Instructions to add registration codes to existing access at Payspan

Thank you for contacting Payspan Provider Support.

To register additional registration codes, follow these steps:

1. Go to www.payspanhealth.com
2. Click Your Payments (Start Here)
3. On the right select 'Add New Reg. Code'
4. Enter the Registration Code, Provider Identification Number (PIN), Tax Identification Number (TIN). NPI will prefill however is not required for registration.
5. Start Registration.

The Account Info Screen will appear:

- Select the Receiving Account (Bank Account) for the registration code. Use the Create New Receiving Account button to add another account.
- Agree to the Terms and Conditions by checking the box on the right.
- Select the Confirm button. This will complete the registration process.

If you created a new Receiving Account for a new bank account, you will receive an email from Payspan upon completing registration. In a few days you will need to verify with your bank that a minimal deposit has been made by Payspan. This deposit amount will be used to confirm your electronic payments are set up appropriately through Payspan and your bank. You will see this confirmation page the next time you login to www.payspanhealth.com using your User Id (your email address) and your password. The deposit does not need to be returned to Payspan.

Remits will be available 24 hours after codes are registered.

Please note; the recommended browsers for accessing the Payspan portal are Microsoft Edge / Google Chrome for Windows 10 and Google Chrome for all other operating systems as they comply with the latest security standards.

If you have any questions about the registration process or the website, please contact our Provider Support Team by dialing 1-877-331-7154, option 1 or send an email to providersupport@payspanhealth.com. Provider Services Specialists are available to assist Monday through Friday from 8am to 8pm, Eastern Time.

Thank you for contacting Provider Services