

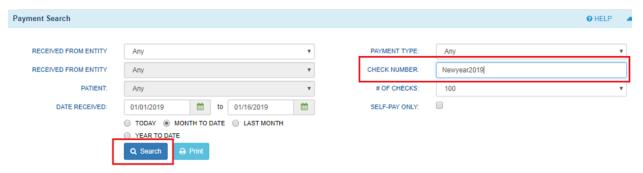
## **How to Search a Payment**



BILLING>PAYMENT MANAGEMENT>PAYMENT SEARCH

## $\equiv$ STEPS

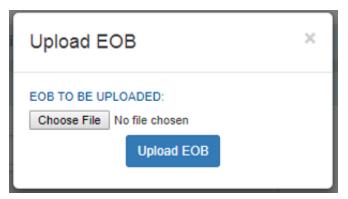
1. Enter the Check Number



2. Select Search



3. Select on Upload EOB



- 4. Choose the corresponding EOB from your computer files and select Upload EOB
- 5. Select Search to refresh the page
- 6. The EOB uploaded is accessible by clicking the EOB link

