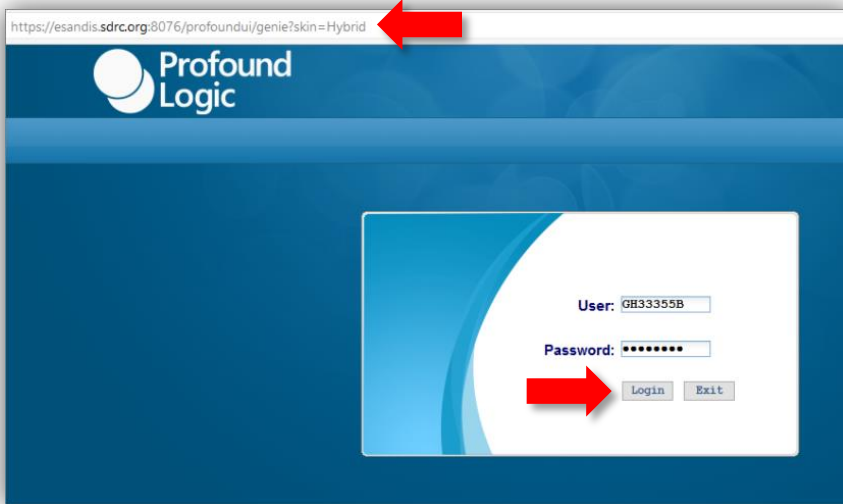


S7 SANDIS Service Provider Portal

Standard Users

The new and improved Service Provider Portal no longer requires the Java Program to be loaded on your computer and is accessible on ALL internet browsers, such as Internet Explorer, Mozilla Firefox, Chrome and Safari. It is compatible with Macs, PCs and even smart phones and tablets!

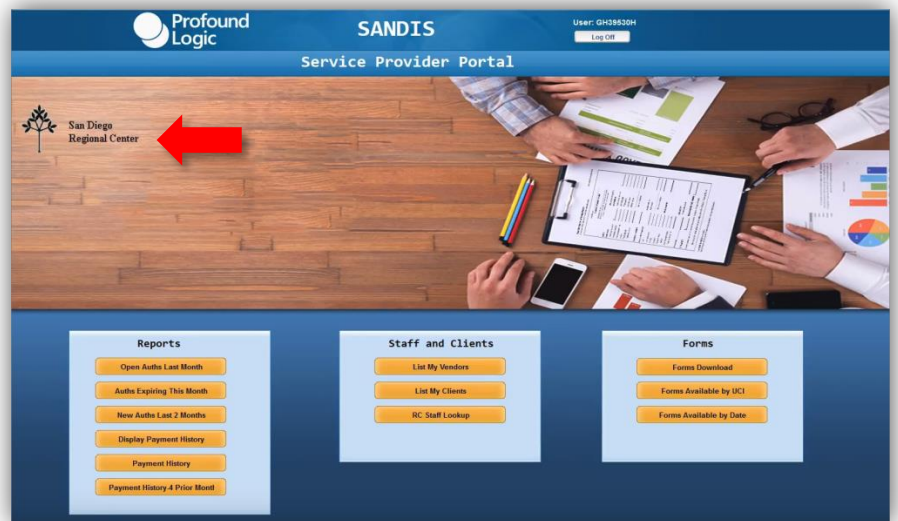


Navigate to your regional center's SPP webpage.

Enter the SPP Login and Password that you received from your regional center and click the **Login** button.

The redesigned SPP home page displays with the Regional Center logo in the top left corner.

All of the available reports display at the bottom of the screen. The options will vary based on your level of access.



The first section is called "Reports."

To access any of these reports, click the orange button and the report will display. For example, if you click on the button called "**Open Auths Last Month**" the report of new authorizations for last month will display on the screen.

The title of the report displays at the top.

To navigate through the displayed report, click the **Prev** or **Next** buttons at the bottom.

When you are through viewing the report, click **Continue**.

Ven#	UCI#	First Name	Last Name	SC	Auth#	Svc	Sub	Auth Start	Auth End	Units	Rate	Ty	Monthly pe	Monthly Auth Amt
HQ0008	6238671			KMD	18256025	862	Q1	07/01/2017	06/30/2018	48.00	25.47	HD	1,222.56	
HQ0008	8163780			29C	18515109	862	Q1	07/01/2017	06/30/2018	12.00	25.47	HD	305.64	
HQ0008	6238965			28K	18428943	862	Q1	07/01/2017	06/30/2018	63.00	25.47	HD	1,604.61	
HQ0008	6234730				18383915	862	Q1	07/01/2017	06/30/2018	48.00	25.47	HD	1,222.56	
HQ0008	6229026			29G	18385210	862	Q1	07/01/2017	06/30/2018	36.00	25.47	HD	916.92	
HQ0008	6259351			MCL	18534385	862	Q1	09/01/2017	06/30/2018	72.00	25.47	HD	1,833.84	
HQ0008	6223064			29C	18442876	862	Q1	07/01/2017	06/30/2018	24.00	25.47	HD	611.28	
HQ0008	6268141			29J	18503832	862	Q1	07/01/2017	06/30/2018	36.00	25.47	HD	916.92	
HQ0008	6243791			MCI	18251325	862	Q1	07/01/2017	06/30/2018	60.00	25.47	HD	1,528.20	
HQ0008	8194102			PGL	18504964	862	Q1	07/01/2017	06/30/2018	48.00	25.47	HD	1,222.56	
HQ0008	6293666			29C	18536124	862	Q1	10/01/2017	06/30/2018	48.00	25.47	HD	1,222.56	
HQ0008	8179676			NEF	18526111	862	Q1	07/01/2017	06/30/2018	36.00	25.47	HD	916.92	
HQ0008	6287626			ECI	18458084	862	Q1	07/01/2017	06/30/2018	72.00	25.47	HD	1,833.84	
HQ0008	8169148			29J	18520065	862	Q1	07/01/2017	10/31/2017	36.00	25.47	HD	916.92	
HQ0008	8153872			29J	18503081	862	Q1	07/01/2017	06/30/2018	48.00	25.47	HD	1,222.56	
HQ0008	6231614			NKH	18370980	862	Q1	07/01/2017	06/30/2018	30.00	25.47	HD	764.10	

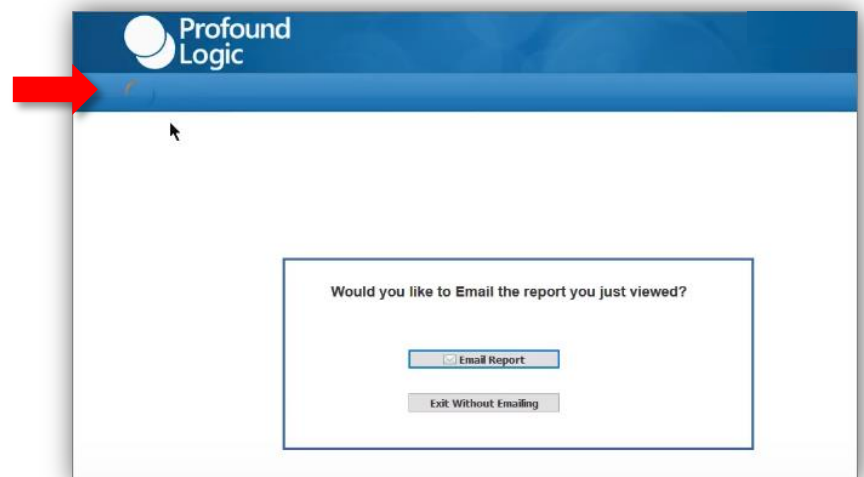


The Dialog box displays with the options to either **Email Report** or **Exit Without Emailing**.

Note: You must email the report to yourself first in order to print.

Once you click **Email the Report**, you will see a spinning wheel while the request finishes processing.

Check your email inbox. When you open the attached report from the email, notice the data has been intentionally modified to be HIPAA compliant, displaying the client's first name only.



Another report called, **Display Payment History** provides you with the option to specify a custom date range, or run the report with the default setting.

Click **Continue** on the left side.

Then press the **Click to View Report** button.

To view the individual payments for an invoice, click the **down arrow** and then click on **Display Details**.


When finished with the report click the **Exit** buttons until you return to the main screen.

Invoice Number	Check Number	Date	Sv Subcode	Date	Count	Units	Amount
1691134	0000000	11/15/2017	915/L4I	10/2017	6	6	33400.15
1692894	0000000	11/08/2017	915/L4I	11/2017	2	2	2052.74
1692894	0000000	11/08/2017	400/P&IO	11/2017	2	2	264.00
1693868	0000000	11/15/2017	400/P&IU	11/2017	1	1	132.00

UCI#	Last Name	Start Date	End Date	Units	Amount
6240108	[REDACTED]	10/01/2017	10/31/2017	1	6422.00
6247658	[REDACTED]	10/01/2017	10/31/2017	1	5395.63
6255810	[REDACTED]	10/01/2017	10/31/2017	1	5395.63

The last section is called "Forms."

Click on the **Forms Download** button to access Authorizations and/or Invoices.


 > Continue
 > Exit
 Vendor User ID:

Your vendor number displays. Click **Continue**.

To view which authorizations are contained in one of the downloadable PDF documents, click on the down arrow and then select **Display Contents**.

Vendor User ID: **HGH**
 Vendor User ID: **HOMES OF GUIDING HANDS**

Opt	File Name	Date Created
▼	AUTHS HQ0129AA20171121.PDF -	11/21/2017
▼	AUTHS PY0575AP20171121.PDF -	11/21/2017
▼	AUTHS HQ0673AP20171121.PDF -	11/21/2017
▼	Display Contents HQ0008AM20171121.PDF -	11/21/2017
▼	Email Report H27266AH20171114.PDF -	11/14/2017
▼	AUTHS H27210AG20171114.PDF -	11/14/2017
▼	AUTHS HQ0008AL20171114.PDF -	11/14/2017
▼	AUTHS PY0575AO20171106.PDF -	11/06/2017
▼	AUTHS HQ0008AK20171106.PDF -	11/06/2017

Document Content Review

Vendor#: **HGH HOME OF GUIDING HANDS**
 Document type: **AUTHORIZATIONS**

Client#	Client Name	Auth#	Date Printed
8118231	HOMES OF GUIDING HANDS	18477178	11/20/2017
8197160	HOMES OF GUIDING HANDS	18540991	11/20/2017
8213447	HOMES OF GUIDING HANDS	18517842	11/20/2017
8217913	HOMES OF GUIDING HANDS	18527770	11/20/2017

Exit

Vendor User ID: **HGH**
 Vendor User ID: **HOMES OF GUIDING HANDS**

Opt	File Name	Date Created
▼	AUTHS HQ0129AA20171121.PDF -	11/21/2017
▼	AUTHS PY0575AP20171121.PDF -	11/21/2017
▼	AUTHS HQ0673AP20171121.PDF -	11/21/2017
▼	Display Contents HQ0008AM20171121.PDF -	11/21/2017
▼	Email Report H27266AH20171114.PDF -	11/14/2017
▼	AUTHS H27210AG20171114.PDF -	11/14/2017
▼	AUTHS HQ0008AL20171114.PDF -	11/14/2017
▼	AUTHS PY0575AO20171106.PDF -	11/06/2017
▼	AUTHS HQ0008AK20171106.PDF -	11/06/2017
▼	AUTHS HQ0673AO20171106.PDF -	11/06/2017
▼	AUTHS H39530AP20171106.PDF -	11/06/2017
▼	AUTHS PQ7389A120171106.PDF -	11/06/2017
▼	AUTHS H14792A820171106.PDF -	11/06/2017
▼	AUTHS H27266AG20171106.PDF -	11/06/2017
▼	AUTHS PY0575AN20171106.PDF -	11/06/2017

Previous Next

To email an authorization to yourself from the list, click on the down arrow and select **Email Report**.

The screen will *flash* and the encrypted report will immediately be emailed as an attached PDF. Check your email inbox.

*You must use your Encryption Password to open the report.

When done, click the **Exit** buttons until back to the home page.

When you are done using the SPP, be sure to click the **Log Off** button at the top.

