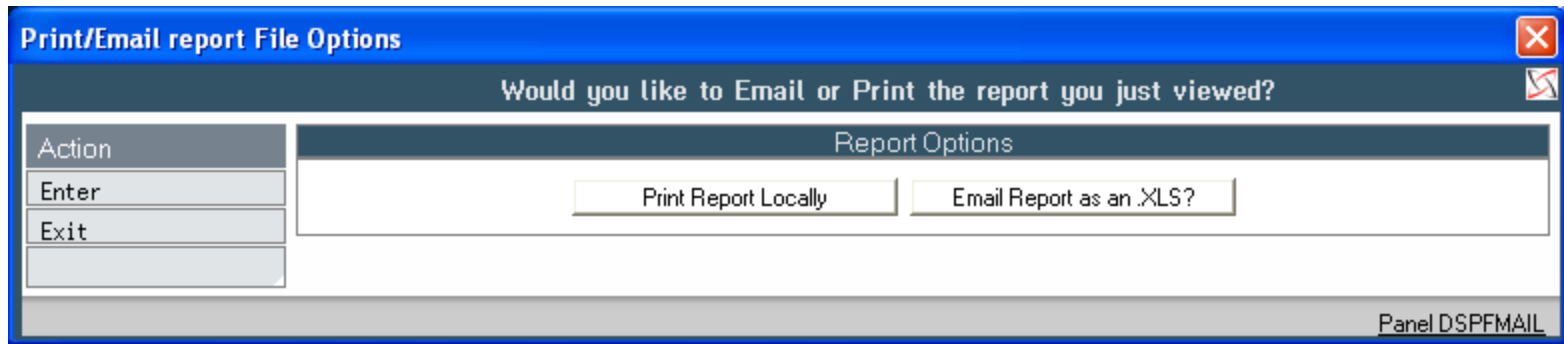


To email the report, display the desired report, press F3 or click Exit at the bottom of the report. The following popup will appear. Click the button on the right to email an excel report to the email address of the user logged in.

To just exit either box and return to the menu, click the Exit button on the left of the popup

PLEASE NOTE: EMAILING IS VERY SLOW! Please be Patient!



List My Service Providers
List My Consumers
Open Auths For Last Month
RC Staff Lookup
Auths Expiring This Month
New Auths Last 2 Months
Payment Hist-4 Prior Mon

Summary of Reports on the Service Provider Portal

1. **List My Service Providers** – This report displays a list of all of the vendor numbers associated with the Tax ID number associated with your Login ID. If you use more than one Tax ID Number with your regional center, not all of your vendor numbers will display in this list.
2. **List My Consumers** – This report displays all of the consumers that currently have an active authorization in our system. This report is up-to-date at the time it is ran. If you see a consumer with an authorization number, the authorization is valid and in our system.
3. **Open Auths for Last Month** – This report displays all of the consumers that had a current authorization for LAST month. The purpose behind this report is to help with billing.
4. **RC Staff Lookup** – This report displays the SCs by their codes. Since all of the other reports list the SCs by their code to save room and since SCs can change codes, we've provided this reference list.
5. **Auths Expiring This Month** – This report displays a list of the authorizations set to expire at the end of "this" month, "This" month is relative and changes every month. The purpose of this report is to assist vendors in ensuring authorizations are rollover in a timely manner so billing and payments for services can occur when expected.
6. **New Auths Last 2 Months** – This report displays authorizations created the last 2 months. Again, "Last 2 Months" is relative and changes as the month changes. The report's purpose has to do with identifying retro-authorizations created a significant amount of time after the services were provided. If services were provided a year earlier, the authorization, even though recently created, would not appear in any other report.
7. **Payment Hist-4 Prior Mon** – This report displays the entire payment history for the four priors months for all vendor numbers. Again, "Four Prior Months" is relative and changes as the month changes. This report allows the vendor to track payments adjustments with more convenience. Although other payment histories and look ups exist in SPP and e-Billing, this report shows the adjustments when they happened with the date of when the service was provided and can be emailed in an excel format , which has been deemed as highly desirable.