

Employer Services Portal Quick Guide

How to make a One-Time (ACH) Payment

ESP allows you to make a one-time ACH payment on invoices through the Billing tab or Banking tab. To ensure that your invoices are paid in full with total balance due, we recommend using the Billing tab function. If you are already set up for ACH, any payments made via the one time payments will be in addition to your recurring ACH.

Billing tab (user preferred method).

Click on **Billing** on the left navigation menu.

- 1. Locate the outstanding bill to be paid and click on **Pay Now**
- 2. The One-Time Payment screen will be displayed. The invoice number and amount will be pre-populated
- 3. Enter the following required information:
 - a. Name on bank account
 - b. Routing Number and confirmation of routing number
 - c. Bank Account Number and confirmation of bank account number
 - d. Account Type (Checking or Savings)
- 4. Click Continue
- 5. A message to confirm the one-time payment will appear
- 6. Click on Submit to complete the payment
- 7. A message will be displayed to confirm that the payment is processing
- 8. Click on Close to close out the message

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eligibility	Billing	/Cli	ent										
Biling	View Billing Upda AR Summary Involce	s (Consolidated)	Billing Rep	orts									
6 Banking	Stratacor Otal Balance Due:			8	Total Balance Due represents the amount related to the client selected. Invoice documents include total amount due and details for all clients and su				Timeframe for Invoice History 0-3 Months			•	
D enefits	\$X_XXX_XX Clerits within a consolitation \$Submit Electronic Payment Information - \$												
Reports	Invoice/ Item	Issued Date	Description	Summary Sub-client Name	Summary Sub-client ID	Invoice Amount	Date Due	Payment/ Credit	Remaining Balance	Invoice 🕕	Invoice Details 🜗	Make a One-Time Payment	1
	CN5000000001	11/01/2022	Premium	Employees	0001	\$1,133.23	1/05/2022	\$0.00	\$2,000,00	Ð	***	S.	
	CN5000000002	10/01/2022	Premium	Employees	0001	\$1,122.28	10/05/2022	-\$x,xxx.xx	\$x.xx	Ð	-	() MAD	
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Alternatively, you may make a one-time (ACH) payment from the Banking tab

Click on **Banking** on the left navigation menu.

- 1. Click on Make a One-Time Payment from the tabs at the top of the screen
- 2. The One-Time Payment screen will be displayed
- 3. Enter the following required information:
 - a. Invoice Number
 - b. Payment Amount
 - c. Payment Description
 - d. Name on bank account
 - e. Routing Number and confirmation of routing number
 - f. Bank Account Number and confirmation of bank account number
 - g. Account Type (Checking or Savings)
- 4. Click Continue
- 5. A message to confirm the one-time payment will appear with the details that were entered
- 6. Click on Submit to complete the payment
- 7. A message will be displayed to confirm that the payment is processing
- 8. Click on Close to close out the message

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<mark>≜ ≡</mark> Eligibility	Ban	king / Client	_						
S Billing	Ongoing Al	CH Payment Make a One-Time Payment	One-Time Payment Transaction History						
anking	Ple MA	asse Note: If you already have autom	atic recurring payments (ACH) set	up, making this one-time payment i	vill be in addition to your recurring ACH.				
Benefits	Acc Plea	count Information ase fill out the form below to authorize a one-time (payment						
Reports		Invoice #		Amount e S	* Denotes required field				
Users		Payment Description *							
		Routing Number 🔺		Account Number 🔺					
	Confirm Reviling Number			Confirm Account Number e					
		Account Type *	_						
		Continue	el						

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Checking the status of your payment can be done via our Transaction History tab

- 1. Click on **Banking** on the left navigation menu
- 2. Select **One-Time Payment Transaction History** from the tabs at the top of the screen
- 3. The transaction history will be displayed
- 4. Click on **Check Status** on the far right of the specific transaction you are checking
- 5. A message will be displayed indicating the payment was processed, unsuccessful, or pending
- 6. Click on **Close** to close out the message

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	Ongoing ACH Paym	ent	One-Time Payment	One-Time Payment Transaction History		
ing	Invoice/ Item	Date Initiated	Date Sent for Processing	Payment Description	Payment Amount	Check Status
) fits	CN500000001	05/31/2022		July Invoice	\$10,432.98	CHECK STATUS
5		05/28/2022		Payment submitted by Dave	\$41,960.75	CHECK STATUS
orts	CN500000002	05/21/2022	05/21/2022		\$47,077.40	CHECK STATUS
τ ο 15	CN500000003	05/14/2022	05/15/2022	June Invoice	\$48,478.38	CHECK STATUS
		05/07/2022	05/07/2022	Reference 1234	\$49,558.75	CHECK STATUS
	CN500000004	05/28/2022	05/30/2022		\$10,543.24	CHECK STATUS