

Submit an Online EASI Form

Follow the steps below to access the online Employee Assistance Service Information (EASI) Form – Magellan’s EAP payment request form – on the EAP Services portal.

1. How to access the EASI Form

To access the online EASI Form, sign in at **provider.magellanhealthcare.com**. Alternatively, you may sign in to MagellanProvider.com and navigate to *Submit an EASI Form* or *View EAP Registrations*.

Note: if this is your first time accessing the EAP Services portal, you will need to create an account and connect your existing MagellanProvider.com account. View our [create/connect account video](#) or [user guide](#) for help.

After signing in to the EAP Services portal, you will see the *My EAP Cases* table that lists all your registered cases. Next, search for a specific case or narrow the results by using the search box.

Once you find the correct member, **click the *Submit EASI Form* link located under the *Actions* column** to begin an online EASI Form submission.

My EAP Cases

[+ Register New Case](#)

View, access registration packets, or request payment for your registered EAP cases.
To register a new case, use the Register New Case button at the upper right.
Note: you can use the online EASI Form for most, but not all, cases. [View the exceptions list.](#)

Search to filter results

[Reset](#)

Type to search

Member Name ↑↓	Actions ↑↓	Sessions Used ↑↓	Provider Name ↑↓	MAT Number ↑↓	Service Dates ↑↓
Virginia Montoya	View EAP Packet Submit EASI Form	0 of 6	Carolyn Moser	0ZABZ1000	02/18/2025 - 08/22/2025
Barry Doe	View EAP Packet Submit EASI Form	2 of 7	Daniel Negron	0003GM000	01/23/2024 - 07/20/2025
Claire Odell	View EAP Packet Submit EASI Form	4 of 7	Ginger Brown	0SB5R2000	12/19/2024 - 06/22/2025
Cecil Schultz	View EAP Packet Submit EASI Form	3 of 5	Orlando Conkle	06T9LN000	11/05/2024 - 05/10/2025
Audrey Flatley	View EAP Packet Submit EASI Form	5 of 8	Ginger Brown	0GA7N9000	10/27/2024 - 04/29/2025
Lyle Carroll	View EAP Packet Submit EASI Form	3 of 6	Garry Macejkovic	09PA6G000	09/01/2024 - 03/05/2025
Sophia Jast	View EAP Packet Submit EASI Form	5 of 7	Edith Cronin	0A8HBG000	08/16/2024 - 02/19/2025
Steven Homenick	View EAP Packet Submit EASI Form	6 of 7	Troy Newton	0LOLZ5000	07/21/2024 - 01/22/2025
Gina Sporer	View EAP Packet Submit EASI Form	4 of 8	Antonio Wingate	0MBR79000	06/03/2024 - 12/05/2024
Mario Kunze	View EAP Packet Submit EASI Form	3 of 7	Floyd Kuhic	0W0WZR000	05/18/2024 - 11/20/2024

The other option to access the EASI Form for a particular case is to **click on the member's name or View EAP Packet**. Then, on the member details screen, **click the blue Submit EASI Form button**.

EAP Services

Magellan

HEALTHCARE

Account

← My EAP Cases

Virginia Montoya

ⓘ This case is registered; you may meet with the member for their EAP sessions.

Review the documents in the EAP Packet section below and share with the member (as applicable) before submitting the EASI Form for interim or final payment requests.

Submit EASI Form →

EAP Packet

[Provider Letter \(PDF\)](#)

[EAP Referral Sheet \(Doc\)](#)

[Statement of Understanding \(PDF\)](#)

[Member Experience Survey \(PDF\)](#)

[EASI Form \(PDF\)](#)

For additional forms, visit our [EAP Forms](#) page.

Member Info

Member Name

Virginia Montoya

Member Date of Birth

04/01/1953

Company Name

Air Force CEAP

Service Dates

02/18/2025 - 08/22/2025

MAT Number

0ZABZ1000

Sessions Used

0 of 6

EAP Provider Info

Provider Name

Carolyn Moser

MIS Number

601290359

← My EAP Cases

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This takes you to the first page of the EASI Form.

2. Completing the EASI Form

Review the member details, indicate if this is an interim or final bill, and answer required questions regarding the case.

[My EAP Cases](#) > [EASI Form](#)

Employee Assistance Service Information (EASI) Form

Complete this form to request interim or final payments for your
EAP services.

[Review the information below and submit this form within
90 days of the registration end date.](#)

Provider MIS Number: 1111100000	MAT Number: 0ZABZ100
Provider Name: Test Provider	Provider TIN/SSN: 123433421
Provider Address: 123 MAIN STREET ANYTOWN, 11111	Member Name: Test Member
Organization: MEMBER PLAN	Number of Certified Sessions: 5
Registration Start Date: 09/15/2017	Registration End Date: 12/31/2017

* Required

What type of bill is this?*

☐ Interim Bill ☐ Final Bill

Member's Race/Ethnicity

Select 

Date Member Contacted You for First Session*

MM/DD/YYYY

Date of the First Available Appointment Offered*

MM/DD/YYYY

(Even if the member did not accept this date)

[Continue →](#)

After clicking Continue, you then enter Encounter Information (e.g., session details) and additional information about the member/case. For a final bill, you'll complete a questionnaire as well.

The last step of the form is the Attestation. After you click *Save and Finish*, the form is submitted, and you have the option to print a PDF for your records.

The screenshot shows the 'Attestation' step of the EASI Form. The header bar is dark grey with 'EAP Services' on the left and the Magellan Healthcare logo on the right. Below the header, a breadcrumb trail reads 'EAP Services > EASI Form'. The main content area has a light blue background. At the top, the word 'Attestation' is centered in bold. Below it, a message says 'Enter your information below and check the box to confirm your understanding.' There are four required fields, each with a red asterisk: 'Legal Last Name', 'Legal First Name', 'Primary Business Phone Number', and 'Primary Business Fax Number'. Each field has a corresponding text input box. Below the fields is a checkbox with a blue checkmark, followed by a paragraph of legal text: 'I hereby certify that all information I have submitted is correct and complete. I understand that any information I provide to Magellan Healthcare or its subsidiaries or affiliates that subsequently is found to be false could result in termination of any contract I may have with Magellan Healthcare or its subsidiaries or affiliates.' At the bottom, there are two buttons: a light blue 'Back' button with a left arrow and a dark blue 'Save and Finish' button with a right arrow.

The screenshot shows the 'Submission Confirmed' screen. The header bar is dark grey with 'EAP Services' on the left and the Magellan Healthcare logo on the right. Below the header, a breadcrumb trail reads 'EAP Services > EASI Form'. The main content area has a light blue background. At the top, the words 'Submission Confirmed' are centered in bold. Below it, a message says 'We have received your EASI Form submission. You can print a copy of this request for your records.' In the center, there is a dark blue button with a printer icon and the text 'Print EASI Form'. Below this button, there is a link that says 'Return to EAP Services'.

Video available

[View our *Submit an EASI Form* video demo](#)