



Centers for Medicare & Medicaid Services
Federally Facilitated Marketplace
Contract HHSM-500-2014-00191C

Issuers Financial Management User Guide

Version 2.0
October 17, 2014



Contents

1	Introduction.....	1
2	Overview.....	1
2.1	Conventions	1
3	Getting Started	1
3.1	Set-Up Considerations	2
3.2	User Roles Considerations.....	2
3.3	Accessing the System	2
3.4	Application Organization and Navigation	3
3.4.1	Financial Management Organization	3
3.4.2	Exiting the System	3
4	Using the Financial Management Application	4
5	Payee Group.....	4
5.1	Payee Submitter	4
5.1.1	Creating a Payee Group.....	4
5.1.2	Editing a Payee Group.....	9
5.1.3	Viewing a Payee Group.....	10
5.2	Payee Approver.....	10
5.2.1	Approving a Payee Group	10
5.2.2	Viewing an Approved Payee Group.....	12
6	Financial Information Form.....	14
6.1	FIF Submitter	14
6.1.1	Creating a FIF.....	14
6.1.2	Editing a FIF.....	16
6.1.3	Viewing a FIF.....	16
6.2	FIF Approver	17
6.2.1	Approving a FIF	17
6.2.2	Viewing an approved or disapproved FIF	18
7	After the Submission and Review Process	19
8	Acronyms and Abbreviations	19
9	Additional Assistance	19

Figures

Figure 2-1. Steps For Approving FIF	1
Figure 5-1. Payee Groups Summary Page - Create Payee Groups	4
Figure 5-2. Create Payee Group Form	6
Figure 5-3. Create Payee Groups – Assign To Payee Group	7
Figure 5-4. Verify 1099 Address	8
Figure 5-5. Payee Groups Summary – Status	9
Figure 5-6. Edit A Payee Group	9
Figure 5-7. Payee Groups Summary – Approving a Payee Group	10
Figure 5-8. Approve Payee Groups Page	11
Figure 5-9. Approving and Disapproving Payee Groups	12
Figure 5-10. Verifying an Approved Payee Group	13
Figure 6-1. Creating a FIF	14
Figure 6-2. Completing the Payee Group Financial Institution Form	15
Figure 6-3. Financial Information Form Contact Section	15
Figure 6-4. Submitting a FIF for Approval or Disapproval	16
Figure 6-5. Editing a FIF	16
Figure 6-6. Approving a FIF	17
Figure 6-7. Approving a FIF	18

Tables

Table 3-1. User Roles Considerations	2
Table 8-1. Acronyms and Abbreviations	19

1 Introduction

The Financial Management application allows Insurance Companies to submit financial data to the Centers for Medicare & Medicaid Services (CMS). This data is validated for accuracy and then submitted for processing and payment into the central financial system.

2 Overview

This document seeks to assist Issuers in their use of the Financial Management application for payment processing. To receive payments, Issuers are required to create and approve a Payee group and a Financial Information Form, or FIF, which are defined in detail in sections 5.0 and 6.0 of this document. Both forms are created and submitted within the CMS Financial Management application. The data included in both of these forms will be validated and approved by CMS before being submitted into the CMS central financial system.

This process is highlighted in the figure below:

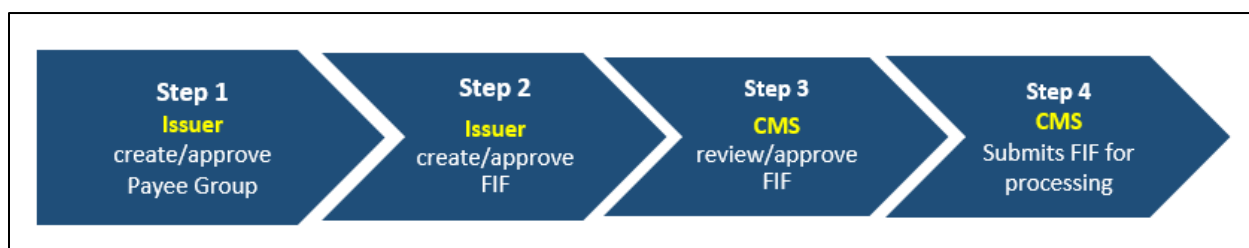


Figure 2-1. Steps For Approving FIF

2.1 Conventions

This document provides screen shots and corresponding narratives that describe how Issuers create payee groups and FIF's within the Financial Management application.

Fields and actions are indicated in bold; links to be acted upon are also indicated in bold. Fields that require information within the application are identified by an asterisk.

To provide additional guidance on specific actions, Helpful Tips have been included throughout the various sections of this document. To better direct your attention to specific areas within a step, yellow boxes and arrows have been included within each graphic.

Note: The term “user” is used throughout this document to refer to a person who requires and/or has acquired access to the Financial Management application. The term “Issuer” is used throughout this document to refer to a person who is serving in a role on behalf of an insurance company.

3 Getting Started

This section provides information about set-up and accessing the Financial Management application.

3.1 Set-Up Considerations

CMS User Interface screens are designed to be viewed at a minimum screen resolution of 1024 x 768 based on Health and Human Services (HHS) standards. To optimize your access to the Financial Management Application:

- Disable pop-up blockers prior to attempting access to the Financial Management application.
- Use one of the following browsers for optimum usability:
 - Internet Explorer, Versions 9 and 10
 - Firefox, Version 28
 - Chrome, Version 33
- After logging in, add https://*.cms.gov to your list of trusted sites.

3.2 User Roles Considerations

Users of the application are assigned one of the following user roles.

Table 3-1. User Roles Considerations

User Role	Considerations	Applicable Pages/Views/Actions
Payee Group Roles		
Payee Submitter	• A single user cannot be assigned both the Payee Submitter and the Payee Approver role. • The Payee Submitter may also be assigned the FIF Submitter role.	• Create/Edit Payee Page • Manage Payee Group • View Payee Group Summary
Payee Approver	• A single user cannot be assigned both the Payee Submitter and the Payee Approver role. • The Payee Approver may also be assigned the FIF Approver role.	• Approve Payee Group • View Payee Group Summary
FIF Roles		
FIF Submitter	• A single user cannot be assigned both the FIF Submitter and the FIF Approver role. • The FIF Submitter may also be assigned the Payee Submitter role.	• Create/Edit FIF • View FIF Summary
FIF Approver	• A single user cannot be assigned both the FIF Submitter and the FIF Approver role. • The FIF Approver may also be assigned the Payee Approver role.	• Approve FIF • View FIF Group Summary

3.3 Accessing the System

The Financial Management application can be accessed through the Enterprise Identity Management (EIDM) portal. A valid EIDM User ID, password and a Health Insurance Oversight

System (HIOS) role are required to enter the portal. New accounts will not have any associations or role permissions and will need to request those separately.

All modular access and role requests will need to be completed in the Role Request functionality within the HIOS module. The user will be able to submit module access permission request and cross-reference request to registered companies, issuers, and state (for state users only) all under the Role Management tab. Users will also be able to view their existing roles and access status.

For more information on obtaining an Enterprise Portal ID and/or a HIOS user role, visit the CMS EIDM Portal at <https://portalval.cms.gov/wps/portal/unauthportal/home/> and select **Login to CMS Secure Portal**.

Questions pertaining to New User Registration, User ID's, Passwords, and HIOS roles should be directed to (855) 267-1515 or CMS_FEPS@cms.hhs.gov.

To proceed to the login screen, the user will first be asked to accept the terms and conditions set forth by CMS. After the user clicks **accept**, the user will then be prompted to enter in their Enterprise Portal ID and password. On the next screen, the user will be taken to the CMS Welcome screen and will need to select **HIOS**. From the HIOS page, users should select **Access Plan Management & Market Wide Functions**. On the **Plan Management & Market Wide Functions** page, users should then select **Financial Management**. The user will now see the **Financial Management Functions** page. Users should then select **Access the Financial Management**. This last step will take users to the home screen of the Financial Management application.

3.4 Application Organization and Navigation

This section describes the application organization and provides directions for navigating the system.

3.4.1 Financial Management Organization

The Financial Management application is organized by two functions; Payee Group and Financial Information Form (FIF). Each function is accompanied by specific roles that are associated with various actions. These roles and actions are further defined in section 3.2 User Roles Considerations within this document. For more information on the two function groups, refer to section 2.1 Conventions within this document.

The Financial Management application is comprised of multiple pages within each organization function: Payee Group and FIF. Within each function, there are search and view capabilities further described in this guide.

3.4.2 Exiting the System

To exit the Financial Management application, click Logout located at the top right corner of the page header.

4 Using the Financial Management Application

To ensure data is completed and submitted properly, the following sub-sections provide users with detailed, step-by-step instructions on how to use submit and approve Payee Groups and FIFs. These steps have been created for users designated by an Issuer as one of the following: Payee Submitter, Payee Approver, FIF Submitter, and FIF Approver.

5 Payee Group

The Payee Group function allows insurance companies to establish one or more Issuers as an entity to receive payment from CMS. Payee Groups contain point of contact, address and bank account information as applicable. So that insurance companies receive payment from CMS, Issuers must complete the following process: create a payee group and approve a payee group. The submission and approval processes ensure correct information is provided to CMS.

5.1 Payee Submitter

The **Payee Submitter** is responsible for creating, submit, and viewing payee group information. The role of the **Payee Submitter** is to enter the payee organization's point of contact and financial authority information.

5.1.1 Creating a Payee Group

Note: An incomplete or inaccurate payee group may result in non-submission or disapproval. Any fields marked with (*) must be completed before submission.

The Payee Group will be created on the **Payee Groups Summary** page. A payee group should and can only be created if there is not an existing payee group already associated with a Tax Identification Number (TIN).

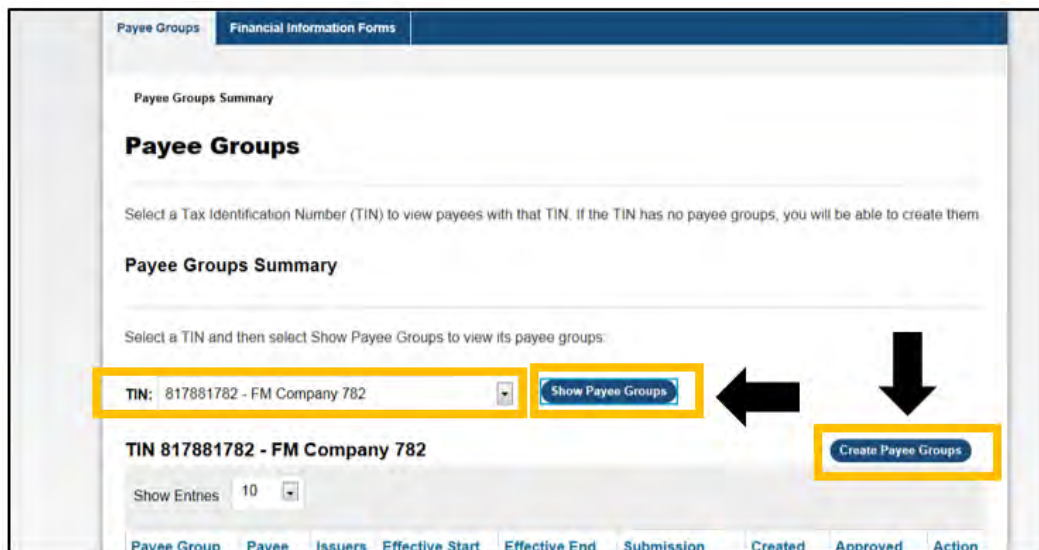


Figure 5-1. Payee Groups Summary Page - Create Payee Groups

The user will be automatically directed to the **Create Payee Group** page. Within this page, enter the payee group's contact information, verify the organizations address information, and enter the financial authority's contact information. The last step on this process will be to add unassigned Issuers to the new payee group. The organization's information will be pre-populated based on the TIN selected on the previous **Payee Group Summary** page. The payee group contact should be someone who can answer questions regarding the payee groups. The required information for this section includes the payee group contact name, phone number, and email. There is a field for the point of contacts title however, this is not required. After the payee group contact information has been entered, enter the contact information for the person who is authorized by the insurance company's Chief Executive Officer or Chief Financial Officer to discuss payment issues with CMS. The required information for this section includes the financial authority contact name, phone number, and email.

FINANCIAL MANAGEMENT Text Size:

Welcome, CMSOFA-Name, FNBSPVY-FName | [Logout](#)

Payee Groups **Financial Information Forms**

[Payee Groups](#) > [Create Payee Groups](#)

[Back to Payee Groups Summary](#)

Create Payee Groups

A field with an asterisk (*) before it is a required field

TIN: 222222249 - 'FM' Company'

Effective Start Date: Date Submitted to CMS

If you wish to make any changes to the Tax Identification Number (TIN) or the legal business name shown above, please go back to the Health Information Oversight System (HIOS) to make these changes.

Organization Information

Organization Level Payee ID: The Organization Level Payee ID is a system generated ID associated with the TIN and Legal Business Name. The Organization Level Payee ID will be assigned upon submission.

1099 Address

Note: The 1099 address has been prepopulated with the domiciliary address in HIOS. If this is not your 1099 address please make the necessary changes.

***1099 Street Address:**
The address to which CMS will mail the 1099 tax statements (if applicable)

Maximum of 55 characters

***1099 City:** ***State:** ***Zip:**

Maximum of 30 characters XXXXX or XXXXX-XXXX

Note: If you make changes to the organization's 1099 address after your Financial Information Form has been approved by CMS, you must resubmit the financial information form for each payee group.

Payee Groups Contact

Please provide the contact information for the person who can answer questions about the payee groups.

***Payee Group Contact Name:** **Title:**

***Phone Number:** ***Email:**

XXXX-XXX-XXXX

Financial Authority Contact

Please provide the contact information for the person who is authorized by your CEO or CFO to discuss payment issues with CMS.

***Financial Authority Contact Name:** **Title:**

***Phone Number:** ***Email:**

XXXX-XXX-XXXX

Figure 5-2. Create Payee Group Form

After the payee groups contact information and financial authority have been entered and the organizations address information has been verified, the Payee Submitter will then need to add unassigned Issuers to the new payee group in the **Payee Groups** section of the **Create Payee Groups** page.

To add unassigned Issuers to the payee group select **Add Payee Group** then select the specific unassigned issuer(s) located in the **Unassigned Issuer List** box. After selecting the unassigned issuer(s), select **Add**. This will move the unassigned issuer to the Payee Group. If an incorrect unassigned issuer is inadvertently added to a Payee Group, select the unassigned issuer, and then select **Remove**.

Once finished, select **Submit for Approval**. If the form is not ready to be submitted for approval, select **Save & Complete Later**. If a new payee group no longer needs to be created, select **Cancel**.

There is no limit on the number of unassigned Issuers that can be assigned to a Payee Group.

Figure 5-3. Create Payee Groups – Assign To Payee Group

If the form was not submitted for approval and the form was instead cancelled or saved for later, the Submitter will be directed back to the **Payee Groups Summary** page.

Once the **Create Payee Groups** form is submitted for processing, verify and/or select the most current 1099 address. In the **Verify 1099 Address** box (automatic pop-up), select the correct address. If the correct address is not listed, select **cancel**, save the page and consult with the Health Information Oversight System (HIOS) at (855) 267-1515 or CMS_FEPS@cms.hhs.gov to make the necessary changes. After the correct address has been selected, select **Use This Address**.

Verify 1099 Address

We could not confirm the mailing address you entered for the 1099 address. Select one of the addresses we found, continue with the address you entered, or cancel and correct the address.

You Entered:	We Found:
6 Ann Road Woodbridge, VA 22191	6 ANN ROAD WOODBIDGE, VA 22191

Please select the address to use as the 1099 address:

- ☒ Use the address I entered: 6 Ann Road Woodbridge, VA 22191
- ☐ Use the new address: 6 ANN ROAD WOODBRIDGE, VA 22191
- ☐ Use the new address: 1700-1750 ANN SCARLET CT WOODBRIDGE, VA 22191

Cancel Use This Address

FINANCIAL MANAGEMENT

A federal government website managed by the
Centers for Medicare & Medicaid Services

7501 Safety Boulevard, Baltimore, MD 21244

CMS

Figure 5-4. Verify 1099 Address

If no problems were identified after selecting **Use This Address**, users will be automatically directed back to the **Payee Groups Summary** page. This indicates that the payee group was successfully submitted for approval. If there were problems encountered after selecting the **Use This Address**, contact the helpdesk at (855) 267-1515 or CMS_FEPS@cms.hhs.gov. To verify the submission for approval, go back to the **Payee Groups Summary** page, select the applicable **TIN**, select **Show Payee Groups**, and search for the specific payee group. The status of all Payee Groups can be viewed in the **Submission Status** column of the table.

Payee Groups

Select a Tax Identification Number (TIN) to view payees with that TIN. If the TIN has no payee groups, you will be able to create them.

Payee Groups Summary

Select a TIN and then select Show Payee Groups to view its payee groups:

TIN: 111111137 - FM Company137 [Show Payee Groups](#)

TIN 111111137 - FM Company137

Show Entries: 10

Payee Group Name	Payee ID	Issuers	Effective Start Date	Effective End Date	Submission Status	Created By	Approved By	Action
FM Company137	A874000		07/10/2014		Approved	ACCNFM021@FFETEST.COM	ACCNFM022@FFETEST.COM	View Edit

Figure 5-5. Payee Groups Summary – Status

5.1.2 Editing a Payee Group

The Payee Group is edited on the **Payee Groups Summary** page. Select the applicable TIN then select **Show Payee Groups**. Find the intended payee group under **Payee Group Name** in the table. Go to the **Action** column then select **Edit**.

Payee Groups Summary

Select a Tax Identification Number (TIN) to view payees with that TIN. If the TIN has no payee groups, you will be able to create them.

Payee Groups Summary

Select a TIN and then select Show Payee Groups to view its payee groups:

TIN: 111111137 - FM Company137 [Show Payee Groups](#)

TIN 111111137 - FM Company137

Show Entries: 10

Payee Group Name	Payee ID	Issuers	Effective Start Date	Effective End Date	Submission Status	Created By	Approved By	Action
FM Company137	A874000		07/10/2014		Approved	ACCNFM021@FFETEST.COM	ACCNFM022@FFETEST.COM	View Edit
Payee Group 1	A874001	41303	07/10/2014		Approved	ACCNFM021@FFETEST.COM	ACCNFM022@FFETEST.COM	View Edit
Payee Group 2	A874002	87018	07/10/2014		Approved	ACCNFM021@FFETEST.COM	ACCNFM022@FFETEST.COM	View Edit

Figure 5-6. Edit A Payee Group

Once the intended payee group has been selected (via the **Action** column), the payee group will open up to the **Manage Payee Groups** page. Within this page, edits can be made to each of the sections discussed in section 5.1.1 of this document - **Creating a Payee Group**. Users should apply the same submission, save, and cancellation directions provided in the Creating a Payee Group section.

5.1.3 Viewing a Payee Group

To view a Payee Group, users should follow the same steps provided in section 5.1.2 of this document - **Editing a Payee Group**. Instead of selecting **Edit** in the **Action** column select **View**. The user will be able to view the payee group. Edits cannot be made in **View** status.

5.2 Payee Approver

The role of the **Payee Approver** is to review and approve or disapprove Payee Groups submitted by a **Payee Submitter**. The **Payee Approver** is responsible for ensuring information provided within the payee group is accurate. The Issuer Approver can only approve, disapprove, and view payee groups. They cannot edit payee group information.

5.2.1 Approving a Payee Group

The payee group approval process begins on the **Payee Groups Summary** page. To approve a payee group, select the **TIN** associated with the intended payee group then select **Show Payee Groups**.

Any Payee Group marked **Pending Approval** in the Submission Status column is ready to be approved. Select **Approve** in the **Action** column to view and approve a Payee Group.

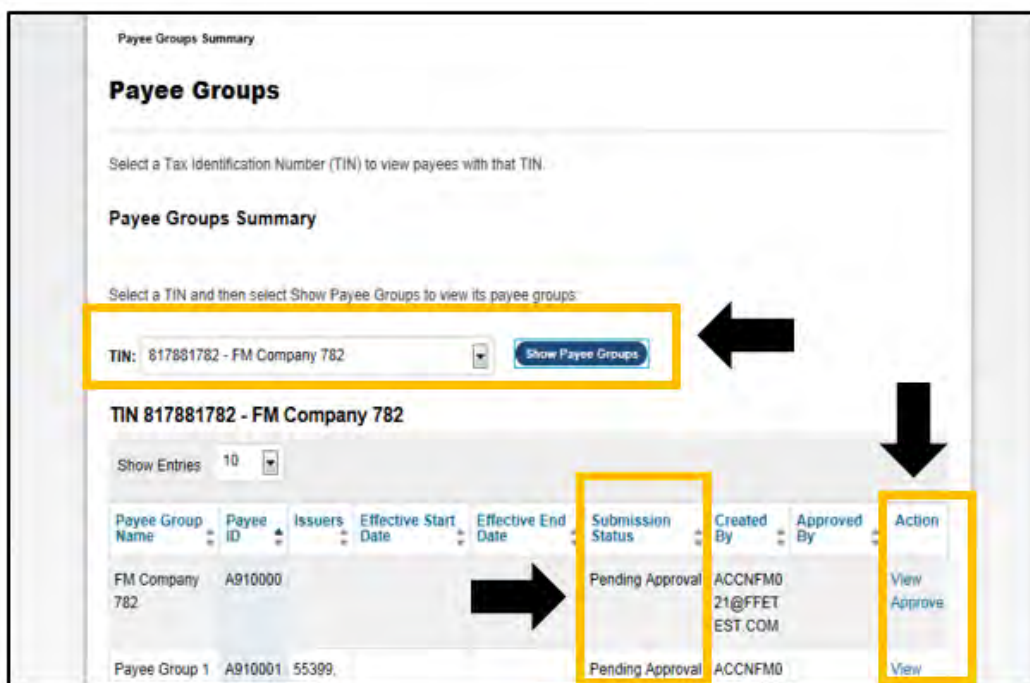


Figure 5-7. Payee Groups Summary – Approving a Payee Group

The user will be automatically directed to the **Approve Payee Groups** page.

The screenshot shows a web application interface for 'FINANCIAL MANAGEMENT'. At the top, there is a header with the title 'FINANCIAL MANAGEMENT' and a 'Text Size' control. Below the header, a navigation bar includes 'Payee Groups' and 'Financial Information Forms'. The main content area is titled 'Approve Payee Groups' and displays the following information:

- TIN: 817881782 - FM Company 782
- Organization Information
 - TIN: 817881782 - FM Company 782
 - Organization Level Payee ID: A910000
 - Effective Start Date: Date Submitted to CMS
 - 1099 Address: PO Box 169, Arlington, VA 22203
 - Payee Groups Contact: Corey
 - 333-333-3333@c@aol.com

At the bottom of the page, there is a link for 'Financial Authority Contact: 333-333-3333'.

Figure 5-8. Approve Payee Groups Page

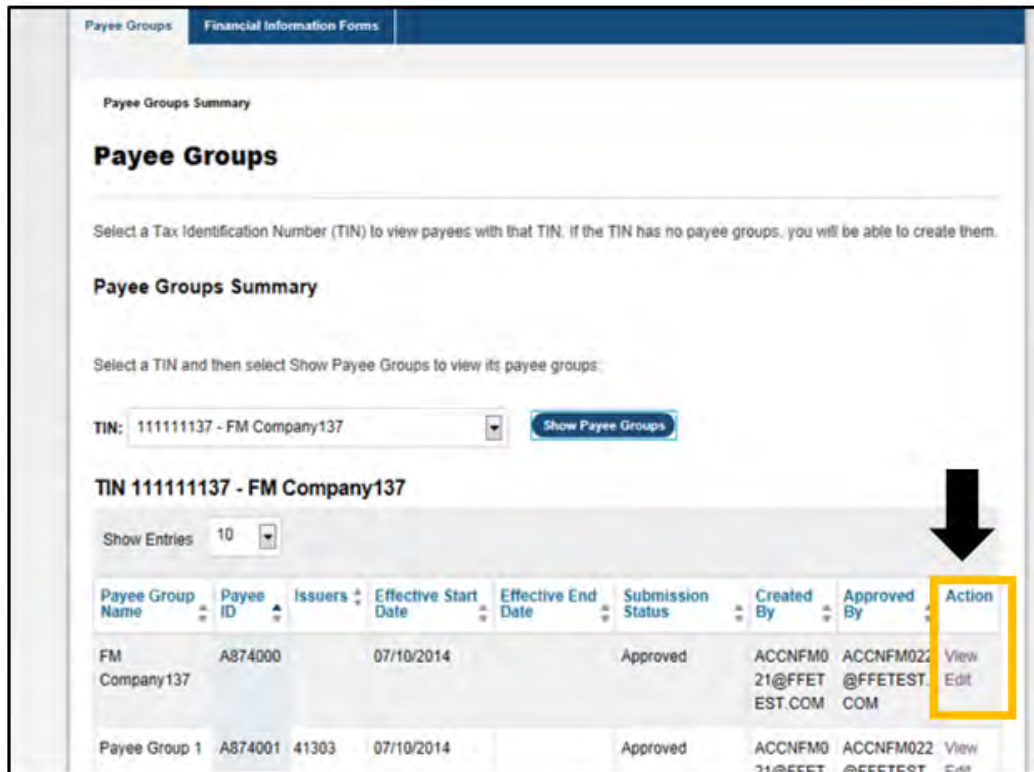
Within this page, review the organization, financial authority contact information, and payee groups' list information for accuracy. If the information is correct and at the discretion of the Approver, the payee group can be approved by selecting **Approve Payee Groups**. If the information provided is not correct, select **Disapprove Payee Groups**. If the Approver is not ready to make an approval decision, select **Cancel**. If the Approver disapproves a Payee Group, the Approver will need to notify the Submitter (outside of the application) and the Submitter will need to re-submit the Payee Group.

Figure 5-9. Approving and Disapproving Payee Groups

Once the payee group has been approved or disapproved, the user will be automatically directed back to the **Payee Groups Summary** page. To verify the approving decision, go back to the Payee Groups Summary page, and select the **TIN** associated with the intended payee group then click **Show Payee Groups**. Review the **Submission Status** of the payee groups listed to verify that a specific payee group was approved.

5.2.2 Viewing an Approved Payee Group

To view an approved Payee Group, users should follow the same steps provided in section 5.2.1 of this document - **Approving a Payee Group**. Instead of selecting **Approve** in the **Action** column select **View**. The user will be able to view the payee group. Edits cannot be made in **View** status however, Approvers can add notes.



Payee Groups

Select a Tax Identification Number (TIN) to view payees with that TIN. If the TIN has no payee groups, you will be able to create them.

Payee Groups Summary

Select a TIN and then select Show Payee Groups to view its payee groups:

TIN: [Show Payee Groups](#)

TIN 111111137 - FM Company137

Show Entries:

Payee Group Name	Payee ID	Issuers	Effective Start Date	Effective End Date	Submission Status	Created By	Approved By	Action
FM Company137	A874000		07/10/2014		Approved	ACCNFM021@FFETEST.COM	ACCNFM022@FFETEST.COM	View Edit
Payee Group 1	A874001	41303	07/10/2014		Approved	ACCNFM021@FFETEST.COM	ACCNFM022@FFETEST.COM	View Edit

Figure 5-10. Verifying an Approved Payee Group

6 Financial Information Form

The Financial Information Form (FIF) function allows insurance companies to submit financial information to CMS. FIFs contain the financial authority's contact, address and bank account information as applicable. So that insurance companies receive payment from CMS, insurance companies must complete the following process: create and approve a FIF. The submission and approval processes ensure correct information is provided to CMS.

A FIF cannot be created or submitted until after the Payee Group has been created and approved.

6.1 FIF Submitter

The role of the **FIF Submitter** is to enter the financial institutions information to include the financial authority's point of contact information. The **FIF Submitter** is responsible for creating, submitting, and viewing insurance company's FIF.

6.1.1 Creating a FIF

Note: An incomplete or inaccurate FIF may result in non-submission or disapproval. Any fields marked with (*) must be completed before submission.

A FIF will be created on the **Financial Information Form Summary** page. To create a FIF, select the applicable TIN then click **Show Financial Information Forms**.

Figure 6-1. Creating a FIF

The user will be automatically directed to the **Create Financial Information Form** page.

Within this page, enter the payee organizations billing address, financial institution, and the point of contact information. The billing section should include the complete billing address of the payee group. If the address provided is the same as the address listed on the 1099 form, users can

check the box marked **Use 1099 Address** and the form will populate automatically. Within the **Payee Group Financial Institution** section, enter the financial institutions name, complete address, and the name and phone number of the financial institutions contact person. Also within this section, enter the financial institution's routing transit number, account number, and indicate whether it's a savings or checking account. Confirm the routing transit number and the account number by entering them twice.

Payee Group Financial Institution

☐ Select box if Financial Information is not submitted at this time.

Payee Group Financial Institution information must be submitted to receive payment. Organization Level Payee Groups and Contributor-Only Entities should select the checkbox:

☐ Organization Level Payee or Contributing Entity

*Financial Institution Name:

*Financial Institution City: *State: *Zip:

XXXXX or XXXXXXXXX

*Financial Institution Contact Person: *Financial Institution Phone Number:

XXX-XXX-XXXX

*Routing Transit Number: *Confirm Routing Transit Number:

XXXXXXXXXX Must match routing transit number exactly

*Account Number: *Confirm Account Number

XXXXXXXXXXXXXXXXXXXXXXXXXXXX Must match account number exactly

Figure 6-2. Completing the Payee Group Financial Institution Form

The last section of the **Payee Group Financial Institution** page is the FIF contact section. Enter the contact information for the person who can answer questions regarding the payee group FIF. The required information for this section includes the financial authority contact name, phone number, and email. A title can be included but is not required.

Financial Information Form Contact

Please provide the name of the person who can answer questions regarding the payee group Financial Information Form.

*Contact Person's Name: Title:

*Phone Number: *Email:

XXXXXXXXXX

Figure 6-3. Financial Information Form Contact Section

After the entire **Create Financial Information Form** page has been completed, review the page to make sure all the required fields are filled in. Select **Submit for Approval**. If the form is not ready to be submitted for approval, select **Save & Complete Later**. If a FIF no longer needs to be created, select **Cancel**.

Figure 6-4. Submitting a FIF for Approval or Disapproval

6.1.2 Editing a FIF

A FIF is edited on the **Financial Information Form Summary** page. Select the applicable TIN, and then select **Show Financial Information Forms**. Find the intended FIF under **Payee Group Name** in the table. Go to the **Action** column, and then select **Edit**.

Payee Group Name	Payee ID	Submission Date	Effective Date	Submission Status	Created by	Approved by	Action
FM Company137	A874000			Pending Submission			Create
Payee Group 1	A874001	07/10/2014		Approved	ACCNFM021@FFETEST.COM	ACCNFM022@FFETEST.COM	View
Payee Group 2	A874002			Disapproved	ACCNFM021@FFETEST.COM		View Edit

Figure 6-5. Editing a FIF

Once the intended payee group has been selected (via the **Action** column), the FIF will open up to the **Create Financial Information Form** page. Within this page, edits can be made to each of the sections discussed in section 6.1.1 of this document - **Creating a Financial Information Form**. Users should apply the same submission, save, and cancellation directions provided in the **Creating a Financial Information** section.

6.1.3 Viewing a FIF

To view a FIF, users should follow the same steps provided in section 6.1.2 of this document - **Editing a FIF**. Instead of selecting **Edit** in the **Action** column select **View**. The user will be able to view the FIF. Edits cannot be made in **View** status.

6.2 FIF Approver

The role of the **FIF Approver** is to review and approve or disapprove FIFs submitted by an Issuer Submitter. The **FIF Approver** is responsible for ensuring the information provided within the FIF is accurate. The Issuer Approver can only approve, disapprove, and view FIFs. They cannot edit FIFs.

6.2.1 Approving a FIF

The FIF approval process begins on the **Financial Information Form Summary** page. To approve a FIF, select the **TIN** associated with the intended FIF then select **Show Financial Information Forms**.

Any FIF marked **Pending Approval** in the Submission Status column is ready to be approved. Select **Approve** in the **Action** column to view and approve a FIF.

Financial Information Forms

The Financial Information Form is used to submit bank account and other information to CMS.

Financial Information Form Summary

Select a TIN and then select "Show Financial Information Forms" to view Financial Information Forms. Sort Payee ID to list all forms for a payee group.

TIN: 111111137 - FM Company137 [Show Financial Information Forms](#)

TIN 111111137 - FM Company137

Payee Group Name	Payee ID	Submission Date	Effective Date	Submission Status	Created by	Approved by	Action
FM Company137	A874000			Pending Approval	ACCNFM021@FFETEST.COM		View Approve
Payee Group 1	A874001	07/10/2014		Approved	ACCNFM021@FFETEST.COM	ACCNFM022@FFETEST.COM	View

Figure 6-6. Approving a FIF

Upon selecting **Approve**, the user will be automatically directed to the **Approve Financial Information Form** page (see figure 19).

Within this page, review the financial institution's billing and authority's contact information and the payee group financial information for accuracy. If the information is correct and at the discretion of the Approver, the FIF can be approved within the **Authorization** section by selecting **Approve Financial Information**. If the information provided is not correct, select **Disapprove Financial Information**. If the Approver is not ready to make an approval decision, select **Cancel**. For cases when the FIF is disapproved, the Approver will need to notify the Submitter (outside of the application) and the Submitter should make all applicable changes prior to re-submitting the FIF.

FINANCIAL MANAGEMENT Text Size: A A A

Welcome, null null Logout

Payee Groups Financial Information Forms

Home > Financial Information Forms > Approve Financial Information Form

Back to Financial Information Forms Summary

Approve Financial Information Form

A field with an asterisk (*) before it is a required field

Please review the Financial Information Form for the payee group below for accuracy. At the bottom of the page, you can either authorize and approve the form or disapprove it. You do not need to fill out the authorization section to disapprove the form.

Financial Information Form Details

Payee Group Name: FM Company137
 Payee Group ID: AS74000
 Submission Status: Pending Approval
 Submission Date: Date Submitted to CMS
 Created By: ACCNFM021@FFETEST.COM
 Effective Date: Will be the date all information has been verified by CMS and any financial institution. Please allow up to 30 days for the verification process.

Payee Group Legal Business Information

Tax Identification Number (TIN): 111111137
 Not for Profit Status: For Profit
 Legal Business Name: FM Company137
 1099 Address: CMS will use this address to mail your annual 1099 forms.
 14001 Jefferson Davis Hwy
 Woodbridge, VA 22191

Billing Address

Billing Address: ATTN: FM Company137
 14001 Jefferson Davis Hwy
 Woodbridge, VA 22191

Financial Institution

Organization Payee? Yes
 Financial Institution: Not provided

Financial Information Form Contact

Contact Person: Corey
 (333) 333-3333@
 c@aol.com

Authorization

The payee group will be a Organization Level Payee; authorization is not required.

Privacy Act Advisory Statement: You should be aware that P.L. 100-503, the Computer Matching and Privacy Protection Act of 1988, permits the government, under certain circumstances, to verify the information you provide by way of computer matches.

Cancel Disapprove Financial Information Approve Financial Information

Back to Financial Information Forms Summary

Figure 6-7. Approving a FIF

6.2.2 Viewing an approved or disapproved FIF

To view an approved or disapproved FIF, users should follow the same steps provided in section 6.2.1 of this document - **Approving a FIF**. Instead of selecting **Approve** in the **Action** column select **View**. The user will be able to view the FIF.

7 After the Submission and Review Process

After the payee group and FIF have been reviewed and approved by the Issuer, they are then sent to CMS. The forms are validated and approved by CMS before being submitted to the CMS central financial system for payment processing.

There is no notification system; therefore Issuers will have to check the summary group for the status of the FIF form. If a FIF is disapproved, the FIF will be marked **disapproved** on the FIF Summary Page. The Issuer will need to edit the FIF and then re-submit to CMS for approval. The edit functionality is not available when the FIF has a status of Approved.

8 Acronyms and Abbreviations

Table 8-1. Acronyms and Abbreviations

Acronym / Abbreviation	Definition
CMS	Center for Medicare & Medicaid Services
EIDM	Enterprise Identity Management
FIF	Financial Information Form
HIOS	Health Information Oversight System
TIN	Tax Identification Number

9 Additional Assistance

Questions pertaining to Payee Group or FIF creation and submission, New User Registration, User ID's, or Passwords should be directed to (855) 267-1515 or CMS_FEPS@cms.hhs.gov.