

BCBSNC Electronic Funds Transfer (EFT)

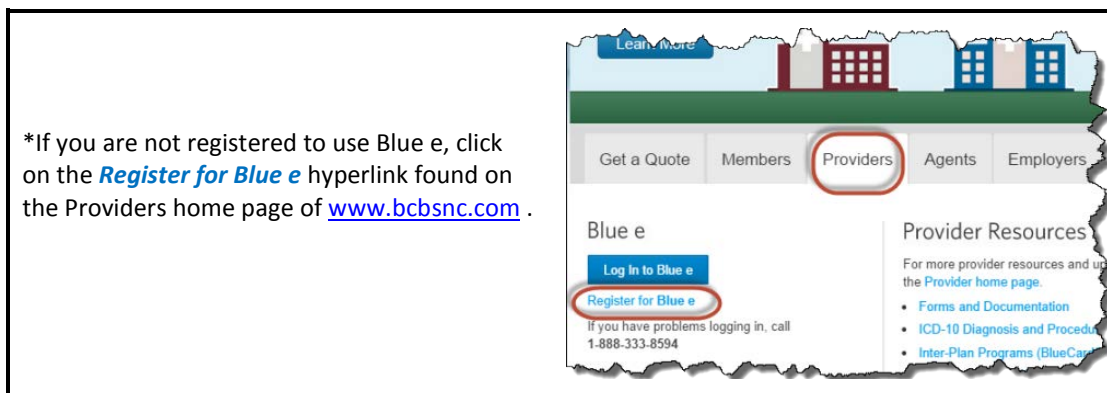
Electronic Funds Transfer (EFT) is the fastest way to receive reimbursement from Blue Cross and Blue Shield of North Carolina. EFT has the following benefits:

- Payments are transferred electronically and post to your account before normal checks, making your funds accessible sooner.
- EFT Payments allow predictable transfer of funds. Eliminating mail time and bank deposit holds can improve your overall cash flow management.
- Less paperwork and lower administrative costs — no more time spent opening envelopes and endorsing checks, preparing deposits and making trips to the bank.
- Reduced opportunity for error or theft.
- Deposits are made directly into a designated bank account of your choosing.
- Possible elimination or reduction of lockbox service fees.
- EFT paperless reimbursement helps preserve our environmental resources.

Register for EFT though Blue e using the following instructions.

Blue e Guide for EFT Administrators

Each **Blue e**-registered practice or entity must have an Electronic Funds Transfer (EFT) Administrator. EFT Administrators register their offices for EFT payments – the direct deposit of claims payments into your practice’s bank account. EFT administrators can also add new provider IDs for payment if those NPI are already registered with the practice in **Blue e**, or modify any existing EFT record. Your practice must be registered on **Blue e***, and the EFT Administrator must be set up with the **Blue e** user role described as EFTFULL (EFT full read and write access), in order to perform these functions.

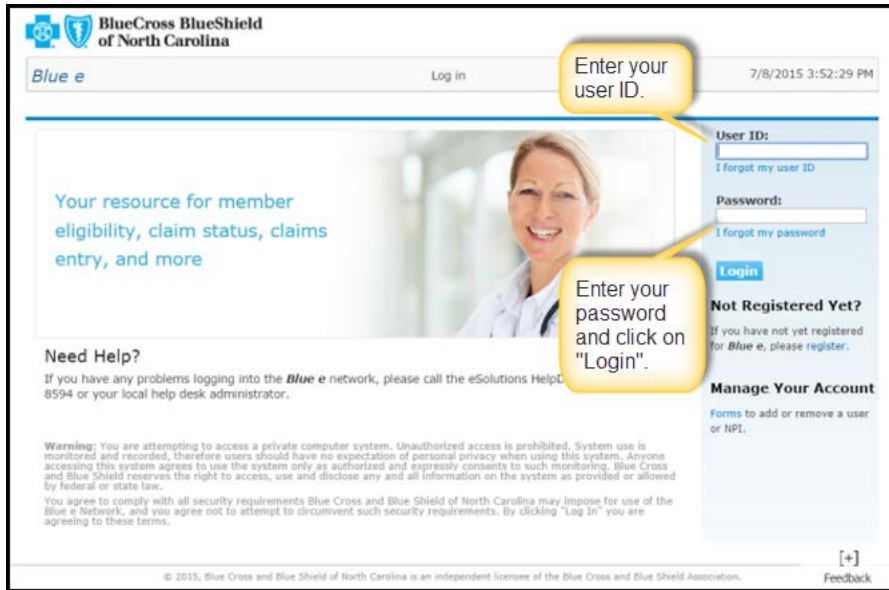


BEFORE YOU START:

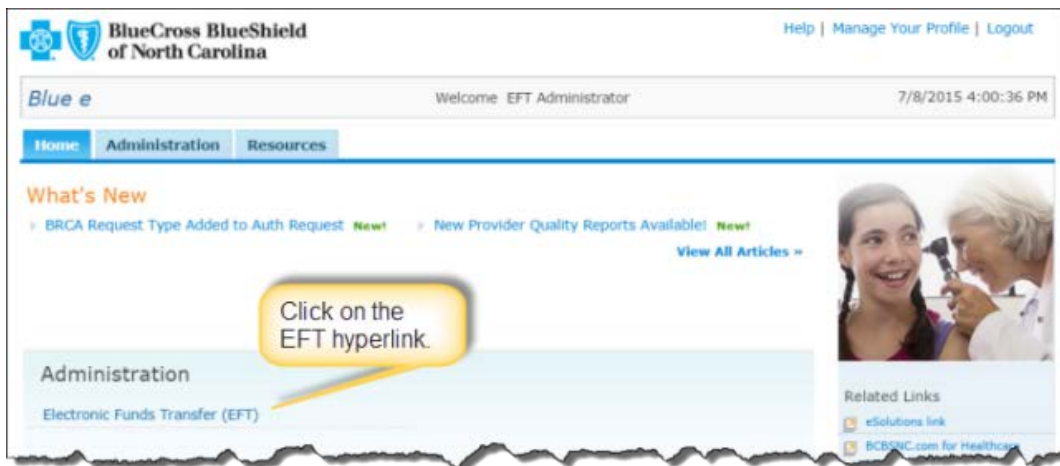
Your local **Blue e** Administrator should have already given you a **Blue e** user account, with the EFTFULL user role. This Blue e account will have a unique User ID. You should have also received a temporary password to log into **Blue e**. When you have been set up, log into **Blue e** with that temporary password and create a personal password and security question answer. If your administrator has not yet set you up with an account, you need to identify a **Blue e** administrator for your office and request a setup. The general **Blue e** Administrator in your office will know how to create that account. See the [Blue e Administrator’s Handbook](#) for guidance on creating a new user account.

Once you have your EFT user roll ID, you can complete EFT registration.

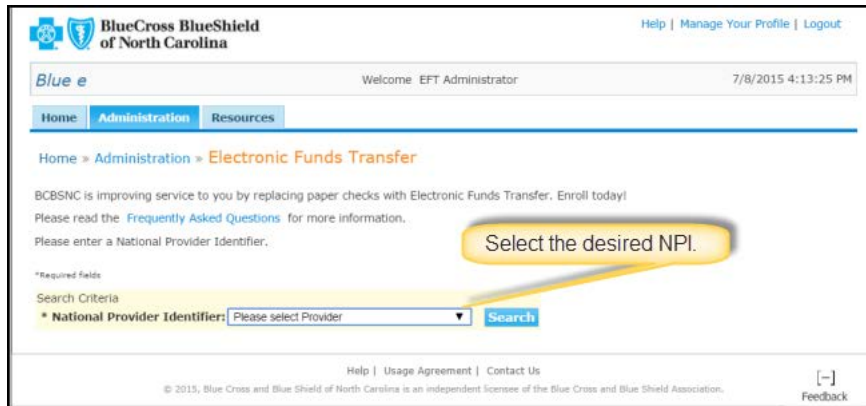
1. Go to the **Blue e** Login Page at <https://providers.bcbsnc.com/providers/login.faces> and enter your EFT user ID and password and click “Login”:



2. When the **Blue e** Home page appears, you will see only the EFT transaction hyperlink. Click on EFT transaction hyperlink. (**Note:** if your **Blue e** landing page looks different from the image below, you are probably not logging in with your EFT User ID.)



- On the Electronic Funds Transfer page, select the National Provider Identifier (NPI) you want to set up for EFT payment.



Blue e | Welcome EFT Administrator | 7/8/2015 4:13:25 PM

Home Administration Resources

Home » Administration » **Electronic Funds Transfer**

BCBSNC is improving service to you by replacing paper checks with Electronic Funds Transfer. Enroll today!
Please read the [Frequently Asked Questions](#) for more information.
Please enter a National Provider Identifier.

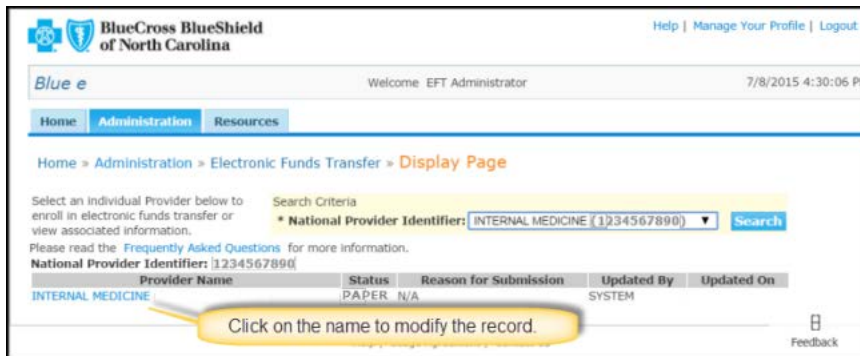
*Required fields

Search Criteria
* National Provider Identifier:

Help | Usage Agreement | Contact Us

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- The record appears; click on the name to open the record:



Blue e | Welcome EFT Administrator | 7/8/2015 4:30:06 PM

Home Administration Resources

Home » Administration » Electronic Funds Transfer » **Display Page**

Select an individual Provider below to enroll in electronic funds transfer or view associated information.
Please read the [Frequently Asked Questions](#) for more information.

Search Criteria
* National Provider Identifier:

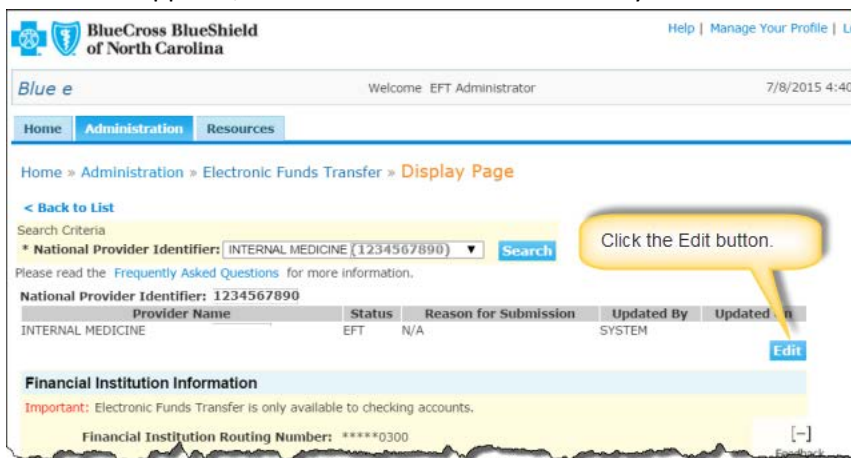
National Provider Identifier: 1234567890

Provider Name	Status	Reason for Submission	Updated By	Updated On
INTERNAL MEDICINE	PAPER	N/A	SYSTEM	

Click on the name to modify the record.

Feedback

- The record appears; click on the Edit button to modify the record:



Blue e | Welcome EFT Administrator | 7/8/2015 4:40:00 PM

Home Administration Resources

Home » Administration » Electronic Funds Transfer » **Display Page**

[< Back to List](#)

Search Criteria
* National Provider Identifier:

Please read the [Frequently Asked Questions](#) for more information.

National Provider Identifier: 1234567890

Provider Name	Status	Reason for Submission	Updated By	Updated On
INTERNAL MEDICINE	EFT	N/A	SYSTEM	

Financial Institution Information

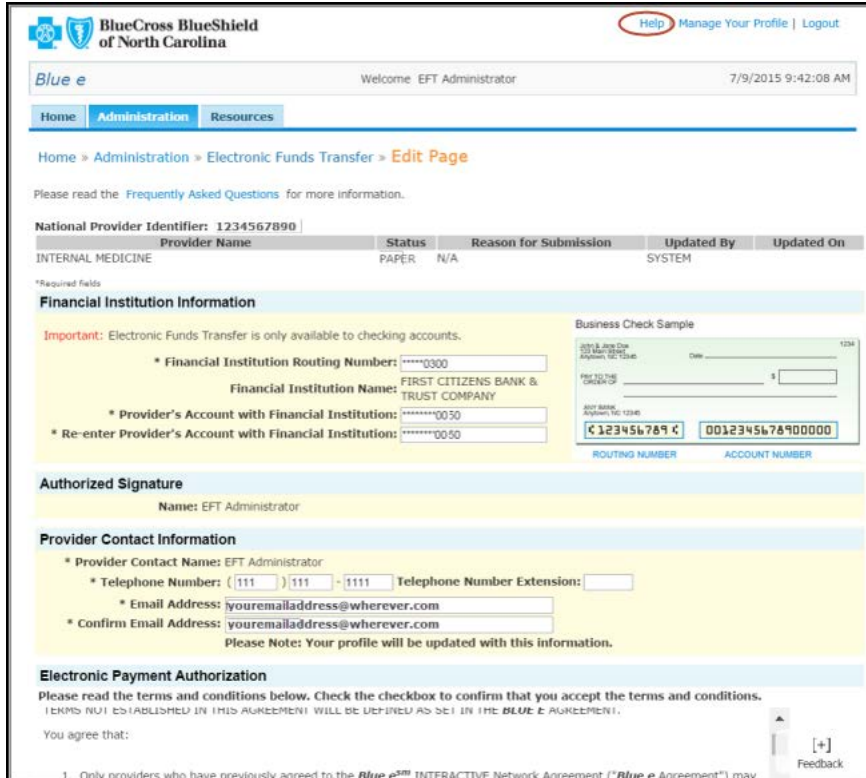
Important: Electronic Funds Transfer is only available to checking accounts.

Financial Institution Routing Number: ****0300

Feedback

6. Complete all required fields - all fields with an asterisk*. Note that the bank name will appear automatically after you submit, based on a verification of the routing number.

*For additional information, click on the Help hyperlink in the top right corner of the page. The Help reference opens for the page you are on.



BlueCross BlueShield of North Carolina [Help](#) [Manage Your Profile](#) | [Logout](#)

Blue e Welcome EFT Administrator 7/9/2015 9:42:08 AM

Home Administration Resources

Home » Administration » Electronic Funds Transfer » **Edit Page**

Please read the [Frequently Asked Questions](#) for more information.

National Provider Identifier: 1234567890

Provider Name	Status	Reason for Submission	Updated By	Updated On
INTERNAL MEDICINE	PAPER	N/A	SYSTEM	

*Required fields

Financial Institution Information

Important: Electronic Funds Transfer is only available to checking accounts.

* Financial Institution Routing Number: *****0300

Financial Institution Name: FIRST CITIZENS BANK & TRUST COMPANY

* Provider's Account with Financial Institution: *****0050

* Re-enter Provider's Account with Financial Institution: *****0050

Business Check Sample

2015 & June Date
100 Main Street
Asheboro, NC 27804

Date: _____

PAY TO THE ORDER OF _____ \$ _____

2015 BANK
Asheboro, NC 27804

123456789 **0012345678900000**

ROUTING NUMBER ACCOUNT NUMBER

Authorized Signature

Name: EFT Administrator

Provider Contact Information

* Provider Contact Name: EFT Administrator

* Telephone Number: (111) 111 - 1111 Telephone Number Extension: _____

* Email Address: youremailaddress@wherever.com

* Confirm Email Address: youremailaddress@wherever.com

Please Note: Your profile will be updated with this information.

Electronic Payment Authorization

Please read the terms and conditions below. Check the checkbox to confirm that you accept the terms and conditions.
TERMS NOT ESTABLISHED IN THIS AGREEMENT WILL BE DEFINED AS SET IN THE BLUE e AGREEMENT.

You agree that:

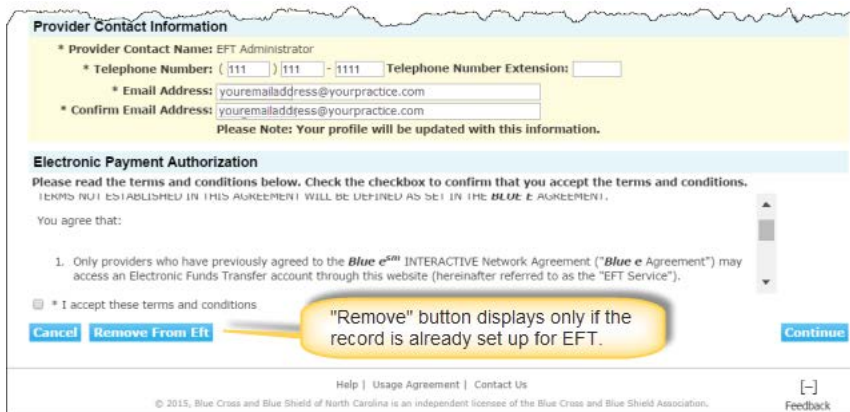
1. Only providers who have previously agreed to the Blue eSM INTERACTIVE Network Agreement ("Blue e Agreement") may access an Electronic Funds Transfer account through this website (hereinafter referred to as the "EFT Service").

* I accept these terms and conditions

[Cancel](#) [Remove From Eft](#) [Continue](#)

[Feedback](#)

7. Read and accept the Terms and Conditions by clicking on the checkbox;



Provider Contact Information

* Provider Contact Name: EFT Administrator

* Telephone Number: (111) 111 - 1111 Telephone Number Extension: _____

* Email Address: youremailaddress@yourpractice.com

* Confirm Email Address: youremailaddress@yourpractice.com

Please Note: Your profile will be updated with this information.

Electronic Payment Authorization

Please read the terms and conditions below. Check the checkbox to confirm that you accept the terms and conditions.
TERMS NOT ESTABLISHED IN THIS AGREEMENT WILL BE DEFINED AS SET IN THE BLUE e AGREEMENT.

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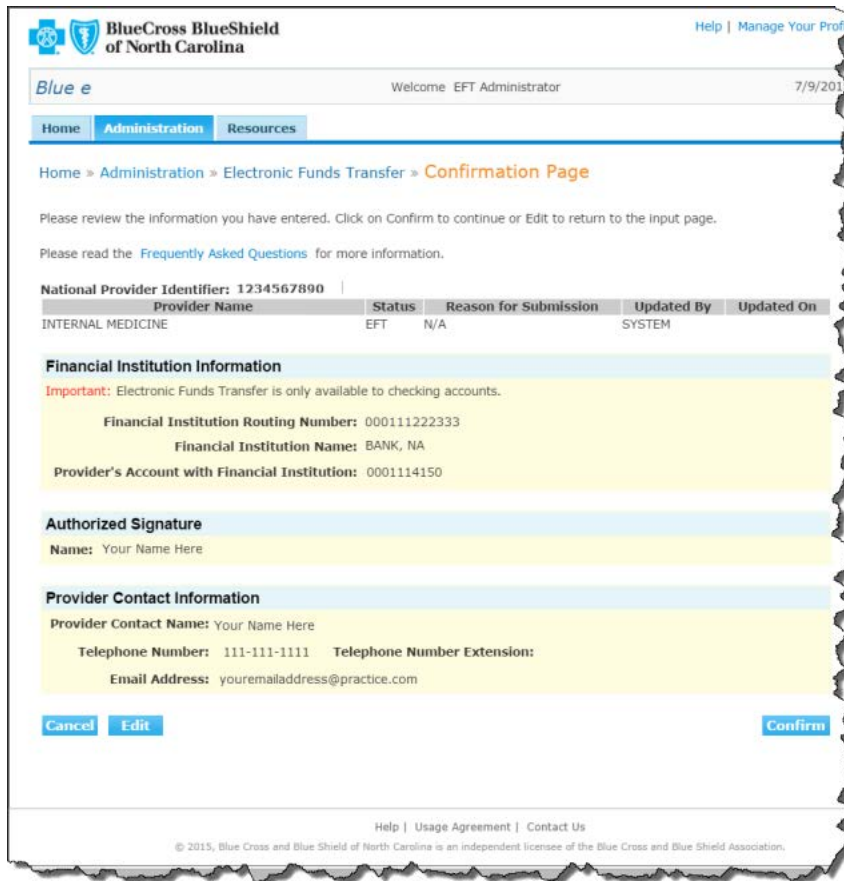
[Cancel](#) [Remove From Eft](#) [Continue](#)

"Remove" button displays only if the record is already set up for EFT.

[Feedback](#)

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8. The confirmation page appears with the changes you have made.



The screenshot shows the Blue e EFT Confirmation Page. At the top, there is a navigation bar with the BlueCross BlueShield of North Carolina logo and the text "Blue e". Below the navigation bar, there are tabs for "Home", "Administration", and "Resources". The main content area displays the following information:

Home » Administration » Electronic Funds Transfer » Confirmation Page

Please review the information you have entered. Click on Confirm to continue or Edit to return to the input page.

Please read the [Frequently Asked Questions](#) for more information.

National Provider Identifier: 1234567890

Provider Name	Status	Reason for Submission	Updated By	Updated On
INTERNAL MEDICINE	EFT	N/A	SYSTEM	

Financial Institution Information

Important: Electronic Funds Transfer is only available to checking accounts.

Financial Institution Routing Number: 000111222333
 Financial Institution Name: BANK, NA
 Provider's Account with Financial Institution: 0001114150

Authorized Signature

Name: Your Name Here

Provider Contact Information

Provider Contact Name: Your Name Here
 Telephone Number: 111-111-1111 Telephone Number Extension:
 Email Address: youremailaddress@practice.com

At the bottom of the form, there are three buttons: "Cancel", "Edit", and "Confirm".

Register for EFT via Manual EFT Authorization Form

You can register for EFT using the EFT Authorization form (paper process). We encourage you to use **Blue e** to register for EFT as you will then be entering the information directly and have the ability to edit your banking information if it changes in the future. You will also need to provide additional verification of your account if you use the paper process. BCBSNC processing of the *EFT Authorization form* is typically seven (7) business days after receipt.

Download the EFT paper Authorization [here](#).

If you are using IE8 or older, please this [EFT Paper Registration form](#).