



How Do I Sign Up to Receive Electronic Funds Transfer?

#### Steps: Electronic Funds Transfer Request

- 1) To access, click ***Display/Edit Practice Information*** on the left hand side menu on the *MyPractice* Page.
- 2) On the *Provider Data Change Form* tab, click ***Electronic Funds Transfer***.
- 3) Click ***Add EFT Enrollment*** to open the registration form.
- 4) Type your information into the form that appears. Click ***Save*** to submit the change.

#### TIPS:

- The Electronic Funds Transfer (EFT) 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 EFT.
- You will no longer receive paper checks, Explanation of Benefits (EOB) or Explanation of Payment (EOP) statements.
- To obtain claim information, use the *Check Claims Status* application and search by the check number.
- 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), complete and submit the correct form at the bottom of our [electronic transactions webpage](#).
- EFT is HIPAA-compliant.
- For further assistance, use the [FAQs](#) link to access ***Contact Us***.