



myEasyView[®] 5.5

Training Guide

August 2020

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Page | 2

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Table of Contents

OVERVIEW	2
LOGIN SCREEN.....	2
FILE MANAGEMENT.....	3
APPROVE A FILE WITHOUT REVIEWING DOCUMENT PDFS.....	3
<i>Review documents before approving a file.....</i>	<i>Error! Bookmark not defined.</i>
ADD A NOTE TO A DOCUMENT (INTERNAL AND/OR PRINTED).....	ERROR! BOOKMARK NOT DEFINED.
<i>View all documents in a file.....</i>	5
REPORTS TAB.....	ERROR! BOOKMARK NOT DEFINED.
SEARCH FOR REPORTS.....	ERROR! BOOKMARK NOT DEFINED.
UPLOAD FILE.....	8
ADMIN TAB	9
EDIT USER	10
<i>Add New User.....</i>	11
CREATE A NEW ADMINISTRATIVE ROLE.....	12
<i>Edit an Administrative Role.....</i>	12
CUSTOMER SUPPORT TAB	13
SEARCH FOR STATEMENTS ACROSS ALL ARCHIVED FILES.....	13
<i>View statement PDFs.....</i>	13
EMAIL STATEMENTS VIA SECURE LINK.....	14
<i>Take payment over the phone.....</i>	15
ENROLL CUSTOMERS IN MYSECUREBILL® (E-STATEMENTS AND E-PAYMENTS)	16
<i>Access mySecureBill® through myEasyView®.....</i>	17
EDIT AN EXISTING MYSECUREBILL® PROFILE.....	18
APEX CUSTOMER SERVICE	19
WHAT'S NEW!.....	19
LOGOUT.....	19
NOTIFICATION EMAILS.....	20
UPLOAD CONFIRMATION.....	20
<i>Review Notification.....</i>	20
PROCESS CONFIRMATION.....	21
<i>Mailed Notification.....</i>	22



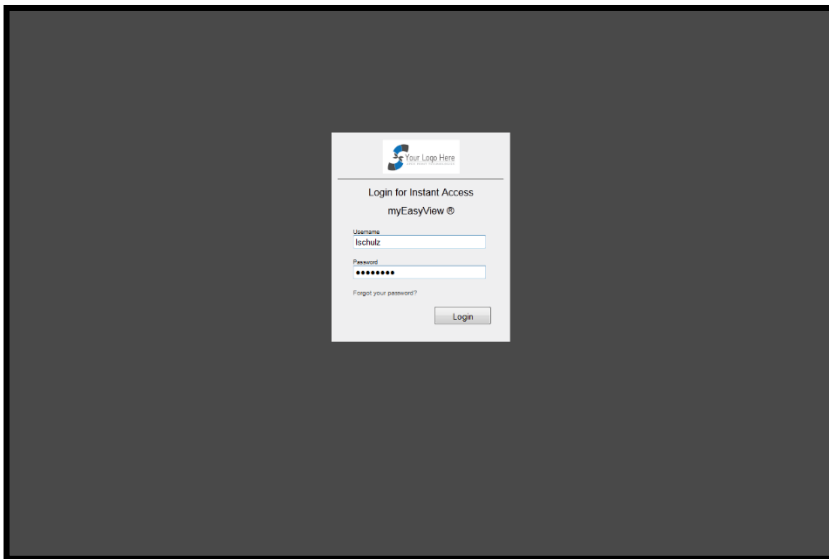


I. Overview

MyEasyView® is an online application that allows you to manage documents and files, search and view documents, take payments over the phone, view reports, and enroll end users in e-statements. MyEasyView® provides a variety of features to better manage your accounts receivable and inbound calls. This document will provide a brief overview of how to use myEasyView®.

II. Login Screen

Login URL: <http://<organizationname>.myeasyview.com>



III. File Management

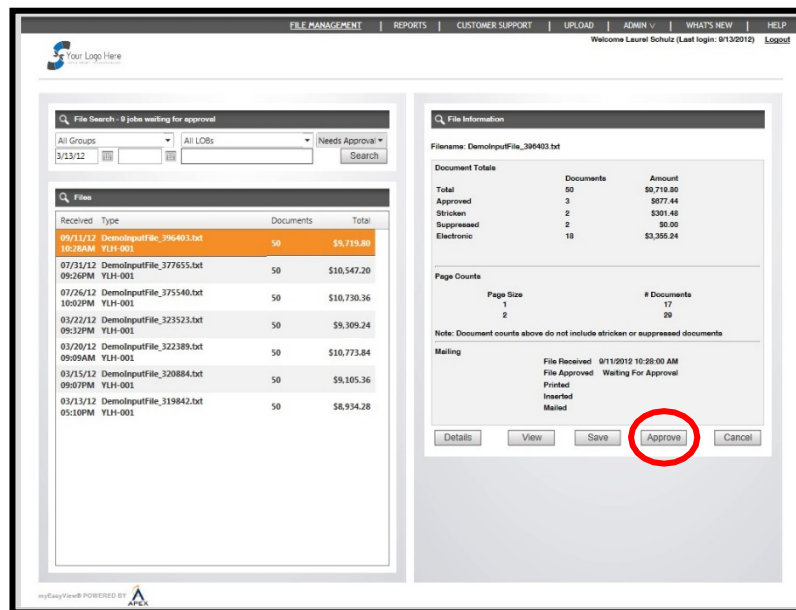
The **File Management** tab displays all files that have been uploaded. In this tab you can:

- See the status of recently uploaded files
- Approve files
- Stop/cancel files with errors or files that were uploaded incorrectly
- Strike specific documents from files prior to approval
- Review all archived files
- Conduct a file search— search for a specific file you have uploaded
- Conduct a document search— search for a specific document record within a file
- Apply a custom message to individual documents within a file and create internal notes when approving or striking documents
- Access the file summary, which includes the total number of documents within the file, number of approved documents, number of stricken documents, number of suppressed documents, and the total amount due of all documents in a file.



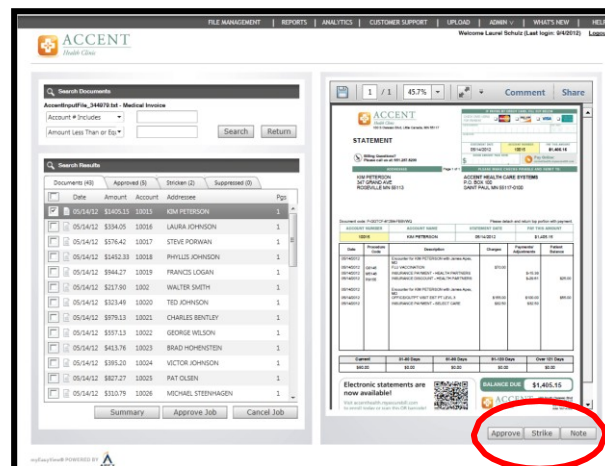
A. Approve a file without reviewing document PDFs

1. Search for files that need approval by date, group, and/or LOB (line of business). All files awaiting approval will be in **BOLD**.
2. Select the file you want to approve and click on the **Approve** button on the right side of screen.
3. To finalize the approval of the job, click the **Approve Job** button; to cancel the job, click the **Cancel Job** button.



B. Review documents before approving a file

1. Search for files awaiting approval by date, group, and/or LOB. Files awaiting approval are **BOLD**.
2. Select the file you want to approve, and then click the Details button on the right side of the screen.
3. Select individual or multiple documents, then select the appropriate button on the right side: Strike or Approve.



C. Add a note to a document (internal)

1. Within the details page, the **Note** button will add an internal note to the selected document.

The screenshot displays the ACCENT Health Clinic software interface. At the top, a navigation bar includes links for FILE MANAGEMENT, REPORTS, ANALYTICS, CUSTOMER SUPPORT, UPLOAD, ADMIN, WHAT'S NEW, and HELP. A user login message reads "Welcome Laurel Schulz (Last login: 6/4/2012) Logout".

The main interface is divided into two primary sections:

- Search Documents:** This section contains a search bar with the text "AccountingProfile_344978.txt - Medical Invoice". Below the search bar are two dropdown menus: "Account # Includes" and "Amount Less Than or Eq.". Search and Return buttons are located to the right of these dropdowns.
- Search Results:** This section displays a table of search results. The table has columns for Date, Amount, Account, Addressee, and Pgs. The results are filtered by "Documents (43)", "Approved (5)", "Stricken (2)", and "Suppressed (0)". The table lists 15 documents, each with a checkbox, a date (05/14/12), an amount, an account number, an addressee name, and a page count (1).

Below the search results table are three buttons: Summary, Approve Job, and Cancel Job.

On the right side of the interface, there is a **Document Control** panel. It shows a summary of the selected document: "Total Documents: 1, Amount: \$1,405.15". Below this, there is a section for "Approval/Striking Comment" with a text input field and "Approve" and "Strike" buttons. At the bottom of the panel is a "Printed Customer Note" section with a text input field.

D. View all documents in a file

1. Search for file by date, group, and/or LOB.
2. Select the file you wish to view. Then click the **View** button on the right side to access one PDF containing all documents from the selected file.

The screenshot displays the Apex Revenue Technologies web application interface. The top navigation bar includes links for FILE MANAGEMENT, REPORTS, CUSTOMER SUPPORT, UPLOAD, ADMIN, WHAT'S NEW, and HELP. A user greeting "Welcome Laurel Schulz (Last login: 9/14/2012)" and a "Logout" link are also present.

The main content area is divided into two panels. The left panel, titled "File Search - 9 jobs waiting for approval", contains a search bar with filters for "All Groups", "All LOBs", and "Needs Approval". Below this is a table of files:

Received	Type	Documents	Total
09/11/12 10:28AM	DemoInputFile_396403.txt YLH-001	50	\$9,719.80
07/31/12 09:26PM	DemoInputFile_377655.txt YLH-001	50	\$10,547.20
07/26/12 10:02PM	DemoInputFile_375540.txt YLH-001	50	\$10,730.36
03/22/12 09:32PM	DemoInputFile_323523.txt YLH-001	50	\$9,309.24
03/20/12 09:09AM	DemoInputFile_322389.txt YLH-001	50	\$10,773.84
03/15/12 09:07PM	DemoInputFile_320884.txt YLH-001	50	\$9,105.36

The right panel, titled "File Information", shows details for the selected file "DemoInputFile_396403.txt". It includes a "Document Totals" table:

	Documents	Amount
Total	50	\$9,719.80
Approved	3	\$677.44
Stricken	2	\$301.48
Suppressed	2	\$0.00
Electronic	18	\$3,355.24

Below this is a "Page Counts" table:

Page Size	# Documents
1	17
2	29

A note states: "Note: Document counts above do not include stricken or suppressed documents".

The "Mailing" section shows the status of the file: "File Received 9/11/2012 10:28:00 AM", "File Approved Waiting For Approval", "Printed", "Inserted", and "Mailed".

At the bottom of the right panel, there are five buttons: "Details", "View", "Save", "Approve", and "Cancel". The "View" button is circled in red.

**The PDF will appear in a separate window containing all documents from that file*



YLH-321



Your Logo Here
APEX PRINT TECHNOLOGIES

STATEMENT



Billing Questions?
Please call us at: 651.287.8200

ADDRESSEE

BILL SMITH
1667 CITRUS AVE
SAINT PAUL MN 55887

Page 1 of 2

IF PAYING BY CREDIT CARD, FILL OUT BELOW			
CHECK CARD USING FOR PAYMENT			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARD NUMBER	EXP. DATE		
SIGNATURE			
STATEMENT DATE	ACCOUNT NUMBER	PAY THIS AMOUNT	
09/11/12	1000	\$200.48	
SHOW AMOUNT PAID HERE		Pay Online: accenthealth.mysecurebill.com	

PLEASE MAKE CHECKS PAYABLE AND REMIT TO:

YOUR LOGO HERE SYSTEMS
P.O. BOX 100
SAINT PAUL MN 55117-0100

myEasyMatch Code: P-QGNQT-56493-DBDNKK

Please detach and return top portion with payment.

ACCOUNT NUMBER	ACCOUNT NAME	STATEMENT DATE	PAY THIS AMOUNT
1000	BILL SMITH	09/11/12	\$200.48

Date	Procedure Code	Description	Charges	Payments/ Adjustments	Patient Balance
08/26/12	G0145	Encounter for Bill Smith with James Apex, MD			
08/26/12	G0145	FLU VACCINATION	\$70.00		
08/26/12	G0145	FLU VACCINATION	\$70.00		
08/31/12		INSURANCE PAYMENT - HEALTH PARTNERS		\$-15.39	
08/31/12		INSURANCE PAYMENT - HEALTH PARTNERS		\$-15.39	
08/31/12		INSURANCE DISCOUNT - HEALTH PARTNERS		\$-29.61	\$25.00
08/31/12		INSURANCE DISCOUNT - HEALTH PARTNERS		\$-29.61	\$25.00
08/26/12	99212	Encounter for Bill Smith with Joe Johnson, MD			
08/26/12	99212	OFFICE/OUTPT VISIT EST LEVL II	\$71.00		
08/26/12	99212	OFFICE/OUTPT VISIT EST LEVL II	\$71.00		
08/31/12		INSURANCE PAYMENT - MEDICA		\$25.00	
08/31/12		INSURANCE PAYMENT - MEDICA		\$25.00	
08/31/12		CR CONTRACTUAL ALLOW - MEDICA		\$21.00	\$25.00
08/31/12		CR CONTRACTUAL ALLOW - MEDICA		\$21.00	\$25.00
08/26/12		Encounter for Bill Smith with John Smith, MD			
08/26/12		OFFICE/OUTPT VISIT EST PT LEVL 3	\$155.00		
08/26/12		OFFICE/OUTPT VISIT EST PT LEVL 3	\$155.00		
08/31/12		PATIENT/GUARANTOR PAYMENT		\$20.00	\$135.00
08/31/12		PATIENT/GUARANTOR PAYMENT		\$20.00	\$135.00

Current	31-60 Days	61-90 Days	91-120 Days	Over 121 Days
\$200.48	\$0.00	\$0.00	\$0.00	\$0.00

**Electronic Statements are
now available!**



BALANCE DUE

\$200.48

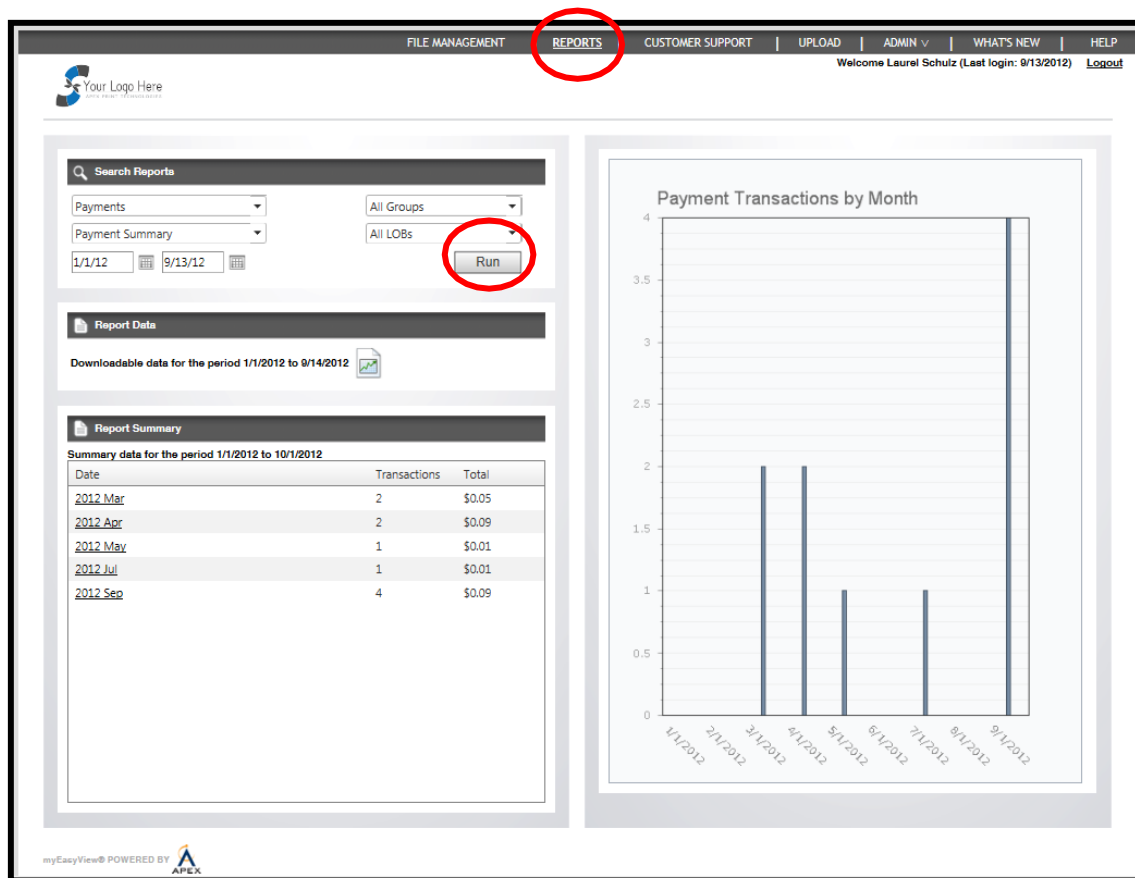
Your Logo Here



IV. Reports Tab

View and download the following reports from the Reports tab:

- Address Processing Reports
- Payment Reports
- E-Statement Reports
- Print and Processing Reports
- Security Reports



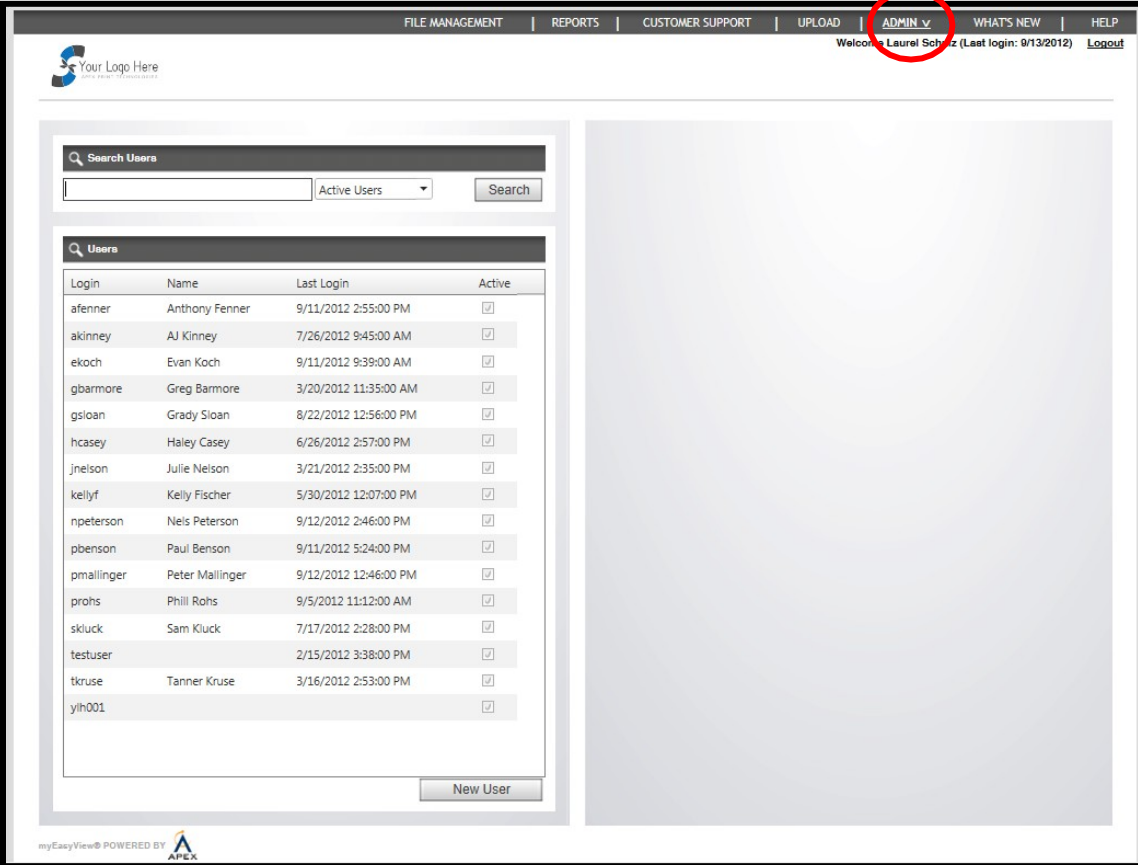
A. Search for reports

In the **Reports Tab** you can search for reports by category, subcategory, group, LOB or date:

1. Enter the search criteria for your report, and then click the **Run** button.
2. A list of reports that meet your search criteria will appear under the Report Data section on the left side of the screen. Reports can be exported to a CSV file for review.
3. If applicable, a monthly or daily report summary will appear on the bottom left side of the screen along with a graphical representation on the right side of the screen

V. Admin Tab

In the Admin tab, you can add groups, users, and managers; designate permissions; change passwords; and deactivate users.



The screenshot displays the Admin tab interface. At the top, a navigation bar includes links for FILE MANAGEMENT, REPORTS, CUSTOMER SUPPORT, UPLOAD, ADMIN (highlighted with a red circle), WHAT'S NEW, and HELP. Below the navigation bar, a welcome message reads "Welcome, Laurel Schatz (Last login: 9/13/2012) Logout". The main content area features a "Search Users" section with a search bar and a dropdown menu set to "Active Users". Below this is a "Users" section containing a table of user information. The table has columns for Login, Name, Last Login, and Active. A "New User" button is located at the bottom right of the table.

Login	Name	Last Login	Active
afenner	Anthony Fenner	9/11/2012 2:55:00 PM	<input checked="" type="checkbox"/>
akinney	AJ Kinney	7/26/2012 9:45:00 AM	<input checked="" type="checkbox"/>
ekoch	Evan Koch	9/11/2012 9:39:00 AM	<input checked="" type="checkbox"/>
gbarmore	Greg Barmore	3/20/2012 11:35:00 AM	<input checked="" type="checkbox"/>
gsloan	Grady Sloan	8/22/2012 12:56:00 PM	<input checked="" type="checkbox"/>
hcasey	Haley Casey	6/26/2012 2:57:00 PM	<input checked="" type="checkbox"/>
jnelson	Julie Nelson	3/21/2012 2:35:00 PM	<input checked="" type="checkbox"/>
kellyf	Kelly Fischer	5/30/2012 12:07:00 PM	<input checked="" type="checkbox"/>
npeterson	Nels Peterson	9/12/2012 2:46:00 PM	<input checked="" type="checkbox"/>
pbenson	Paul Benson	9/11/2012 5:24:00 PM	<input checked="" type="checkbox"/>
pmallinger	Peter Mallinger	9/12/2012 12:46:00 PM	<input checked="" type="checkbox"/>
prohs	Phill Rohs	9/5/2012 11:12:00 AM	<input checked="" type="checkbox"/>
skluck	Sam Kluck	7/17/2012 2:28:00 PM	<input checked="" type="checkbox"/>
testuser		2/15/2012 3:38:00 PM	<input checked="" type="checkbox"/>
tkruse	Tanner Kruse	3/16/2012 2:53:00 PM	<input checked="" type="checkbox"/>
yih001			<input checked="" type="checkbox"/>

A. Edit User

To edit a user, select the user and click the Edit button to change the following administrative access:

1. Account information
2. Role
3. Default tab
4. Capabilities
5. Password

The screenshot displays the Apex Revenue Technologies user management interface. The top navigation bar includes links for FILE MANAGEMENT, REPORTS, CUSTOMER SUPPORT, UPLOAD, ADMIN (selected), WHAT'S NEW, and HELP. A welcome message for Laurel Schulz is shown. The main content area is divided into two panels. The left panel, titled 'Search Users', contains a search bar and a table of active users. The right panel, titled 'User Details', shows the details for the selected user 'AJ Kinney' and includes an 'Edit' button circled in red. Below the user details is a 'Group Membership' section showing the user's default location as 'Hospital'.

Login	Name	Last Login	Active
afenner	Anthony Fenner	9/11/2012 2:55:00 PM	<input checked="" type="checkbox"/>
akinney	AJ Kinney	7/26/2012 9:45:00 AM	<input checked="" type="checkbox"/>
ekoch	Evan Koch	9/11/2012 9:39:00 AM	<input checked="" type="checkbox"/>
gbarmore	Greg Barmore	3/20/2012 11:35:00 AM	<input checked="" type="checkbox"/>
gsloan	Grady Sloan	8/22/2012 12:56:00 PM	<input checked="" type="checkbox"/>
hcasey	Haley Casey	6/26/2012 2:57:00 PM	<input checked="" type="checkbox"/>
jnelson	Julie Nelson	3/21/2012 2:35:00 PM	<input checked="" type="checkbox"/>
kellyf	Kelly Fischer	5/30/2012 12:07:00 PM	<input checked="" type="checkbox"/>
npeterson	Nels Peterson	9/12/2012 2:46:00 PM	<input checked="" type="checkbox"/>
pbenson	Paul Benson	9/11/2012 5:24:00 PM	<input checked="" type="checkbox"/>
pmallinger	Peter Mallinger	9/12/2012 12:46:00 PM	<input checked="" type="checkbox"/>
prohs	Phill Rohs	9/5/2012 11:12:00 AM	<input checked="" type="checkbox"/>
skluck	Sam Kluck	7/17/2012 2:28:00 PM	<input checked="" type="checkbox"/>
testuser		2/15/2012 3:38:00 PM	<input checked="" type="checkbox"/>
tkruse	Tanner Kruse	3/16/2012 2:53:00 PM	<input checked="" type="checkbox"/>
yln001			<input checked="" type="checkbox"/>

User Details for **akinney** (akinney@apexprint.com):

- First Name: AJ
- Last Name: Kinney
- Active: ☒
- Default Tab: Approval
- Password: *****
- Last Login: 7/26/2012 9:45:00 AM
- Allow Uploads: ☐

Group Membership: Default Location (Admin 1341) - Hospital (YLH-001)

B. Add New User

1. To add a new user, click the New User button

The screenshot shows the Apex Revenue Technologies user management interface. The top navigation bar includes links for FILE MANAGEMENT, REPORTS, CUSTOMER SUPPORT, UPLOAD, ADMIN, WHAT'S NEW, and HELP. The user is logged in as Laurel Schultz. The main content area is divided into two panels. The left panel, titled 'Search Users', contains a search bar and a table of existing users. The right panel, titled 'User Details', contains a form for adding a new user. The 'New User' button at the bottom of the 'Users' table is circled in red.

Login	Name	Last Login	Active
afenner	Anthony Fenner	9/11/2012 2:55:00 PM	<input checked="" type="checkbox"/>
akinney	AJ Kinney	7/26/2012 9:45:00 AM	<input checked="" type="checkbox"/>
ekoch	Evan Koch	9/11/2012 9:39:00 AM	<input checked="" type="checkbox"/>
gbarmore	Greg Barmore	3/20/2012 11:35:00 AM	<input checked="" type="checkbox"/>
gsloan	Grady Sloan	8/22/2012 12:56:00 PM	<input checked="" type="checkbox"/>
hcasey	Hailey Casey	6/26/2012 2:57:00 PM	<input checked="" type="checkbox"/>
jnelson	Julie Nelson	3/21/2012 2:35:00 PM	<input checked="" type="checkbox"/>
kellyf	Kelly Fischer	5/30/2012 12:07:00 PM	<input checked="" type="checkbox"/>
npeterson	Nels Peterson	9/12/2012 2:46:00 PM	<input checked="" type="checkbox"/>
pbenson	Paul Benson	9/11/2012 5:24:00 PM	<input checked="" type="checkbox"/>
pmallinger	Peter Mallinger	9/12/2012 12:46:00 PM	<input checked="" type="checkbox"/>
prohs	Phill Rohs	9/5/2012 11:12:00 AM	<input checked="" type="checkbox"/>
skluck	Sam Kluck	7/17/2012 2:28:00 PM	<input checked="" type="checkbox"/>
testuser		2/15/2012 3:38:00 PM	<input checked="" type="checkbox"/>
tkruse	Tanner Kruse	3/16/2012 2:53:00 PM	<input checked="" type="checkbox"/>
ylh001			<input checked="" type="checkbox"/>

2. Fill in the user information and click Save

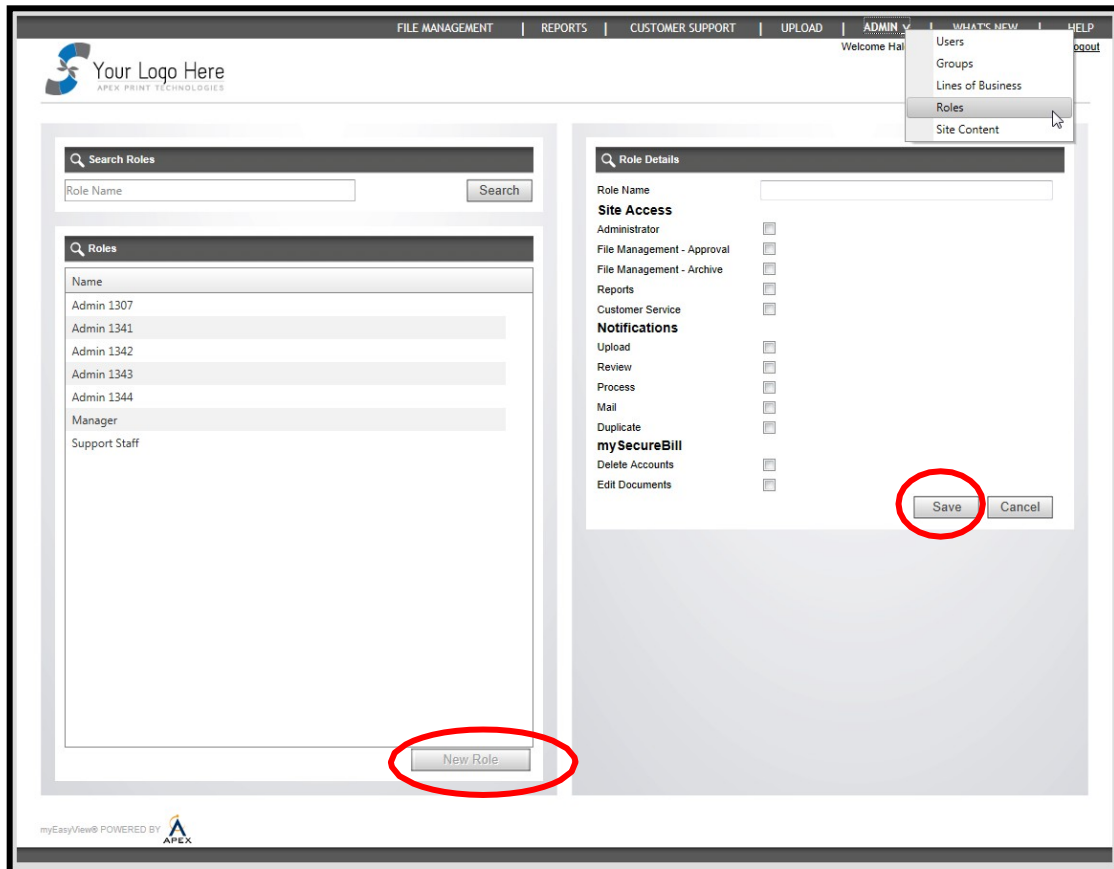
The screenshot shows the Apex Revenue Technologies user management interface with the 'User Details' form filled out. The 'New User' button at the bottom of the 'Users' table is circled in red. The 'Save' button in the 'User Details' form is also circled in red.

Login	FileAs	LastLoginDate	Active
accentftp	Accent2 FTP		<input checked="" type="checkbox"/>
akinney	Alexander Kinney	2/20/2012 8:30:00 AM	<input checked="" type="checkbox"/>
amartin	Alan Martin		<input checked="" type="checkbox"/>
blueppers	Brian Kueppers2	10/21/2011 8:37:00 AM	<input checked="" type="checkbox"/>
blueppers	Brian Kueppers1		<input checked="" type="checkbox"/>
bvangorder	Betty VanGorder	11/16/2011 5:42:00 PM	<input checked="" type="checkbox"/>
dalbright	David Albright	12/14/2011 8:06:00 AM	<input checked="" type="checkbox"/>
dalbright	David Albright		<input checked="" type="checkbox"/>
dem001		9/25/2009 2:12:00 PM	<input checked="" type="checkbox"/>
ekoch	Evan Koch	9/2/2011 8:21:00 AM	<input checked="" type="checkbox"/>
Gbarmore	Greg Barmore	2/14/2012 9:19:00 PM	<input checked="" type="checkbox"/>
gsloan	Grady Sloan	8/26/2011 2:21:00 PM	<input checked="" type="checkbox"/>
hsmith	Hailey Smith	8/27/2012 4:37:00 PM	<input checked="" type="checkbox"/>
keridison	Kurt Erickson	8/26/2011 1:56:00 PM	<input checked="" type="checkbox"/>
kfisher	Kelly Fischer	2/15/2012 2:02:00 PM	<input checked="" type="checkbox"/>
kglimore	Kariene Gilmore	9/14/2011 1:43:00 PM	<input checked="" type="checkbox"/>
klawrence	Ken Lawrence	9/20/2011 1:41:00 PM	<input checked="" type="checkbox"/>
mac	Joe Pyten	9/1/2009 2:55:00 PM	<input checked="" type="checkbox"/>



C. Create a new Administrative Role

1. Select **Roles** on the Admin drop-down menu
2. Select **New Role** button
3. Under “Role Details” add a role name and select the items you want accessible for the new user role
4. Click **Save**



D. Edit an Administrative Role

1. Select **Roles** on the Admin drop-down menu
2. Select an existing role to edit
3. Under “Role Details”, click the **Edit** button
4. Select the items you want accessible for the user role
5. Click **Update** to save

VI. Customer Support Tab

A. Search for statements across all archived files

1. Enter your search criteria (name, address, account #, myEasyMatchSM code, name, group, LOB, and/or date) and click **Search**.
2. A list of statements will appear under the "Search Results".
3. A summary of Account Information will populate below the search results for each document that is selected.

The screenshot displays the Apex Revenue Technologies Customer Support interface. On the left, the 'Search Documents' section includes filters for 'All Groups', 'All Lines', and 'All Lines'. A search criteria table is shown with columns for Name, Address, City, State, Zip, myEasyMatch #, and Electronic (Yes/No). The search results table lists 100 results, with the first result highlighted in orange. Below the search results, the 'Account Information' section displays details for the selected account, including the account number, address, and contact information. On the right, the 'STATEMENT' section shows a detailed statement for the selected account, including a table of charges and payments, and a summary of the account balance.

B. View statement PDFs

4. Complete your document search
 5. Select the document you wish to view
 6. The PDF associated with the selected document will automatically appear on the right side of the screen
 7. From here you can **Print** or **Save** the image
- *If you leave the "view" screen, click **View** to get back to the document PDF

C. Email statements via secure link

1. Complete your document search
2. Select the document you wish to email
3. Click the Email button
4. Enter the email address of the individual requesting their document
5. Relay the unique PIN # to the customer over the phone



- Click **Send Secure Link** and the individual will immediately receive an email containing a secure link to their statement PDF (they will be directed to enter their unique PIN # to access their statement)

The screenshot shows the Apex Revenue Technologies web interface. The top navigation bar includes links for FILE MANAGEMENT, REPORTS, CUSTOMER SUPPORT, UPLOAD, ADMIN, WHAT'S NEW, and HELP. The user is logged in as 'Welcome Haley Smith (Last login: 9/20/2012)' with a 'Logout' link.

The main content area is divided into two panels. The left panel, titled 'Search Documents', contains a search bar and filters for 'All Groups', 'All LOBs', and dates. Below the search results, there is a table with columns: Date, Amount, Account Number, Addressee, and Pgs. The table lists several documents, with the first one highlighted in orange. Below the table are buttons for 'Email', 'View', 'Pay', and 'SB'. The 'View' button is circled in red.

The right panel, titled 'E-mail Statement', contains a form for 'E-mail Address' and 'PIN'. The 'PIN' field is populated with '81084'. Below the form is a button labeled 'Send Secure Link', which is circled in red.

The bottom panel, titled 'Account Information', contains details for the account, including 'Account Detail', 'mySecureBill Detail', and 'Mailing Detail'.

D. Take payment over the phone

- Complete your document search
- Select the document you wish to pay and click the **Pay** button
- Add the dollar amount the individual wishes to pay
- Enter the individual's email address and payment method (credit card or eCheck) click **Continue**

The screenshot shows the Apex Revenue Technologies web interface. The top navigation bar is the same as the previous screenshot. The user is logged in as 'Welcome Haley Smith (Last login: 9/20/2012)' with a 'Logout' link.

The main content area is divided into two panels. The left panel, titled 'Search Documents', contains a search bar and filters for 'All Groups', 'All LOBs', and dates. Below the search results, there is a table with columns: Date, Amount, Account Number, Addressee, and Pgs. The table lists several documents, with the first one highlighted in orange. Below the table are buttons for 'Email', 'View', 'Pay', and 'SB'. The 'Pay' button is circled in red.

The right panel, titled 'Make Payment', contains a form for 'Payment Detail'. It includes fields for 'Statement Date', 'Due Date', 'Name', 'Amount Due', 'Type', 'Account Number', and 'Amount to Pay'. Below the form are buttons for 'Continue' and 'Cancel'. The 'Continue' button is circled in red.

The bottom panel, titled 'Account Information', contains details for the account, including 'Account Detail', 'mySecureBill Detail', and 'Mailing Detail'.



5. Enter the payment information and verify the credit card billing address, then click Submit

The screenshot shows the 'myEasyMatch' payment interface. On the left, there's a 'Search Documents' section with filters for 'All Groups', 'All LOBs', and dates. Below it is a 'Search Results' table with columns: Date, Amount, Account Number, Addressee, and Pgs. The table lists several accounts, with the third one (09/11/12, \$301.48, 10048, EMILY RAMERIZ) highlighted. Below the table is an 'Account Information' section for account 10048, showing details for EMILY RAMERIZ. On the right, there's a 'Payment Breakdown' table and a 'Credit Card Information' section. The 'Credit Card Information' section includes fields for Card Number, Expiration Date (01-January 2012), Security Code, First Name (EMILY), Last Name (RAMERIZ), Address (956 DUDLEY AVE), and City, State, Zip (FALCON HEIGHTS, MN, 55108). A red circle highlights the 'Submit' button at the bottom right of the credit card section.

6. A screen will appear with a confirmation number, payment amount, patient name, and date of payment

E. Enroll customers in mySecureBill® (e-statements)

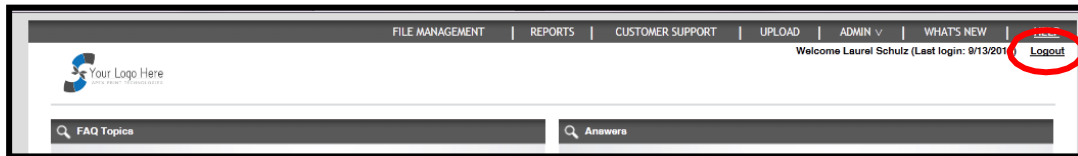
1. Complete your document search
2. Select the document of the individual you wish to enroll
3. myEasyMatch™ code allows the individual's information to pre-populate
4. Click the **Enroll** button
5. Enter a username and email address for the individual
6. Generate a password, which the individual will be prompted to change upon their first login
7. Click **Register Now**, which will generate an email to the individual with an activation link they must click to confirm their registration for e-statements

The screenshot shows the 'myEasyMatch' enrollment interface. On the left, there's a 'Search Documents' section with filters for 'All Groups', 'All LOBs', and dates. Below it is a 'Search Results' table with columns: Date, Amount, Account Number, Addressee, and Pgs. The table lists several accounts, with the third one (09/11/12, \$301.48, 200151, MARY JOHNSON) highlighted. Below the table is an 'Account Information' section for account 200151, showing details for MARY JOHNSON. On the right, there's an 'Enroll' section. It includes fields for First Name (BELL), Last Name (SMITH), Username (Must be at least 6 characters long), and E-mail Address. Below these fields is a 'Security Options' section with a 'Generate' button for a random password. Below the password field is a 'Register Now' button, which is circled in red. A red circle also highlights the 'Enroll' button in the 'Search Results' table.



VII. Logout

To log out of myEasyView®, click the Logout button in the menu bar.



VIII. Notification Emails

Below are examples of the possible email notifications you can elect to receive

A. Upload Confirmation

From: customerservice@apexprint.com [mailto:customerservice@apexprint.com]
Sent: Thursday, March 29, 2012 9:03 AM
To: Benjamin Mattson
Subject: Apex Upload Notification (CustomerXXX)

UPLOAD CONFIRMATION

3/29/2012 – File-Name01234567890,12345.txt.bak (987654)

3/29/2012 – File-Name-01234567890987 (963741)

3/29/2012 – File-Name-01234567890986 (963147)

Once the file has completed processing, you will receive a second confirmation detailing what has processed.

If you have any questions or comments about this upload, please contact us.

- Apex Support Staff
Phone : 651-287-8200
Fax : 651-287-8203
Email : customerservice@apexprint.com
Visit us on the web <https://CustomerXXX.myeasyview.com>

Thank you for allowing us to serve you!

B. Review Notification

From: customerservice@apexprint.com [mailto:customerservice@apexprint.com]
Sent: Thursday, March 29, 2012 9:03 AM
To: Benjamin Mattson
Subject: Apex Review Notification (Customer XXX)

REVIEW NOTIFICATION

3/29/2012 – File-Name 01234567890,12345.txt.bak (987654)

Date	File Name	Line Of Business	Total Documents	Total Amount	Suppressed Documents	Electronic
3/29/2012	File-Name01234567890_12345_987654.txt.bak	Customer XXX Statements	145	\$0.00	15	30
3/29/2012	File-Name01234567890_12345_987654.txt.bak	Customer XXX Letters	79	\$55,459.08	5	10

3/29/2012 – File-Name01234567890,12346.txt.bak (963741)

Date	File Name	Line Of Business	Total Documents	Total Amount	Suppressed Documents	Electronic
3/29/2012	File-Name01234567890_12346_963741.txt.bak	Customer XXX Statements	694	\$3,947.49	5	28
3/29/2012	File-Name01234567890_12346_963741.txt.bak	Customer XXX Letters	259	\$180,143.73	6	22

3/29/2012 – File-Name01234567890,12349.txt.bak (147369)

Date	File Name	Line Of Business	Total Documents	Total Amount	Suppressed Documents	Electronic
3/29/2012	File-Name01234567890_12349_147369.txt.bak	Customer XXX Statement	653	\$923,508.05	12	33
3/29/2012	File-Name01234567890_12349_147369.txt.bak	Customer XXX Payment Arrangement	20	\$1,656.68	1	5
3/29/2012	File-Name01234567890_12349_147369.txt.bak	Customer XXX Final	42	\$49,119.66	1	6
3/29/2012	File-Name01234567890_12349_147369.txt.bak	Customer XXX Community Care Application	1	\$0.00	0	0

You can review this job by visiting our web site at: <https://CustomerXXX.myeasyview.com>

PLEASE NOTE: THIS JOB WILL NOT PRINT AND MAIL UNTIL YOUR ORGANIZATION APPROVES IT!



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C. Process Confirmation

From: customerservice@apeprint.com [mailto:customerservice@apeprint.com]
Sent: Thursday, March 29, 2012 8:57 AM
To: Benjamin Mattson
Subject: Apex Process Notification (Customer XXX)

PROCESS CONFIRMATION

3/29/2012 - over123.out (987000)

Line Of Business	Documents	Amount	Approved	Suppressed	Electronic	Mailed	Pages	Singles	Multis
123 Overdue PC	136	\$0.00	134	2	0	134	34	134	0
TOTALS	136	\$0.00	134	2	0	134	34	134	0

SUPPRESSION DETAILS

Suppression Reason	Count
Address	2
Stricken	0
TOTAL	2

NCOA DETAILS

NCOA Code	Description	Count
02	Found COA: Moved Left No Address (MLNA)	2
A	COA Match	8
TOTAL		10

3/29/2012 - wout123.out (987002)

Line Of Business	Documents	Amount	Approved	Suppressed	Electronic	Mailed	Pages	Singles	Multis
123 Without Appt PC	61	\$0.00	57	4	0	57	15	57	0
TOTALS	61	\$0.00	57	4	0	57	15	57	0

SUPPRESSION DETAILS

Suppression Reason	Count
Address	4
Stricken	0
TOTAL	4

NCOA DETAILS

NCOA Code	Description	Count
02	Found COA: Moved Left No Address (MLNA)	1
91	COA Match: Secondary Number Dropped from COA	1
A	COA Match	3
TOTAL		5

3/29/2012 - Over321.out.txt (987004)

Line Of Business	Documents	Amount	Approved	Suppressed	Electronic	Mailed	Pages	Singles	Multis
321 Over Due PC	11	\$0.00	11	0	0	11	3	11	0
TOTALS	11	\$0.00	11	0	0	11	3	11	0

SUPPRESSION DETAILS

Suppression Reason	Count
Address	0
Stricken	0
TOTAL	0

NCOA DETAILS

NCOA Code	Description	Count
TOTAL		0

For more detail, please log in to <https://CustomerXXX.myeasyview.com>.

Thank you for using Apex Print Technologies!



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Page | 21

D. Mailed Notification

From: customerservice@apexprint.com [mailto:customerservice@apexprint.com]
Sent: Monday, April 09, 2012 8:56 AM
To: Kelly Fischer
Subject: Apex Mail Notification (CustomerXXX)

MAILED CONFIRMATION

Received Date	Mailed Date	File Name	Line Of Business	Print File	Total Documents	Total Pages
4/8/2012	4/9/2012	File_Name_12345678_123456.txt	Customer Non-Payment Plan Stmt w/Financial Aid App	CustomerXXX.123444.LPF001.PS	1	1
4/8/2012	4/9/2012	File_Name_12345678_123456.txt	Customer Non-Payment Plan Stmt	CustomerXXX.123400.LPF001.PS	1	1
4/8/2012	4/9/2012	File_Name_12345678_123456.txt	Customer Non-Payment Plan Stmt	CustomerXXX.123400.LPN001.PS	1	1

For more detail, please log in to <https://Customer.myeasyview.com>.

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Page | 22



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Page | 22