



How Do I Sign Up to Receive Electronic Funds Transfer?

For Additional Questions and Answers, visit our [FAQ](#) section

Step 1: Select the Application

Click **Display/Edit Practice Information** on the left-hand side menu on the *MyPractice* Page.

Step 2: Select Electronic Funds Transfer

On the *My Practice Info* screen click **Electronic Funds Transfer**.

- *Electronic Funds Transfer* is HIPAA-compliant.

Step 3: Access Registration Form

Click **Add** to open the *Registration Form* in a separate window.

Step 4: Enter Information

Type your information into the form that appears.

Click **Save** to submit changes.

- The Electronic Funds Transfer process will begin once you submit a payment-eligible claim to Magellan. This claim is used for testing with your bank, which can take 8-10 business days. This claim will be paid via hard copy check, but if testing was successful, your next eligible claim will be paid via Electronic Funds Transfer.
- Once electing Electronic Funds Transfer, you will no longer receive paper checks, Explanation of Benefits (EOB) or Explanation of Payment (EOP) statements.
- To view or print EOB statements, click **View EOB** when looking at the claims online in *Check Claims Status*.
- To sign up for Electronic Remittance Advice (online EOB statements), contact one of our [contracted clearinghouses](#).