments	2	
Invoice Reporting Period: 201503 Payments due: 12/09/2015           P Number:         ALL         Parent Org. ID: H0_0 Contract Number: \$5_2 V         1 - 2 out of 2	Payment Information	
	Total Invoiced	\$0.00
	Total Failed	\$0.00
Initiate All	Total Current Deferred	\$0.00
Contract Invoiced Deferred Payment/Failed Initiate Defer Failed FET ID	Total Previously Deferred	\$0.00
Number Amount †↓ Deterred Date Payment Deterration Erring	Total Pending	\$0.00
There are no more remaining invoice line items for the guarter.	Total Successful	\$0.00
	Total Available	\$0.00
Update All Submit Pending Transactions P Number Authorization Amt Date Submitted Payment Date Stop Payment There are no pending transactions at this time.	Payment Initiation Upload Browse	Upload

12) To verify the deferred invoice line items, return to the **Home** tab and select the prior quarter.

PALMETTO C		CMS BIS FOR MEDICARE & MEDICARD SER	VICES			Contact Us   My Profile   Logout   Help   Reporting Logged on as H0_0 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes	
Sponsor F	Portal C	overage (	Gap Disco	ount Pr	ogram	<u>_</u>
	Contr oice Type Numl rterly V S5932	per Period	Status		1 - 2 out of 2	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
<b>Invoice Type</b> Quarterly Quarterly	<mark>Contract Number</mark> S5 <u>2</u> S5 <u>2</u>	Reporting Period 201503 201502	<u>Status</u> N/A Successful	Select		item from the list to the left of this message.           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
						Reporting Periods with no invoice line items         Filter       Contract Number       Reporting Period         by:       ALL       ALL       ALL         Contract Number       Reporting Period         There is an invoice report for the selected Contract

## 13) Select the **Completed** tab, and review the data listed in the **Completed Transactions region**.

This example displays the selected invoice line items as Deferred in the <u>Status</u> field. *Note*: The <u>Payment Date</u> field displays the most recent deferred date.

PALMETTO GBA		DICAID SERVICES			<u>C</u>	ontact Us   My Profile   Logout   E Lo	Help   <u>Reporting</u> ogged on as <b>H00</b> Test Environment
Home F	Payments Complete	d Receipts	Reports	Disputes			
Sponsor Por	tal CGDP C	ompleted P	-	a Paparting I	Period: <b>201502</b> <sup>1</sup>	2	
P Number: ALL V	Parent Org. ID: H0	0 Contract Nu	mber: S5_2 V		2 out of 2	Payment Information f	or S5_2
P Number. ALL +				1	2 000 01 2	Total Invoiced	\$6.45
P Number	Invoiced Amount	Design of Desta	Ch-h		FFTTD	Total Received	\$0.00
		Payment Date	Status		EFTID	Total Deferred	\$6.45
P10	\$0.34	12/08/2015	Deferred		5021_0S5_2	Total Pending	\$0.00
P1_3	\$6.11	12/08/2015	Deferred	CG1	5021_3S5_2	Total Failed	\$0.00
						Total Outstanding	\$0.00
	yments for a different repo the desired reporting perio		o the Home tab and	select the ra	idio button	Possible Statuse Pending Payer initiation wa The debiting proce period and creditin remain Successful Funds should now the payee's accourt	s successful. ss, holding g process still be available in

You have now completed processing a previously deferred invoice line item in the following reporting period that received no payable invoice line items.

## Prior Reporting Period Deferment - No Invoices Distributed for Current Reporting Period

This instruction provides direction on how to process previously deferred items when the current reporting period has no invoice activity available.

#### Instruction Scenario:

Invoices deferred from a prior reporting period require additional processing. The current reporting period did not receive distributed invoices available for payment or receipt. The Portal updates the prior reporting period status to Incomplete as well as updating the reporting period line item with a red font. Users are required to review any reporting periods with statuses other than Successful and perform processing as necessary to remain in program compliance.

In this scenario, the prior period deferred items require processing, even though the current period has no invoices distributed for payment or receipt. The <u>Total Available</u> amount of all invoices is less than this Sponsor's bank ACH minimum threshold of \$5.00 USD, so all invoice line items are eligible for deferment.

**<u>Remember</u>**: Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

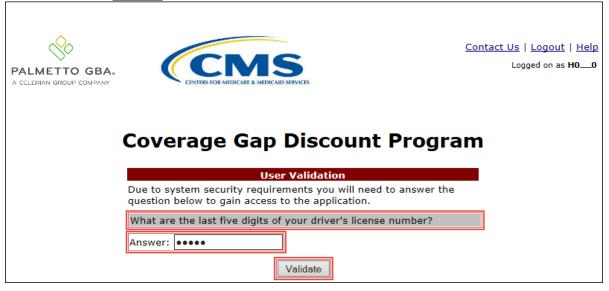
#### Note:

Completion of this process is limited to manufacturer associates assigned the *Payment Initiation* role.

1) Authorized users of the Portal will enter the Parent Organization ID in the <u>User ID</u> field and the corresponding password into the <u>Password</u> field on the **Login form**.



 After entering the <u>User ID</u> and <u>Password</u> successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the <u>Validate</u> button.



- 3) On the **Home** tab, review the following sections:
  - System message above the **Filter region** displays "One or More Reporting Periods Have Outstanding Payments."
  - Updated status of prior reporting periods in the **Filter Results region**, the example displays the updated status of Incomplete
  - No Invoice Reporting region displays the current reporting period

PALMETTO GBA. A CELERIAN GROUP COMPANY	Contact Us   My Profile   Logout   Help   Reporting Logged on as H00 Test Environment
Home Payments Completed Receipts Reports Disputes	
Sponsor Portal Coverage Gap Discount Program	2
One or More Reporting Periods Have Outstanding Payments           Parent Org.         Contract         Reporting           ID         Invoice Type         Number         Period         Status         1 - 1 out of 1           H0_0         Quarterly         ALL         ALL          ALL	your reports.
Invoice Type         Contract Number         Reporting Period         Status         Select           Quarterly         S5_2         201502         Incomplete         O	For payment functions, start by selecting a line item from the list to the left of this message.
	Failed         One or more items has an unsuccessful payment attempt           Incomplete One or more items have not been paid         Pending           Pending         All line items have been initiated successfully
	Successful All line items have been paid successfully Reporting Periods with no invoice line items
	Filter Contract Number Reporting Period by: ALL V ALL V Contract Number Reporting Period
	<u>55_2</u> 201503

4) Populate the <u>Select</u> radio button for the reporting period with the updated status of Incomplete, displayed in red font, and then select the **Payments** tab to view the invoice line items for the specific reporting period.

ID       Invoice type       Number       Period       Status         Invoice Type       Contract Number       Reporting       Status       Select         Quarterly       S5_2       201502       Incomplete       Incomplete         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 successful         Filter       Contract Number	PALMETTO ( A CELERIAN GROUP COI		CENTERS FOR MEDICARE & MEDICAID SER	vices			Contact Us   My Profile   Logout   Help   Reporting Logged on as <b>H00</b> Test Environment
One or More Reporting Periods Have Outstanding Payments         Parent Org.       Contract       Reporting         ID       Invoice Type       Number       Period         Status       1-1 out of 1         HO_O       Quarterly       ALL       ALL         Invoice Type       Contract Number       Reporting       Status       Select         Quarterly       S5_2       201502       Incomplete       Incomplete         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 paid successful y         Successful All line items have been paid successful         Pending All line items have been paid successful         Successful All line items have been paid successful	Home	Payments	Completed	Receipts	Reports	Disputes	
Parent Org.       Contract       Reporting         ID       Invoice Type       Number       Period       Status         Invoice Type       ALL       ALL       Invoice Type       Ouarterly         Invoice Type       Contract Number       Reporting       Status       1-1 out of 1         Invoice Type       Contract Number       Reporting       Status       Select         Quarterly       S5_2       201502       Incomplete       Incomplete         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 paid successful successful Successful All line items have been paid successful All line items have been paid successful Successful	Sponsor F	Portal	Coverage G	ap Disco	ount Pr	ogram	â,
Filter Contract Number Reporting Period	ID Inv H00 Qua	Cc roice Type Nu interly V AL	ALL V Reporting Period ALL V Reporting Per Reporting Period	Status ALL V Status	<u>Select</u>	1 - 1 out of 1	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 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
by: ALL V ALL V Contract Number Reporting Period							by: ALL V ALL V

5) On the **Payments** tab, review the **Payment Information region's** <u>Total Available</u> field to note the total dollar amount of available invoices.

PALMET		CENTERS FOR							Contact Us   My Profile   Logout	<u>Help</u>   <u>Reporting</u> Logged on as <b>H00</b> Test Environment
Ho	me Payı	ments	Completed Rec	eipts	Reports	Disp	utes			
P Numbe				<b>ts</b> porting Perio ntract Numbe			ents due: <b>10/</b> 1 - 2 out c		E Payment Informa	ition
									Total Invoiced Total Failed	\$6.45 \$0.00
					nitiate All				Total Current Deferred	\$0.00
P Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID		Total Previously Deferred Total Pending	\$0.00 \$0.00
P10	\$0.34	\$0.00	12/08/2015				CG15021	_0S5_2	Total Successful Total Available	\$0.00 \$6.45
P13	\$6.11	\$0.00	12/08/2015				CG15021	_355_2		
Pending Ti	ransactions	Jpdate All 🗌						Submit	Payment Initiation Upload Browse	a Upload
	mber Au o pending tran	thorization A sactions at this		ed Pay	rment Da	te	Stop Paymer	it		

6) Review the invoice line items in the **Payment Initiation region** and notice that the <u>Defer</u> check box is available when the **Payment Information region's** <u>Total Available</u> field displays an amount less than \$20.00 USD.

This example displays active <u>Defer</u> check boxes for invoice line items that fall below the CGDP Portal allowable amount of \$20.00 USD and fall below this Sponsor's bank ACH minimum threshold amount.

			Invoice Re	porting Perio	d: 20150	2 Payme	nts due: 10/09/2015	-						
P Number	P Number: ALL V Parent Org. ID: H0_0 Contract Number: S5_2 V 1 - 2 out of 2							ſ	Payment Informatio	<u>n</u>				
									Total Invoiced	\$6.45				
	□ Initiate All Total Failed \$0.								\$0.00					
					nitiate All			Total C	urrent Deferred	\$0.00				
P Number	Invoiced	Previous Deferred	Payment/Failed	Initiate	Defer	Failed	EFT ID	Total Prev	riously Deferred	\$0.00				
FNumber	Amount ↑↓	Amount	Date	Payment	Payment	Payment	Payment	Payment	Derei	raneu			Total Pending	\$0.00
			12/08/2015	_					Fotal Successful	\$0.00				
P10	\$0.34	\$0.00					CG150210S52		Total Available	\$6.45				
P13	\$6.11	\$0.00	12/08/2015				CG150213S52							
	Update All													

**<u>Remember</u>**: Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. If the Sponsor's banking institution can process the amount displayed for an invoice item, the Sponsor **should not** utilize the Defer process for that line item.

7) Populate the <u>Defer</u> check boxes with a check mark to select all invoice line item(s) for deferment and select the <u>Submit</u> button, located at the bottom right of the **Payment Initiation region**.

PALMETTO GBA.					Contact Us   <u>My Profile</u>   <u>Logou</u>	t   <u>Help</u>   <u>Reporting</u> Logged on as <b>H00</b> Test Environment
Home Payments (	Completed Receip	ots Reports	Disputes			
Sponsor Portal CGI		S rting Period: <b>20150</b> 2	Payments due	e: 10/09/2015	2	
P Number: ALL V Parent Org		act Number: S5_2	_	2 out of 2	Payment Info	
				)	Total Invoiced	\$6.45
		Initiate All			Total Failed	\$0.00
Previous					Total Current Deferred	\$0.00
P Number Invoiced Deferred		Initiate Payment Defer	Failed EF	T ID	Total Previously Deferred	\$0.00
Amount Amount	Date	Payment			Total Pending	\$0.00
P10 \$0.34 \$0.00	12/08/2015		0	G150210S52	Total Successful	\$0.00
					Total Available	\$6.45
P13 \$6.11 \$0.00	12/08/2015		C	G15021_3S5_2		
Update All 🗌				Submit	Payment Initiation Uplo	
Pending Transactions					Bro	wse Upload
P Number Authorization A	Amt Date Submitted	Payment Dat	e Stop Pa	ayment		
There are no pending transactions at this	s time.	•				
				Stop Payment(s)		

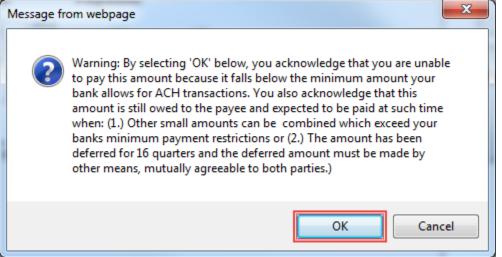
**Note**: Selecting <u>Defer</u> is <u>only</u> applicable when the <u>Defer</u> check box is available <u>and</u> if the Sponsor's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two entities.

8) To process the submission of the deferred payment, enter the <u>*Payment Initiation*</u> role four-digit PIN in the PIN Validation form and select the *Validate* button.

The in the <u>The vandation</u> form and beloce the <u>vandatic</u> button.
Coverage Gap Discount Program
PIN Validation
••••
Validate

9) This message will appear after selecting the <u>Submit</u> button.



Note: Selecting the  $\underline{OK}$  button to defer the invoice line item to the subsequent period creates an irreversible event.

If it is determined that the selected line is not the correct deferrable invoice to process, utilize the *Cancel* button to exit the message screen and update the invoice line item.

10) Select <u>OK</u> to defer the selected invoice line item.

11) Once the defer process is complete, review the **Payment Information region** <u>Total Current</u> <u>Deferred</u> field for updated amounts.

PALMETTO GBA. A CELERIAN GROUP COMPANY	Contact Us   My Profile   Logou	<u>t   Help   Reporting</u> Logged on as <b>H0(</b> Test Environmen
Home Payments Completed Receipts Reports Disputes		
Sponsor Portal CGDP Payments	â	
Invoice Reporting Period: 201502 Payments due: 10/09/2015           P Number:         ALL         Parent Org. ID: H0_0         Contract Number:         S5_2         1 - 2 out of 2	Payment Inform	nation
	Total Invoiced	\$6.45
□ Initiate All	Total Failed	\$0.00
	Total Current Deferred	\$6.45
Contract Invoiced Previous Payment/Failed Initiate Defer Failed EFT ID	Total Previously Deferred	\$0.00
Number Amount ↑↓ Deteried Date Payment Deter Failed EFF1D	Total Pending	\$0.00
There are no more remaining invoice line items for the quarter.	Total Successful	\$0.00
	Total Available	\$0.00
Update All Definition of the submitted Payment Date Stop Payment There are no pending transactions at this time.  Stop Payment(s)	Payment Initiation Uploa Brow	

12) Select the **Completed** tab, and review the data listed in the **Completed Transactions region**.

This example displays the selected invoice line items as Deferred in the <u>Status</u> field. *Note*: The <u>Payment Date</u> field displays the most recent deferred date.

PALMETTO GBA, a celerian group company	CINITIES FOR MEDICARE & MEDICAD	SERVICES			<u>C</u>	ontact Us   <u>My Profile</u>   <u>Logout</u>	<u>Help</u>   <u>Reporting</u> Logged on as <b>H00</b> Test Environment
Home Payr	ments Completed	Receipts	Reports	Disputes			
Sponsor Porta	CGDP Con	pleted P	-	as Departing De	eriod: <b>201502</b> <sup>1</sup>	2	
P Number: ALL V	Parent Org. ID: H00	Contract Nu	mber: S5_2 V		out of 2	Payment Informatio	n for <u>\$5_2</u>
T NUMBER NEL	rarent org. 15. no0	contract Mar		1-2		Total Invoiced	\$6.45
				-		Total Received	\$0.00
		yment Date	Status	_	FTID	Total Deferred	\$6.45
P10		2/08/2015	Deferred		021_0S5_2	Total Pending	\$0.00
P1_3	\$6.11	2/08/2015	Deferred	CG15	021_3S5_2	Total Failed	\$0.00
						Total Outstanding	\$0.00
<sup>1</sup> To view completed payme line item that contains the	ents for a different reporting desired reporting period.	ı period, return to	the Home tab and	d select the rad	lio button	Possible Statt Pending Payer initiation The debiting pr period and cred remain Successful Funds should no the payee's acc	was successful. ocess, holding iting process still ow be available in

13) To verify the status of the reporting period, return to the **Home** tab to view the <u>Status</u> field.

Home Payments	Completed	Receipts	Reports	Disputes	
onsor Portal C	Coverage (	Gap Disco	ount Pro	gram	<u>i</u>
rent Org. Cont ID Invoice Type Num H00 Quarterly V ALL nvoice Type Contract Number Quarterly 552	ALL V	Status	Select O	1 - 1 out of 1	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         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 successful       Successful All line items have been paid successful
					Reporting Periods with no invoice line items           Filter         Contract Number         Reporting Period           by:         ALL         ALL         ALL
					by. ALL I

You have now completed processing a previously deferred invoice line item when the current reporting period received no invoice line items.