From your Welcome screen, select your TIN and then the Maintain Enrollment tab.

Electronic Payments and Statements

Welcome Screen
Electronic Payments and Statements (EPS) gives your organization the freedom to:
- Eliminate paper checks and receive electronic claims payments.
- Receive electronic remittance advice.
- Reconcile your claims quickly and more efficiently.
- Create and download bundled daily EDI files. Paper F40s and eRReis in one easily retrievable zip file.

Select 'Edit' from View Enrollment page.
Click on ‘Payer(s)’ tab, then select ‘ACH’ from the Payment Method dropdowns.

The CARES Act Payers will be displayed as ‘US Dept of Health and Human Services’ (for stimulus payments) and ‘COVID19 HRSA Uninsured Treatment Fund’ (for Uninsured COVID claims payments).

Select ‘ACH’ from Payment Method dropdown to receive all CARES Act related payments via direct deposit.

Once you’ve made your updates, then select ‘Update payment Method(s)’ at bottom of page.

While you may see VCP listed, you will need to select ACH as the payment method. You will also need to add bank account information for direct deposit payments (see steps 6-13 below).
You will be presented an “Are you sure” page to validate your payment method updates to ACH. Select ‘Yes’.

**Note:** You will be required to add banking information, in order to get receive direct deposit. (See following steps)

Click on Bank Account(s) tab, then ‘Add Banking Data’ button.

Enter required User Information, then hit ‘Continue’.
8. Enter required banking information, including an upload of a Voided Check or Bank Letter, then select ‘Add Bank Account’.

9. You will also be required to upload a copy of your W9. Select ‘Yes’.

10. When you return to Bank Accounts page, select ‘Finish’.
You will be brought to the Verification page to review your entered banking information. Select ‘Submit’.

You will receive notification that your request has been successfully updated.

You will receive an email from Optum, asking you to validate the entered bank account information. Please click on the link and follow the directions to complete the process.