Step 1: To login to e-Billing go to https://ebilling.dds.ca.gov:8370/login
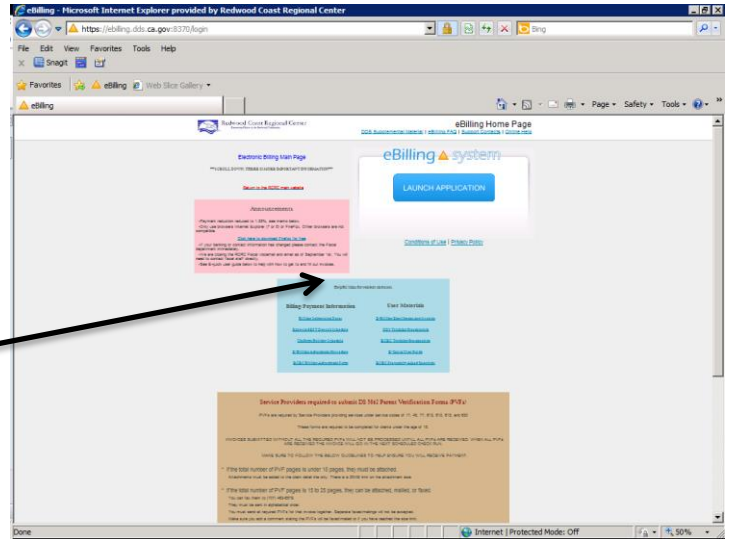
Step 2: Welcome to the e-Billing main page.

There is lots of useful information. Make sure to review the information before contacting the Regional center for questions. There are many links and you will need to scroll down to view all the information.
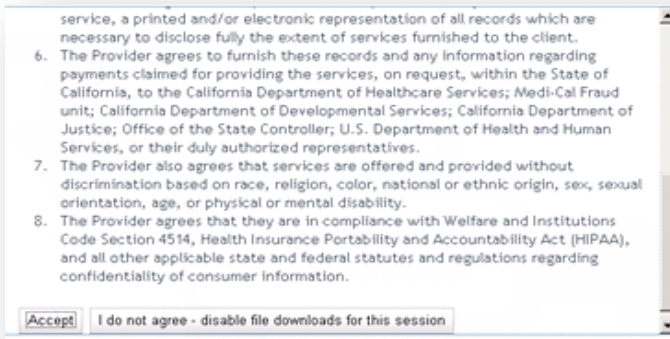

When you are ready to login, click "Launch Application"

Enter your username and password. This can be found in the email sent notifying you have been set up on e-Billing.
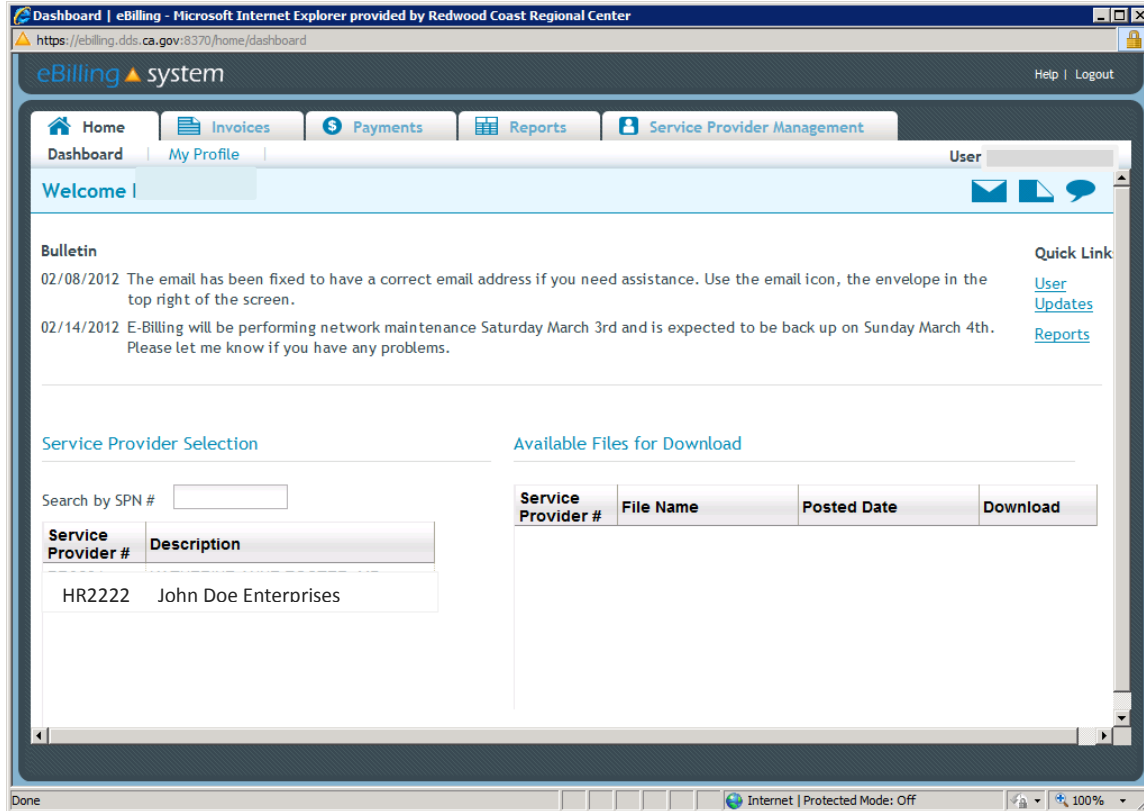

Then click login.

A disclaimer will appear, click accept.

Note: You will see this prompt each time you login. Please review carefully the first couple of times you login.

Your Home Page.

This page will be customized to the user logged in. All vendor numbers associated with the user will be displayed under Service Provider # and Description.

Step 3: You will need to select a Service Provider number by double clicking. A pop up window will display. Click ok.
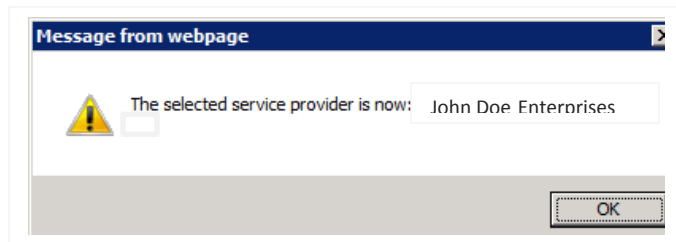
The page will reload and will appear to be the same page. However, you must verify the vendor name and number located above the tabs.
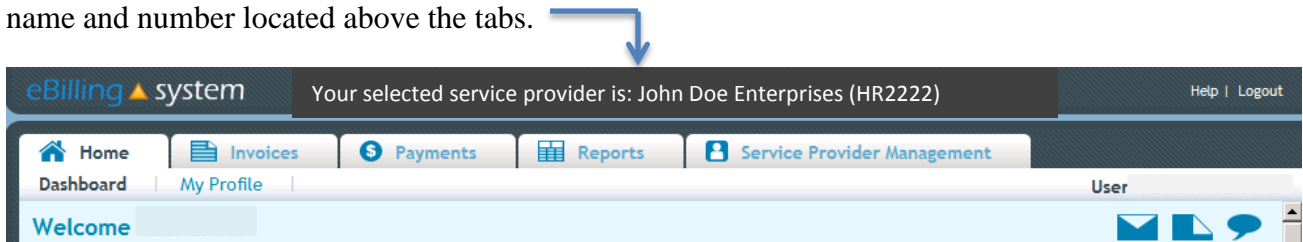
Depending on what you are doing will determine which tab to click. To see more information regarding each tab review the DDS Training Presentation on pages 11 through 39.

Step 4: To get to your invoice you will need to click the Invoice Tab.

An Invoice Search will appear. To see if you have an invoice click Search, to the right of the screen. If you want to find a specific invoice you will need to enter the search criteria and click search.
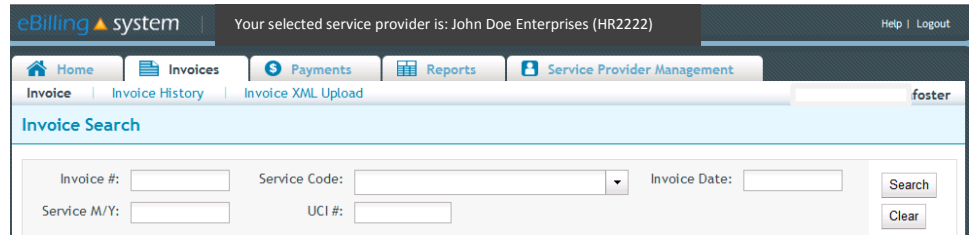
Once you have clicked search, any available invoices will be listed like below.

You must click the edit button in order to enter and be able to save information to the invoice and detail lines.

NOTE: If you double click the invoice line it will only let you view the information and you will not be able to save any information, if any is entered. You will know if you are not able to save changes as the "update", and "update next" options at the bottom right of the screen will be grayed out.

Step 5: Completing the Invoice.

You will now see a list of consumers which are on the invoice and can be billed on. If a consumer is not listed you must refer to your most current authorization to verify services are authorized to be provided. If you don't have a current authorization you will need to contact the Service Coordinator.

To complete a client detail line, double click on the consumer. This will take you to the calendar to be completed. Be sure to review each line before completing the calendar.

Below is the information you will review to help you identify who and what services you should be billing.

|		
Consumer Name:	UCI #:	Invoice #/Line #
Authorization #:	Service Code:	Service Subcode
Auth Dates:	Units Type:	Invoice Date:

Depending on the calendar type will depend on how to complete the calendar. Refer to pages 19 through 32 of the DDS Training Presentation for help completing the calendar.

If you do not have all billing information for a specific consumer (such as total hours, miles, etc), dates of service are not correct, or you are not able to bill the full amount of services you provided use the "**DEFER**" option. (You may need to refer to your most recent Authorization to Purchase Services to confirm authorized dates and amounts. If there was a recent change it may not be reflected in the system yet and a new detail line needs to be issued.) To use this option just select the box to mark defer. Then the following month a new invoice will be generating for you to bill properly. Please do not bill what you can now and want to bill the rest later. The system is not designed to function with the ability to rebill. For more information on the Defer option refer to the DDS Training Presentation on pages 29 and 30

Note: If using the Purchase Reimbursement Calendar you must send your supporting documentation or you may attach the document to the e-Billing website. To view more information about adding attachments, comments, and sending an email refer to pages 8 through 10 of the DDS Training Presentation.

Once you have completed the calendar, verify the information is correct and click "update next" to go to the next detail line. (Using the "update" or "update next" it is like clicking save.)
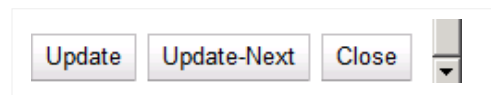
Once you have completed and verified all information you may submit your invoice by using the submit button. It would be a good idea to have someone review the information or review it the next day. It will then be sent to the Regional Center in a nightly process.

If you have any questions please refer to the DDS Training Presentation, the e-Billing main page, and our Frequently Asked Questions before contacting your Regional Center's Fiscal Department. You can save these to your computer or print them out.