

Coverage Gap Discount Program (CGDP) Sponsor Portal

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Coverage Gap Discount Program

User ID:

Password:

**The CGDP Portal will be unavailable for scheduled maintenance Sundays from 5-10pm ET.
Please arrange to submit transactions before or after this scheduled maintenance period.**

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Payments Users Guide



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Introduction

Welcome to the Coverage Gap Discount Program (CGDP) Sponsor Portal Payments Users Guide. This guide provides you, the Sponsor, information on accessing the CGDP Portal to review, initiate, and track payments on distributed quarterly and Benefit Year (BY) Closeout invoices, as well as generate invoice and receipt reports.

As a Sponsor participating in the CGDP (the Program), you have agreed to advance coverage gap discount amounts on behalf of Medicare beneficiaries, who received covered Part D drugs while in the coverage gap phase of the Medicare benefit, and receive reimbursement from or submit adjusted reimbursements to Pharmaceutical Manufacturers participating in the Program.

This guide will assist you in complying with the Program requirements by utilizing the CGDP Portal to review distributed quarterly and BY Closeout invoices and remit payments to Manufacturers for adjusted invoice line items as well as review quarterly invoice payment receipts due from Manufacturers.

The primary function of the CGDP Portal, here forward known as the Portal, is to provide a central repository for Program-qualified prescription drug event (PDE) invoices to be distributed and paid by Program participants. In order to facilitate this processing, the Portal's direct payment process provides Sponsors the ability to perform the following Payment functions:

- Invoice review
- Invoice selection for payment initiation
- Invoice payment deferment
- Batch Invoice payment selection
- Automatic payment verification
- Payment receipt review
- Reports retrieval

The Portal allows Sponsors the ability to review invoice line items due to Pharmaceutical Manufacturers as well as payments due from Manufacturers to Sponsors. It also provides the ability to initiate bank-to-bank automated clearing house (ACH) transfers for invoice line item payments due to Manufacturers, similar to the way online banking customers pay monthly bills.

Note: All invoice payments *must* be processed in the Portal.

The ***CGDP Sponsor Portal Payments Users Guide*** will provide information on the payment functions available in the Portal as well as task-based instructions for performing payment initiations, payment and receipt status review, and invoice and receipt report information retrieval using the Reporting link functionality.

CGDP Portal Login

The Portal is a U.S. government information system. To access the Payment functionality a user must have authorized access to the Portal. Authorized users of the Portal application must adhere to CMS information security policies, standards and procedures.

Once the Portal Login page displays, the Welcome and Site Use warning notification is presented to the authorized user and they are provided with the ability to review the Terms of Use of the application.

To access the Portal, Sponsors will enter their credential information provided by the TPA Operations Team. The User ID is the Parent Organization ID number assigned by the CMS Health Plan Management System (HPMS) that categorizes the information loaded to the Portal. Information is limited to only the Sponsor contract numbers associated with the Parent Organization ID. The TPA provides the initial temporary password to access the Portal to the Sponsor via email, once the onboarding process is complete.

Detailed login instructions are located on the TPAdministrator.com website under **References** in the [CGDP Sponsor Portal Introduction and Login Users Guide](#). Instructions contained within the guide include:

- Initial Security Data Set Up
- Daily Login
- Account Maintenance
- Navigation of the CGDP Portal and its tabs and links

Note: Users will not have the ability to view other Sponsors' data.

To correctly exit out of the CGDP Portal, select the [Logout](#) link in the upper right hand corner of the active page.

Note: Failing to select the [Logout](#) link to exit the system will lock a user out of the Portal for a minimum of 30 minutes.

CGDP Portal User Roles

CGDP Portal Payment Initiator Role and Administrator Role

The Portal has two (2) different roles for users to access distributed invoices and reports.

- The **Payment Initiator** role provides the responsibility that allows a user to view all functionality of the Portal, including initiating payment of distributed invoices.
- The **Administrator** role provides the responsibility that allows the primary point of contact user to view all functionality of the Portal, save for the ability to initiate payments.

Note: Users will not have the ability to view other Sponsors' data.

Sponsor accounts have both the **Payment Initiator** role and **Administrator** role assigned to the primary point of contact as listed by the Sponsor in the HPMS by default. The **Payment Initiator** role can be assigned to a different person. HPMS must be updated to display the new authorized associate in the CGDP Portal Payment Initiator role. Once HPMS is updated, the new authorized **Payment Initiator** or **Administrator** will contact the TPA Operations in order to receive their user credentials to access the Portal.

For example:

A Sponsor has designated an associate, Mr. Price, as the primary point-of-contact for the Portal. An authorized HPMS user enters Mr. Price's information into the *TPA Liaison* field, which the TPA can verify to assign both the **Payment Initiator** and **Administrator** role by default. Mr. Price will now have access to the Portal to review files and initiate payments.

The Sponsor then determines that the Portal payment functionality should be assigned to their financial area. An authorized HPMS user enters Ms. Rentenmark's information in the *CGDP Portal Payment Initiator* field, which the TPA can verify to assign the **Payment Initiator** role to Ms. Rentenmark. She will have access to the Portal to review files and initiate payments while Mr. Price's Portal role will be updated to the **Administrator** role. Mr. Price will still be listed as the primary point-of-contact and will still have access to review files in the Portal.

Additional information regarding the Portal functionality for the **Payment Initiator** or **Administrator** role is available in subsequent sections of this manual titled *CGDP Portal Payment Initiator Role and Administrator Role* and in the *CGDP Sponsor Portal Introduction and Login Users Guide* located under *References* on the TPAdministrator.com website.

Note: Portal User ID's are assigned to a specific person and *are not to be shared*. The person assigned Portal access is authorized by CMS and the TPA to access the data in the Portal. If the authorized user has changed, HPMS *must* be updated and the authorized user *must* contact the TPA to receive their authorized access credentials.

The user assigned the **Administrator** role will not have payment authorization available in the Portal.

The upcoming pages will highlight the differences available between the **Payment Initiator** role and the **Administrator** role in the **Payments** tab.

CGDP Portal Payment Initiator Role

This example of the **Payments** tab displays the view an associate with the **Payment Initiator** role will view.

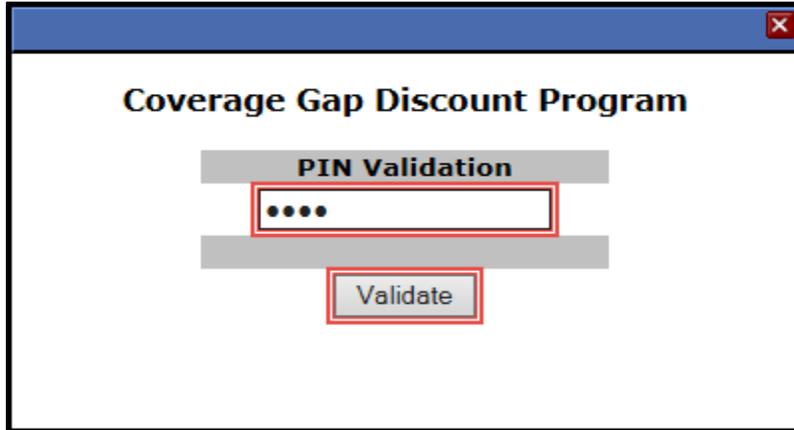
The screenshot shows the 'Payments' tab in the CGDP Sponsor Portal. At the top, there are navigation links: 'Contact Us | My Profile | Logout | Help | Reporting' and 'Logged on as H0...0'. Below the navigation bar, the 'Payments' tab is selected. The main heading is 'Sponsor Portal CGDP Payments'. The interface includes a filter section for 'Invoice Reporting Period: 201504' and 'Payments due: 03/10/2016'. There are dropdown menus for 'P Number: ALL', 'Parent Org. ID: H0...0', and 'Contract Number: [H0...0]'. A table lists payment items with columns for 'P Number', 'Invoiced Amount', 'Previous Deferred Amount', 'Payment/Failed Date', 'Initiate Payment', 'Defer', 'Failed', and 'EFT ID'. Two items are listed: P1...5 and P1...8. A '1 Initiate All' checkbox is present. To the right, a 'Payment Information' summary shows totals for Invoiced, Failed, Deferred, Pending, Successful, and Available amounts. Below the table, there is an 'Update All' checkbox and a date field, with a '3' next to it. A '4 Submit' button is also present. At the bottom, a 'Pending Transactions' table shows one entry for P1...1. A '5 Stop Payment(s)' button is located at the bottom right. A '2 Payment Initiation Upload' section includes a 'Browse...' button and an 'Upload' button.

Five (5) functions are available with the **Payment Initiator** role.

1. Initiate All check box provides a user with the functionality to populate the check box with a check mark. This action selects only invoice line items displayed on the active page for payment initiation.
2. **Payment Initiation Upload region** provides a location for uploading manually created payment files for users working with large volumes of payments for a reporting period.
3. Update All check box and field allows a user to set a future date for only invoices displayed on the active page.
4. Submit button provides a user one (1)-click functionality to process selected invoice line items for payment.
5. Stop Payment(s) button provides a user with one (1)-click functionality to process the selected invoices for stop payment.

Also assigned to a **Payment Initiator** role is the *PIN Validation* form, which requires the entry of a four (4)-digit numeric PIN once selection of the *Submit*, *Upload* or *Stop Payment(s)* buttons takes place for ANY payment initiation processing.

The **Payment Initiator** role associates can set the four (4)-digit numeric PIN using the *Initial Security Data Setup* instruction and update the PIN using the *Account Maintenance: Update PIN* instruction.

A screenshot of a web application window titled "Coverage Gap Discount Program". The window has a blue header bar with a close button (X) in the top right corner. The main content area is white and contains a "PIN Validation" section. This section consists of a grey header bar with the text "PIN Validation" in bold. Below this is a text input field containing four dots, representing a masked PIN. The input field is highlighted with a red rectangular border. Below the input field is a grey button labeled "Validate", also highlighted with a red rectangular border.

The instructions included in this guide provide **Payment Initiation** associates step-by-step guidance to complete payment processing.

1. Processing Invoice Payments
2. Processing Future Dated Invoice Payments
3. Initiate All Payment Processing Functionality
4. Processing Stop Payments
5. Processing Payment Initiation Upload Batch Functionality
6. Processing Deferred Invoices

Administrator role associates can benefit from the instructions provided to understand the payment process and the steps needed to complete processing invoice line item payments by the "Invoice Paid by 38th Calendar Day After Receipt" as listed on the [CGDP Calendar](#).

CGDP Portal Administrator Role

This example displays the view an associate with the **Administrator** role views when selecting the **Payments** tab.

Invoice Reporting Period: **201504** Payments due: **03/10/2016**

P Number: **ALL** Parent Org. ID: **H0_0** Contract Number: **H0_0** 1 - 2 out of 2

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1_5	\$1,063.44	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041_5H0_0
P1_8	\$10.58	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041_8H0_0

Pending Transactions 1 - 1 out of 1

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
P1_1	\$101.12	03/23/2016	03/23/2016	

Payment Information

Total Invoiced	\$1,175.14
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$101.12
Total Successful	\$0.00
Total Available	\$1,074.02

These five (5) functions are **not** available with the **Administrator** role.

1. Initiate All
2. **Payment Initiation Upload region**
3. Update All
4. Submit button
5. Stop Payment(s) button

Associates assigned the **Administrator** role have the ability to review distributed invoices, processed invoices, and payment information totals for distributed quarterly invoice line items.

The upcoming **Payment** functionality instructions provide step-by-step guidance for **Payment Initiator** role associates to complete payment processing. **Administrator** role associates can benefit from these **Payment** functionality instructions to understand the payment process and steps needed to complete processing invoice line item payments by the “*Invoice Paid by 38th Calendar Day After Receipt*” as listed on the **CGDP Calendar**.

CGDP Portal Payments

The primary function of the Portal is to provide a central repository for Program-qualified PDE invoices to be distributed and paid by Program participants. In order to facilitate this processing, the Portal has the following roles and tabs or pages to assist users with reviewing, initiating payments, tracking initiated payments and receivables statuses and generating reports.

- The **Payments** tab provides payment capabilities, similar to an online bill pay function, to allow the selection of one (1), some, or all of the invoices distributed for payment processing. Payments may also be available for deferability, if the amounts fall below the systems deferred allowable amount. Invoices initiated for payment display in the Pending Transactions region until the nightly status update process is generated. Once this process completes, successfully processed initiated invoiced line items will move to the **Completed** tab for status tracking.
- The **Completed** tab provides status information of previously initiated payments that have completed the nightly status update process successfully. Invoices initiated for payment will remain in a *Pending* status until the funds are successfully received in the payee's bank account. At that time, the status of the invoiced line item will update to *Successful*. The *Deferred* status is only available if distributed invoices meet the system criteria for deferral and are processed as such by the Sponsor.
- The **Receipts** tab provides a listing of invoiced line items due to be paid to Sponsors by Program-participating Manufacturers. Payments not initiated are listed as *Outstanding*. Payments that have been initiated list as a *Pending* status. A *Received* status notes that funds should be available in the payee's bank account. A *Deferred* status means that invoices met the system criteria for deferral and have been processed as such by the Manufacturer, and a *Failed* status notes that issues occurred with payment processing.
- The **Reporting** link provides a user with the ability to generate on-demand spreadsheets for invoice line items, receipts, or summary reports for overall totals by reporting period via the Portal. This functionality provides an additional method of printing all invoice and receipt information for a specific reporting period, where the Print Icon, located on each page of the Portal, only provides the ability to print the data visible on an active page.

Instructions for daily login access for the Portal are located in the [CGDP Sponsor Portal Information and Login Users Guide](#) located under [References](#) on the TPAdministrator.com website.

CGDP Portal Payments Tab: Quarterly Invoices

The **Payments** tab allows a user to review and process payment information for invoice line items by Manufacturer P number in the Portal. The available regions in the **Payments** tab differ for **Payment Initiator** role users versus **Administrator** role users.

Information provided displays the **Payment Initiator** role to describe the functionality of the **Payments** tab.

The screenshot shows the 'Payments' tab interface. At the top, there are navigation tabs: Home, Payments (selected), Completed, Receipts, Reports, and Disputes. Below the tabs, the page title is 'Sponsor Portal CGDP Payments'. The interface is divided into several regions:

- Region 1:** Navigation tabs.
- Region 2:** Invoice Reporting Period: 201503
- Region 3:** Payments due: 12/09/2015
- Region 4:** Filter region with dropdowns for P Number (ALL), Parent Org. ID (H0_0), and Contract Number (H0_0).
- Region 5:** Payment Information summary table.
- Region 6:** Main table of invoice line items with columns: P Number, Invoiced Amount, Previous Deferred Amount, Payment/Failed Date, Initiate Payment, Defer, Failed, and EFT ID.
- Region 7:** Payment Initiation Upload section with a 'Browse...' button and an 'Upload' button.
- Region 8:** Pending Transactions table, currently empty.

The **Payments** tab contains eight (8) regions.

1. **Tabbed region – Payments** displays the tab that is currently active and tabs that are available for selection.
2. **Invoice Reporting Period region** displays the specific quarter reporting period for invoice line items, in YYYYQQ format, based on the reporting period selected in the **Filter region** on the **Home** tab.
3. **Payments Due region** displays the date the invoice line items are due to Manufacturers, in MM/DD/YYYY format, based on the reporting period selected in the **Filter region** on the **Home** tab.
4. **Filter region – Payments** allows a user to search data listed by the defaulted Parent Org. ID.
5. **Payment Information region** displays the numerical totals of all invoice line items and the different categories that each invoice line item may qualify as at a specific point in time, in a tabular format. Invoice line items reclassify as payment functionality is processed.
6. **Payment Initiation region** displays invoice line items based on P Number and Contract Number data entered into the **Filter region – Payments**.
7. **Payment Initiation Upload region** allows a user to upload multiple paid invoice line items data for ease in completing the payment initiation functionality, instead of working with each individual Manufacturer invoice line item.
8. **Pending Transactions region** displays invoice line items that are pending payment.

The upcoming pages will describe each region and its associated functions.

Tabbed Region - Payments

The **Tabbed region** allows a user to select different activities to perform while accessing the system.

In this example, the **Payments** tab is active.



Invoice Reporting Period Region

This section of the **Payments** tab displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected in the **Filter region** on the **Home** tab.

In the example displayed, the distributed invoice line items appearing in the **Payment Initiation region** are associated with the reporting period listed in the **Invoice Reporting Period region**.

② Invoice Reporting Period: 201503

Payments Due Region

This section of the **Payments** tab displays the final payment due date of all invoice line items for a specified reporting period, based on the calculation of distributed invoice receipt date plus 38 calendar days.

In this example, the invoice line items displayed in the **Payment Initiation region** are due by the date listed in the **Payments Due region**.

③ Payments due: 10/09/2015

Filter Region – Payments

The **Filter region** on the **Payments** tab contains four (4) fields to assist a user with narrowing invoice line item search criteria.

4 A P Number: ALL ▼ B Parent Org. ID: H0__0 C Contract Number: H0__0 ▼ D 1 - 2 out of 2

- A. P Number field allows a user to select specific P numbers from the drop down list. The drop down list provides update capability to select another P number with invoice line items within the same reporting period. The field defaults to ‘ALL’, which displays all P numbers for the reporting period.
- B. Parent Org. ID column defaults to the Parent Organization ID utilized to access the system.
- C. Contract Number field displays the contract number for invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another contract number with invoice line items within the same reporting period and assigned to the Parent Org. ID.
Note: In order to view a different reporting period, a user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.
- D. Item Count column provides the number of invoice line items displayed on the current page out of the total number of invoices included for the reporting period. This field also contains a Next Page icon to alert the user to multiple pages of distributed invoices, if applicable.

Payment Information Region

The **Payment Information region** provides a summary view of activities that occur on the active **Payments** page.

This region provides up-to-date data regarding invoice line item activity in a two (2)-column table with eight (8) rows.

5

<u>Payment Information</u>		
A	Total Invoiced	\$41.05
B	Total Failed	\$0.00
C	Total Current Deferred	\$0.00
D	Total Previously Deferred	\$0.00
E	Total Pending	\$0.00
F	Total Successful	\$0.00
G	Total Available	\$41.05

- A. Total Invoiced field displays total dollar amount of invoice line items that require payment for the reporting period.
- B. Total Failed field displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
- C. Total Currently Deferred field displays the total dollar amount of deferred invoice line items postponed from the current reporting period to the subsequent reporting period.
- D. Total Previously Deferred field displays the total dollar amount of previously deferred invoice line items postponed from prior reporting periods.
- E. Total Pending field displays the total dollar amount of invoice line items selected for payment initiation for the reporting period.
- F. Total Successful field displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the **Payment Initiation** or **Pending Transaction regions** of the **Payments** tab.
- G. Total Available field displays the total dollar amount of remaining invoice line items requiring payment.

Payment Initiation Region

The **Payment Initiation region** on the **Payments** tab displays information requested in the **Filter region** on the **Payments** tab, based on the data selected in the P Number or Contract Number columns.

Note: To generate Excel reports of the invoices listed on the **Payments** tab, use the **CGDP Portal Instructions – Reporting Link** instructions located in a subsequent section of this manual.

This region contains eleven columns that assist a user in processing invoice line items for payment.

E Initiate All

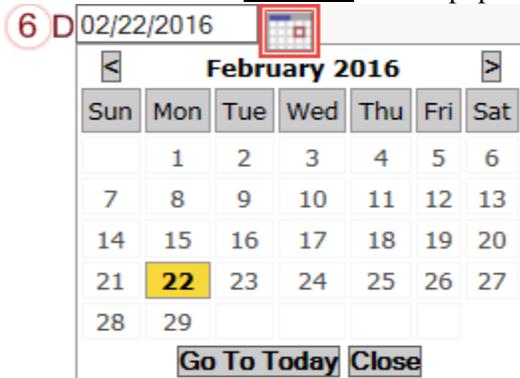
A P Number	B Invoiced Amount ↑↓	C Previous Deferred Amount	D Payment/Failed Date	F Initiate Payment	G Defer	H Failed	I EFT ID
P1__7	\$2.14	\$0.00	02/22/2016	<input type="checkbox"/>			CG15031__7H0__0
P1__7	\$38.91	\$0.00	02/22/2016	<input type="checkbox"/>			CG15031__7H0__0

J Update All

K

- A. P Number column displays the Manufacturer P number.
- B. Invoiced Amount column displays the invoice line item amounts due to the Manufacturer.
This column also provides users with the ability to sort the Invoiced Amount column in ascending or descending amount order, using the directional arrows provided to the right of the column title.
Note: The amount automatically populates from the quarterly invoice and is not subject to modification.
- C. Previous Deferred Amount column displays deferred amounts from prior reporting period(s).
- D. Payment/Failed Date column displays a field that defaults to the current date for an invoice line item payment, in MM/DD/YYYY format.

The Payment/Failed Date field also contains a Calendar icon to allow a user to change payment dates to a future date. Users can either manually enter the date into the field, in MM/DD/YYYY format or utilize the Calendar icon to populate the updated payment date.



- E. Initiate All check box provides a user with the functionality to populate the check box with a check mark, which selects all displayed invoice line items on the active page to be paid.

This example displays the populated Initiate All check box as well as all check boxes for the invoice line items on the active page.

E Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__7	\$2.14	\$0.00	02/22/2016	<input checked="" type="checkbox"/>			CG15031__7H0__0
P1__7	\$38.91	\$0.00	02/22/2016	<input checked="" type="checkbox"/>			CG15031__7H0__0

Update All

The Payment /Failed Date will default to the current date when the Initiate All functionality is used. It will display the date that a payment initiation failed payment processing.

Note: Selecting the Initiate All check box will **only** affect invoice line items displayed on the active page in the **Payment Initiation region**.

To process all invoice line items utilizing the Initiate All function a user must populate the Initiate All check box for the invoice line items displayed on the active page, update the Payment/Failed Date, if applicable, and select the Submit button. The user must then re-select the Initiate All button for the new page of invoice line items displayed and select the Submit button. The Initiate All process should be repeated until the **Payment Initiation region** displays “*There are no more remaining invoice line items for the quarter.*”

Additional Notes:

- Removing the check mark from the Initiate All check box will remove all Initiate Payment check marks for invoice line items on the active page.
- Selecting the Next Page icon prior to selecting the Submit button will undo the Initiate All for the prior page.

F. Initiate Payment column allows the user to populate the check box with a check mark to allow the payment process to begin for an individual invoice line item.

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	<input type="checkbox"/> Initiate Payment	Defer	Failed	EFT ID
P1__7	\$2.14	\$0.00	02/22/2016	<input checked="" type="checkbox"/>			CG15031__7H0__0
P1__7	\$38.91	\$0.00	02/22/2016	<input type="checkbox"/>			CG15031__7H0__0

Update All

G. Defer column provides check boxes available for selection when the Total Available amount in the **Payment Information region** totals less than the system-default allowable amount, currently designated as \$20.00 United States Dollars (USD).

The Portal provides the ability to defer payment of distributed invoice line items to a subsequent reporting period *if*:

- The Total Available amount field in the **Payment Information region** totals less than the Portal’s defer-default allowable amount and
- A Sponsor’s banking ACH process prevents processing of the total amounts selected for payment initiation that fall below their specified minimum dollar ACH processing amount for a specific payment date.

The payment initiation process used by the Portal initiates a lump sum debit from Sponsor bank accounts for the total amount of payments initiated per day, not individual line item debits.

Defer functionality becomes available if the amount listed in the Total Available field is less than the Portal’s defer-default allowable amount, currently designated as \$20.00 USD.

For example, a Sponsor’s banking institution allows ACH processing for dollar amounts greater than \$5.00. If the Total Available field displays a total between \$5.00 and the system-default allowable amount, the items should not be deferred to the subsequent reporting period, even if the Defer check box is available.

The most important facts to know before deferring an invoice are:

- Sponsors are responsible for verifying their banking institution’s specific threshold for low-dollar ACH amounts permitted for processing.
- The Portal processes initiated payments as a lump sum debit from Sponsor accounts for the total number of invoices selected to initiate on a specific day, not as individual invoice line items.

This example displays one (1) distributed payable invoice listed in the Invoiced Amount field that is less than the system-default allowable amount and this Sponsor's ACH low-dollar amount threshold. The Defer column displays a check box for the invoice line item for deferral to the subsequent reporting period.

6

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__6	\$4.11	\$0.00	02/22/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15031__6H4__3

This example displays one (1) distributed payable invoice listed in the Invoiced Amount and one (1) deferred invoice listed in the Previous Deferred Amount that total less than the system-default allowable amount and this Sponsor's ACH low-dollar amount threshold. The Defer column displays a check box for invoice line item for deferral to the subsequent reporting period.

6

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__7	\$2.32	\$2.14	02/22/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15031__7H0__0

This example displays one (1) distributed payable invoice listed in the Invoiced Amount and one (1) deferred invoice listed in the Previous Deferred Amount that total greater than the system-default allowable amount and the Sponsor's ACH low-dollar amount threshold, which disqualifies the invoice line items for deferral to the subsequent reporting period.

6

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__6	\$19.19	\$4.11	02/22/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15031__6H4__3

For more details on the Defer process, refer to the *Processing Deferred Invoices* instructions.

H. Failed column provides a user an informational message when an invoice line item does not successfully process payments to the Manufacturer.

6

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__7	\$5.57	\$0.00	03/09/2016	<input type="checkbox"/>		Failed - Charged Back	CG15041__7H3__9
P1__1	\$38.50	\$0.00	03/09/2016	<input type="checkbox"/>		Failed - Charged Back	CG15041__1H3__9
P1__6	\$20.56	\$0.00	03/09/2016	<input type="checkbox"/>		AUTHENTICATION ERROR - Credentials Cannot be Validated	CG15041__6H3__9
P1__6	\$910.53	\$0.00	03/09/2016	<input type="checkbox"/>		Failed - Closed / Invalid Acct	CG15041__6H3__9
P1__8	\$220.51	\$0.00	03/09/2016	<input type="checkbox"/>			CG15041__8H3__9

The Failed column displays error messages that can be found in Appendix B.

I. EFT ID column provides a descriptive identifier for distributed invoice payments made to Manufacturers to allow reconciliation of payments received.

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__7	\$5.57	\$0.00	03/09/2016	<input type="checkbox"/>			CG15041__7H3__9
P1__1	\$38.50	\$0.00	03/09/2016	<input type="checkbox"/>			CG15041__1H3__9
P1__6	\$20.56	\$0.00	03/09/2016	<input type="checkbox"/>			CG15041__6H3__9
P1__6	\$910.53	\$0.00	03/09/2016	<input type="checkbox"/>			CG15041__6H3__9
P1__8	\$220.51	\$0.00	03/09/2016	<input type="checkbox"/>			CG15041__8H3__9

Update All

The format of the EFT ID is **CGYYQQ9999H9999**.

- **CG**: Coverage Gap payment
- **YYQQ**: Current Reporting Period
- **9999**: Manufacturer P Number (**Note**: P Number displayed without the preceding ‘P’)
- **H9999**: Sponsor contract number

J. Update All Payment Dates check box and field allows a user to set a future date for all displayed invoice line items.

Initiate All

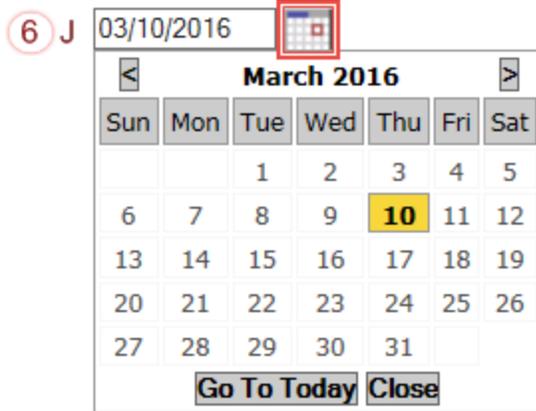
Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H3__2	\$212.47	\$0.00	01/19/2016	<input checked="" type="checkbox"/>			CG15031__8H3__2
H3__8	\$89.53	\$1.75	01/19/2016	<input checked="" type="checkbox"/>			CG15031__8H3__8
H3__0	\$808.25	\$0.00	01/19/2016	<input checked="" type="checkbox"/>			CG15031__8H3__0
H3__5	\$52.96	\$0.00	01/19/2016	<input checked="" type="checkbox"/>			CG15031__8H3__5
H3__7	\$9.86	\$0.00	01/19/2016	<input checked="" type="checkbox"/>			CG15031__8H3__7
H3__2	\$631.92	\$0.00	01/19/2016	<input checked="" type="checkbox"/>			CG15031__8H3__2
H3__4	\$50.51	\$0.00	01/19/2016	<input checked="" type="checkbox"/>			CG15031__8H3__4
H3__1	\$592.63	\$16.79	01/19/2016	<input checked="" type="checkbox"/>			CG15031__8H3__1

J Update All 01/19/2016

Note: Selection of the check box and update of the calendar date in the Update All Payment Dates field will affect only invoice line items displayed in the active **Payment Initiation region**. Do not select the Next Page icon, if available, before selecting the Submit button. Selecting the Next Page icon before selecting Submit will erase the prior pages updated payment data.

To process all distributed invoice line items utilizing the Update All Payment Dates field, a user must perform the Update All Payment Dates action on the active **Payment Initiation region** page and select the Submit button. Repeat the Update All Payment Dates action and select the Submit button for the invoice line items displayed on the page, until all invoice line items are processed.

- The Update All Payment Date field also contains a Calendar icon to allow a user to update payment dates to a future date. Users can enter the date into the field, in MM/DD/YYYY format, or utilize the Calendar icon to populate the updated payment date.



K. Submit button provides the user one (1)-click functionality to process the active page's selected invoice line items for payment.

Initiate All

P Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__7	\$5.57	\$0.00	03/09/2016	<input type="checkbox"/>			CG15041__7H3__9
P1__1	\$38.50	\$0.00	03/09/2016	<input type="checkbox"/>			CG15041__1H3__9
P1__6	\$20.56	\$0.00	03/09/2016	<input type="checkbox"/>			CG15041__6H3__9
P1__6	\$910.53	\$0.00	03/09/2016	<input type="checkbox"/>			CG15041__6H3__9
P1__8	\$220.51	\$0.00	03/09/2016	<input type="checkbox"/>			CG15041__8H3__9

Update All

The **Payment Initiation region** may display “*Please contact TPA*” for invoice line items in lieu of the Payment/Failed Date, Initiate Payment, Defer and Failed columns data. Contact the TPA Operations staff to request assistance with processing of these invoice line items.

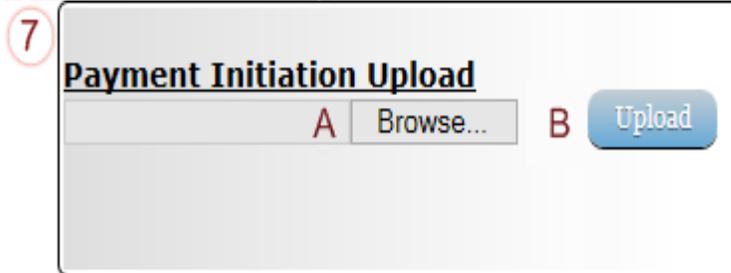
P Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__9	\$190.50	\$0.00	Please contact TPA				CG15041__9H0__9

Examples of why “*Please contact TPA*” may display:

- Invalid banking information on file for Manufacturer
- Manufacturer is classified in Receivership status
- Internal Revenue Service (IRS) Levy/Garnishment documentation requests

Payment Initiation Upload Region

The **Payment Initiation Upload region** provides a location for uploading manually created payment files for users working with large volumes of payments for a reporting period. This form contains two (2) fields to assist a user with locating and uploading payment file data. Instructions and reference documents for batch file formatting appear in the [Processing Payment Initiation Upload Batch Functionality](#) instructions.

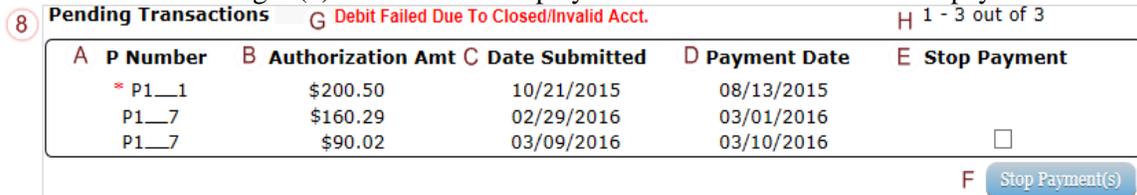


- A. Browse... field allows a user to search for file data manually created to batch payment files for upload to system.
- B. Upload button provides a user one (1)-click functionality to upload batched payment file data to the system for processing.

Pending Transactions Region

The **Pending Transactions region** on the **Payments** tab displays information regarding reassigned invoice line items from the **Payment Initiation region** based on payment selection.

This form contains eight (8) fields used to display invoice line items selected for payment.



- A. P Number column displays the P number.
- B. Authorization Amt. column displays the amount authorized, including amounts located in the Invoiced Amount and Previous Deferred Amount fields, as payment to the Manufacturer.
- C. Date Submitted column displays the calendar date the invoice line item transferred from the **Payment Initiation region** to the **Pending Transactions region**, in MM/DD/YYYY format.
- D. Payment Date column displays the calendar date that initiates the request for withdrawal of funds from user's bank account, in MM/DD/YYYY format.

- F. Stop Payment column provides a check box available for selection for future dated payments. The Stop Payment check box allows a user to stop payment processing prior to actual payment.
The Stop Payment check box only displays for pending invoice line item payments that contain a payment date greater than the current calendar date.
- G. Stop Payment(s) button provides a user with one (1)-click functionality to process the selected invoices for stop payment. This activity will remove the invoice line item from the **Pending Transactions region** and reassign it to the **Payment Initiation region**.

This example displays highlighted payments that are not eligible for stop payment, due to the payment not being a future dated payment.

8 Pending Transactions Debit Failed Due To Closed/Invalid Acct. 1 - 3 out of 3

P Number	Authorization Amt	Date Submitted	Payment Date	E Stop Payment
* P1__1	\$200.50	10/21/2015	08/13/2015	
P1__7	\$160.29	02/29/2016	03/01/2016	
P1__7	\$90.02	03/09/2016	03/10/2016	<input type="checkbox"/>

F Stop Payment(s)

This example displays a future dated payment marked for stop payment.

8 Pending Transactions Debit Failed Due To Closed/Invalid Acct. 1 - 3 out of 3

P Number	Authorization Amt	Date Submitted	Payment Date	E Stop Payment
* P1__1	\$200.50	10/21/2015	08/13/2015	
P1__7	\$160.29	02/29/2016	03/01/2016	
P1__7	\$90.02	03/09/2016	03/10/2016	<input checked="" type="checkbox"/>

F Stop Payment(s)

- H. Pending Transaction Processing Error Message field provides a user with information regarding transactions that did not process correctly and require TPA Operations assistance. These error messages display to the right of the **Pending Transactions region** title bar.

The transactions associated with the processing error message are preceded by an asterisk (*) and are listed first in the **Pending Transactions region** prior to any pending invoice payment activity.

8 Pending Transactions G Debit Failed Due To Closed/Invalid Acct. 1 - 3 out of 3

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
* P1__1	\$200.50	10/21/2015	08/13/2015	
P1__7	\$160.29	02/29/2016	03/01/2016	
P1__7	\$90.02	03/09/2016	03/10/2016	<input type="checkbox"/>

Stop Payment(s)

Examples of Pending Transaction Processing Error Messages can be found in Appendix B.

- I. Item Count column provides a user with information regarding the number of transactions that are available for review. This information located above the **Stop Payment** column in the **Pending Transactions region**.

8 Pending Transactions Debit Failed Due To Closed/Invalid Acct. H 1 - 3 out of 3

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
* P1__1	\$200.50	10/21/2015	08/13/2015	
P1__7	\$160.29	02/29/2016	03/01/2016	
P1__7	\$90.02	03/09/2016	03/10/2016	<input type="checkbox"/>

[Stop Payment\(s\)](#)

CGDP Portal Instructions – Payments Tab: Quarterly Invoices

Processing Invoice Payments

Sponsors are required to process invoice line item payments on a quarterly basis 38 calendar days from receipt of distributed invoices using the Portal. The Portal allows a user to process payments for individual invoice line items with a default payment date of the current calendar day.

This instruction provides direction on the steps needed to process payments for individual invoice line items utilizing the current calendar day as the payment initiation date.

Note: Completion of this process is limited to Sponsor associates assigned the **Payment Initiator** role.

1. Authorized end users will access the Portal to process invoice line item payments on a quarterly basis due within 38 calendar days from receipt of the distributed invoices. Instructions for logging into the CGDP Portal can be located in the [CGDP Sponsor Portal Introduction and Login Users Guide](#) located under [References](#) on the TPAdministrator.com website e.
2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the [Invoice Type](#) field.

Home | Payments | Completed | Receipts | Reports | Disputes

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H0__0 | Invoice Type: **ALL** | Contract Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 4 out of 4

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H0__0	201601	Available	<input type="radio"/>
Quarterly	H0__0	201504	Pending	<input type="radio"/>
Quarterly	H0__0	201503	Pending	<input type="radio"/>
Quarterly	H0__0	201502	Pending	<input type="radio"/>

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

Reporting Periods with no invoice line items
 Filter by: Contract Number: H0150 | Reporting Period: ALL

Contract Number | **Reporting Period**
 There is an invoice report for the selected Contract

- Populate the **Select** radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H0__0 Invoice Type: Quarterly Contract Number: H0__0 Reporting Period: ALL Status: ALL 1 - 4 out of 4

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H0__0	201601	Available	<input type="radio"/>
Quarterly	H0__0	201504	Pending	<input checked="" type="radio"/>
Quarterly	H0__0	201503	Pending	<input type="radio"/>
Quarterly	H0__0	201502	Pending	<input type="radio"/>

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

Reporting Periods with no invoice line items

Filter by: Contract Number Reporting Period
 ALL ALL

Contract Number	Reporting Period
H0__0	201404
H0__9	201404
H1__6	201504
H1__5	201504

- On the **Payments** tab, review **Payment Initiation** region and the **Payment Information** region for available invoice line items.

Sponsor Portal CGDP Payments

Invoice Reporting Period: 201504 Payments due: 03/10/2016

P Number: ALL Parent Org. ID: H0__0 Contract Number: H0__0 1 - 3 out of 3

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__1	\$101.12	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__1H0__0
P1__5	\$1,063.44	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__5H0__0
P1__8	\$10.58	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__8H0__0

Update All Submit

Payment Information

Total Invoiced	\$1,175.14
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$1,175.14

Payment Initiation Upload

Browse... Upload

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

Stop Payment(s)

- To select an individual invoice line item for payment processing, populate a check mark in the **Initiate Payment** check box then select the **Submit** button, located at the bottom right of the **Payment Initiation region**, to process the invoice line item payment.

Invoice Reporting Period: **201504** Payments due: **03/10/2016**

P Number: ALL Parent Org. ID: H0__0 Contract Number: H0__0 1 - 3 out of 3

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__1	\$101.12	\$0.00	03/23/2016	<input checked="" type="checkbox"/>			CG15041__1H0__0
P1__5	\$1,063.44	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__5H0__0
P1__8	\$10.58	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__8H0__0

Update All

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

Payment Information

Total Invoiced	\$1,175.14
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$1,175.14

Payment Initiation Upload

- To process the submission of the initiated payment, enter the **Payment Initiator** role four (4)-digit PIN in the **PIN Validation** form and select the **Validate** button.

Coverage Gap Discount Program

PIN Validation

.....

- Once the invoice line item processes, review the **Pending Transactions region** for pending invoice line item payments. The **Payment Information region** updates the Total Pending field with the amounts listed in the **Pending Transactions region**.

Payment Information
 Total Invoiced \$1,175.14
 Total Failed \$0.00
 Total Current Deferred \$0.00
 Total Previously Deferred \$0.00
Total Pending \$101.12
 Total Successful \$0.00
 Total Available \$1,074.02

Pending Transactions 1 - 1 out of 1

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
P1__1	\$101.12	03/23/2016	03/23/2016	

You have now initiated a payment of an individual invoice line item.

Processing Single Future Dated Invoice Payments

The Portal allows a user to select payment dates for invoice line items that differ from the default payment date of the current calendar day.

This instruction provides direction on the steps needed to process individual invoice line items for future calendar day payment processing.

Note: Completion of this process is limited to Sponsor associates assigned the **Payment Initiator** role.

1. Authorized end users will access the Portal to select payment dates for invoice line items that differ from the default payment date of the current calendar day. Instructions for logging into the Portal can be located in the **CGDP Sponsor Portal Introduction and Login Users Guide** located under **References** on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the **Invoice Type** field.

Home Payments Completed Receipts Reports Disputes

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H0__0 | Invoice Type: Quarterly | Contract Number: H4__8 | Reporting Period: ALL | Status: ALL | 1 - 4 out of 4

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H4__8	201601	Available	<input type="radio"/>
Quarterly	H4__8	201504	Available	<input type="radio"/>
Quarterly	H4__8	201503	Pending	<input type="radio"/>
Quarterly	H4__8	201502	Pending	<input type="radio"/>

Reporting Periods with no invoice line items
Filter by: Contract Number: ALL | Reporting Period: ALL

Contract Number	Reporting Period
H0__0	201404
H0__9	201404
H1__6	201504
H1__5	201504

- Populate the **Select** radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H0__0 Invoice Type: Quarterly Contract Number: H4__8 Reporting Period: ALL Status: ALL 1 - 4 out of 4

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H4__8	201601	Available	<input type="radio"/>
Quarterly	H4__8	201504	Available	<input checked="" type="radio"/>
Quarterly	H4__8	201503	Pending	<input type="radio"/>
Quarterly	H4__8	201502	Pending	<input type="radio"/>

Reporting Periods with no invoice line items

Contract Number	Reporting Period
H0__0	201404
H0__9	201404
H1__6	201504
H1__5	201504

Legend:
Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

- On the **Payments** tab, review the **Payment Initiation** region for available invoice line items.

Sponsor Portal CGDP Payments

Invoice Reporting Period: 201504 Payments due: 03/10/2016

P Number: ALL Parent Org. ID: H0__0 Contract Number: H4__8 1 - 3 out of 3

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__3	\$150.25	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__3H4__8
P1__8	\$95.71	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__8H4__8
P1__0	\$13.39	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__0H4__8

Update All

Payment Information

Total Invoiced	\$259.35
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$259.35

Payment Initiation Upload

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

- To update an invoice line item payment date, select the Calendar icon located to the right of the Payment/Failed Date field for the specific invoice line item and select the applicable date from the calendar.

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__3	\$150.25	\$0.00	03/30/2016	<input type="checkbox"/>			CG15041__3H4__8
P1__8	\$95.71	\$0.00					CG15041__8H4__8
P1__0	\$13.39	\$0.00					CG15041__0H4__8

Update All

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- To select the future dated individual invoice line item for payment processing, populate a check mark in the applicable Initiate Payment column and select the Submit button, located at the bottom right of the **Payment Initiation region**, to process the invoice line item payment.




[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 Logged on as H0__0

Home
Payments
Completed
Receipts
Reports
Disputes

Sponsor Portal CGDP Payments

Invoice Reporting Period: 201504 Payments due: 03/10/2016

P Number: ALL Parent Org. ID: H0__0 Contract Number: H4__8 1 - 3 out of 3

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__3	\$150.25	\$0.00	03/30/2016	<input checked="" type="checkbox"/>			CG15041__3H4__8
P1__8	\$95.71	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__8H4__8
P1__0	\$13.39	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__0H4__8

Update All

Payment Information

Total Invoiced	\$259.35
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$259.35

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

Payment Initiation Upload

- To process the submission of the future dated payment, enter the **Payment Initiator** role four (4)-digit PIN in the PIN Validation form and select the Validate button.

- Once the future dated invoice line item processes, the **Pending Transactions** region will update with the newly added pending invoice payment and the **Payment Information** region for the Total Pending field for updated amounts.

Invoice Reporting Period: 201504 Payments due: 03/10/2016

P Number: ALL Parent Org. ID: H0_0 Contract Number: H4_8 1 - 2 out of 2

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1_8	\$95.71	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041_8H4_8
P1_0	\$13.39	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041_0H4_8

Update All

Pending Transactions 1 - 1 out of 1

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
P1_3	\$150.25	03/23/2016	03/30/2016	<input type="checkbox"/>

Payment Information

Total Invoiced	\$259.35
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$150.25
Total Successful	\$0.00
Total Available	\$109.10

Payment Initiation Upload

Note: The **Pending Transaction** also displays a check box in the Stop Payment column. Instructions for processing stop payments discussed in the Processing Stop Payments instruction.

You have now completed payment of a future dated invoice line item.

Initiate All Payment Processing Functionality and Future Date Processing

Sponsors are able to utilize the Initiate All functionality to process payment initiation for multiple invoice line items loaded to the Portal. The Initiate All function provides the capability to select only invoice line items located on the active page in the **Payment Initiation region** to initiate payment processing on the current date. The Initiate All function also allows for updating payment initiation processing dates to a future date for any available invoice line item(s) displayed in the active **Payment Initiation region**.

This instruction provides direction on utilizing the Initiate All functionality and the available features that are included for processing payment initiation.

Note: Completion of this process is limited to Sponsor associates assigned the **Payment Initiator** role.

1. Authorized end users will access the Portal to process payment initiation for multiple invoice line items loaded to the Portal. Instructions for logging into the Portal can be located in the CGDP Sponsor Portal Introduction and Login Users Guide located under References on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the Invoice Type field.

Parent Org. ID **Invoice Type** **Contract Number** **Reporting Period** **Status** 1 - 4 out of 4

H0__0 **Quarterly** H3__9 ALL ALL

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H3__9	201601	Available	<input type="radio"/>
Quarterly	H3__9	201504	Available	<input type="radio"/>
Quarterly	H3__9	201503	Available	<input type="radio"/>
Quarterly	H3__9	201502	Available	<input type="radio"/>

Reporting Periods with no invoice line items

Filter by: Contract Number: ALL Reporting Period: ALL

Contract Number	Reporting Period
H0__0	201404
H0__9	201404
H1__6	201504
H1__5	201504

- Populate the **Select** radio button for the applicable reporting period then select the **Payments** tab to view the available invoice line items associated with the selected reporting period.

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H0__0 Invoice Type: Quarterly Contract Number: H3__9 Reporting Period: ALL Status: ALL 1 - 4 out of 4

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H3__9	201601	Available	<input type="radio"/>
Quarterly	H3__9	201504	Available	<input type="radio"/>
Quarterly	H3__9	201503	Available	<input type="radio"/>
Quarterly	H3__9	201502	Available	<input type="radio"/>

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

Reporting Periods with no invoice line items
 Filter by: Contract Number: ALL Reporting Period: ALL

Contract Number	Reporting Period
H0__0	201404
H0__9	201404
H1__6	201504
H1__5	201504

- On the **Payments** tab, review the number of invoices available in the **Filter Results** region and balances available for payment in the **Payment Information** region.

Sponsor Portal CGDP Payments

Invoice Reporting Period: 201504 Payments due: 03/10/2016

P Number: ALL Parent Org. ID: H0__0 Contract Number: H3__9 1 - 5 out of 5

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__7	\$1.12	\$0.00	03/24/2016	<input type="checkbox"/>			CG15041__7H3__9
P1__1	\$1,063.44	\$0.00	03/24/2016	<input type="checkbox"/>			CG15041__1H3__9
P1__6	\$322.93	\$0.00	03/24/2016	<input type="checkbox"/>			CG15041__6H3__9
P1__6	\$63.71	\$0.00	03/24/2016	<input type="checkbox"/>			CG15041__6H3__9
P1__8	\$15.82	\$0.00	03/24/2016	<input type="checkbox"/>			CG15041__8H3__9

Update All Submit

Payment Information

Total Invoiced	\$1,476.02
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$1,476.02

Payment Initiation Upload
 Browse... Upload

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

Stop Payment(s)

Note: Each page can contain up to 99 invoice items. Use the *Next Page* icon to move through each page of invoices. Use the *Prior Page* icon to return to a prior page. The page that displays is known as the *active* page.

- Populate the Initiate All check box with a check mark to select only invoice line items displayed on the active page. Once the Initiate All check box is populated, the system displays an informational message.

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Home | **Payments** | Completed | Receipts | Reports | Disputes

Sponsor Portal CGDP Payments

Invoice Reporting Period: **201504** Payments due: **03/10/2016**

P Number: ALL | Parent Org. ID: H0...0 | Contract Number: H3...9 | 1 - 5 out of 5

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__7	\$1.12	\$0.00	03/24/2016	<input checked="" type="checkbox"/>			
P1__1	\$1,063.44	\$0.00	03/24/2016				
P1__6	\$322.93	\$0.00	03/24/2016				
P1__6	\$63.71	\$0.00	03/24/2016				
P1__8	\$15.82	\$0.00	03/24/2016				

Update All

Pending Transactions
 There are no pending transactions at this time.

Stop Payment(s)

Payment Information
 Total Invoiced \$1,476.02
 Total Failed \$0.00
 Total Current Deferred \$0.00
 Total Previously Deferred \$0.00
 Total Pending \$0.00
 Total Successful \$0.00
 Total Available \$1,476.02

Payment Initiation Upload
 Browse... Upload

Message from webpage

? By checking this box, you are initiating payments for all the P Numbers that are listed on this page. Please do not forget to set the payment dates if you want to postpone certain payments.

OK Cancel

- After reading the message, select the appropriate button to continue. Selection of the OK button accepts the informational message and continues with the payment initiation process.

7. The **Payment Initiation region** displays the Initiate Payment column's check boxes with check marks populated for invoice line items available only on the active page.

Invoice Reporting Period: 201504 Payments due: 03/10/2016

P Number: ALL Parent Org. ID: H0...0 Contract Number: H3...9 1 - 5 out of 5

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1...7	\$1.12	\$0.00	03/24/2016	<input checked="" type="checkbox"/>			CG15041...7H3...9
P1...1	\$1,063.44	\$0.00	03/24/2016	<input checked="" type="checkbox"/>			CG15041...1H3...9
P1...6	\$322.93	\$0.00	03/24/2016	<input checked="" type="checkbox"/>			CG15041...6H3...9
P1...6	\$63.71	\$0.00	03/24/2016	<input checked="" type="checkbox"/>			CG15041...6H3...9
P1...8	\$15.82	\$0.00	03/24/2016	<input checked="" type="checkbox"/>			CG15041...8H3...9

Update All

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

Payment Information

Total Invoiced	\$1,476.02
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$1,476.02

Payment Initiation Upload

Note: The Initiate All check mark selects only invoice line items that appear on the active **Payment Initiation region** page.

The population of the Initiate All check mark does NOT select all invoice line items for the reporting period.

In order to utilize the Initiate All functionality for all invoice line items, select each page in the **Payment Initiation region** separately, populate the Initiate All check box, and select the Submit button prior to moving to the next page in the region. Not performing the submission will delete all data entered on the current page.

8. The selection of the Initiate All check box provides the ability to select only displayed invoice line items for payment processing with the payment initiation date set as the current date. If it is determined that all invoice line items displayed should process for payment on the current date, select the Submit button to initiate the payment process.

If it is determined that invoice line items cannot be processed for the current date, the Initiate All functionality provides the ability to update the payment initiation date to a future calendar date.

- To update all invoice line items, use the Update All check box and field located below the **Payment Initiation region**.
- To update individual invoice line items, use the calendar icon located on the specific invoice line.

- To update all payment initiation dates to a future date different from the current business date displayed in the Payment/Failed Date field, select the calendar icon to the right of the Update All check box, located below the **Payment Initiation region**. This action expands a calendar that allows selection of a future date for the payment initiation to begin. Select the applicable date then populate the Update All check box to update the date only for the payments on the active page.

The screenshot shows the 'Sponsor Portal CGDP Payments' interface. At the top, there are navigation tabs: Home, Payments (highlighted), Completed, Receipts, Reports, and Disputes. Below the navigation is a header with 'Sponsor Portal CGDP Payments' and a sub-header 'Invoice Reporting Period: 201504 Payments due: 03/10/2016'. There are filters for 'P Number' (ALL), 'Parent Org. ID' (H0_0), and 'Contract Number' (H3_9). A table lists payment items with columns for P Number, Invoiced Amount, Previous Deferred Amount, Payment/Failed Date, Initiate Payment, Defer, Failed, and EFT ID. The 'Update All' checkbox is checked, and a calendar is open showing the date 03/25/2016 selected. A 'Payment Information' box on the right shows totals for Invoiced, Failed, Deferred, Pending, Successful, and Available amounts. A 'Payment Initiation Upload' section is also visible.

- To update the payment initiation date of individual invoice line items to a date other than the current date, select the calendar icon to the right of the Payment/Failed Date field for the applicable line item. This action expands a calendar that allows selection of a future date for the payment initiation to begin.

This screenshot is similar to the previous one, showing the 'Sponsor Portal CGDP Payments' interface. In this instance, the 'Update All' checkbox is unchecked. The calendar is open, and the date 03/28/2016 is selected. The 'Payment Information' and 'Payment Initiation Upload' sections are also visible.

This example displays multiple invoice line items containing updated calendar dates that remain selected as part of the Initiate All functionality.

<input type="checkbox"/> Initiate All							
P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__7	\$1.12	\$0.00	<input type="text" value="03/25/2016"/>	<input checked="" type="checkbox"/>			CG15041__7H3__9
P1__1	\$1,063.44	\$0.00	<input type="text" value="03/28/2016"/>	<input checked="" type="checkbox"/>			CG15041__1H3__9
P1__6	\$322.93	\$0.00	<input type="text" value="03/25/2016"/>	<input checked="" type="checkbox"/>			CG15041__6H3__9
P1__6	\$63.71	\$0.00	<input type="text" value="03/28/2016"/>	<input checked="" type="checkbox"/>			CG15041__6H3__9
P1__8	\$15.82	\$0.00	<input type="text" value="03/25/2016"/>	<input checked="" type="checkbox"/>			CG15041__8H3__9

Update All

11. To process the submission of the payment initiation, enter the **Payment Initiator** role four (4)-digit PIN in the PIN Validation form and select the Validate button.

Coverage Gap Discount Program

PIN Validation

12. Once the Initiate All process is completed for the active page, review the **Payment Information region** for updated amounts.

This example displays the **Payment Information region's Total Pending** field updated balances. The **Pending Transaction region** displays the invoice line items processed for payment.

The screenshot shows the CGDP Sponsor Portal interface. At the top, there are logos for PALMETTO GBA and CMS, along with navigation links like Contact Us, My Profile, Logout, Help, and Reporting. The user is logged in as H0...0. The main navigation bar includes Home, Payments (highlighted with a red box), Completed, Receipts, Reports, and Disputes. The page title is "Sponsor Portal CGDP Payments".

Below the navigation, there is a section for "Invoice Reporting Period: 201504" and "Payments due: 03/10/2016". It includes input fields for P Number (set to ALL), P Parent Org. ID (H0...0), and Contract Number (H3...9). There is an "Initiate All" button.

A table with the following columns is shown: P Number, Invoiced Amount, Previous Deferred Amount, Payment/Failed Date, Initiate Payment, Defer, Failed, and EFT ID. Below the table, it states "There are no more remaining invoice line items for the quarter." and includes an "Update All" button with a date selector set to 03/25/2016 and a "Submit" button.

On the right side, there is a "Payment Information" summary table:

Payment Information	
Total Invoiced	\$1,476.02
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$1,476.02
Total Successful	\$0.00
Total Available	\$0.00

Below this is a "Payment Initiation Upload" section with a "Browse..." button and an "Upload" button.

The "Pending Transactions" section shows a table with 5 items (1 - 5 out of 5):

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
P1...6	\$1.12	03/24/2016	03/25/2016	<input type="checkbox"/>
P1...1	\$1,063.44	03/24/2016	03/28/2016	<input type="checkbox"/>
P1...6	\$322.93	03/24/2016	03/25/2016	<input type="checkbox"/>
P1...6	\$63.71	03/24/2016	03/28/2016	<input type="checkbox"/>
P1...8	\$15.82	03/24/2016	03/25/2016	<input type="checkbox"/>

At the bottom right of the Pending Transactions table, there is a "Stop Payment(s)" button.

Note: the Total Pending field displays the total amount of invoice line items populating the **Pending Transaction region**.

13. Utilizing the Initiate All functionality **does not** initiate all invoice line items for payment processing. You must perform the Initiate All instruction for **each page** of invoice line items for a reporting period.

The following example displays the updated item count of invoices remaining to be processed after selecting Submit on the active page. If there are additional pages of invoice line items remaining to be processed, the **Filter Results** region will display an updated item count and the **Payments Initiation** region will display the next active page of invoices available for payment processing.

Invoice Reporting Period: 201503 Payments due: 03/10/2016

P Number: ALL Parent Org. ID: H0__0 Contract Number: H3__9 1 - 99 out of 195

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__7	\$4,951.74	\$0.00	06/17/2016	<input type="checkbox"/>			CG15031__7H3__9
P1__1	\$286.90	\$0.00	06/17/2016	<input type="checkbox"/>			CG15031__1H3__9
P1__6	\$323.46	\$0.00	06/17/2016	<input type="checkbox"/>			CG15031__6H3__9
P1__6	\$174.38	\$0.00	06/17/2016	<input type="checkbox"/>			CG15031__6H3__9
P1__8	\$44.52	\$0.00	06/17/2016	<input type="checkbox"/>			CG15031__8H3__9
P1__1	\$25,253.39	\$0.00	06/17/2016	<input type="checkbox"/>			CG15031__1H3__9
P1__6	\$129.59	\$0.00	06/17/2016	<input type="checkbox"/>			CG15031__6H3__9
P1__6	\$745.26	\$0.00	06/17/2016	<input type="checkbox"/>			CG15031__6H3__9

Update All 06/21/2016

Note: All invoice line items must be paid in order to maintain program compliance. To initiate all remaining invoices for payment, repeat the steps for selecting the Initiate All check box and if applicable, the instructions for update payment dates, then select Submit.

14. Once all invoices have been initiated, review the **Payment Initiation** region to verify that this message displays – ***“There are no more remaining invoice line items for the quarter.”*** In addition, review the **Payment Information** region to verify that the Total Available field displays a \$0.00 dollar amount.

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Home **Payments** Completed Receipts Reports Disputes

Sponsor Portal CGDP Payments

Invoice Reporting Period: 201504 Payments due: 03/10/2016

P Number: ALL P Parent Org. ID: H0__0 Contract Number: H3__9

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
There are no more remaining invoice line items for the quarter.							

Update All 03/25/2016

Pending Transactions 1 - 5 out of 5

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
P1__6	\$1.12	03/24/2016	03/25/2016	<input type="checkbox"/>
P1__1	\$1,063.44	03/24/2016	03/28/2016	<input type="checkbox"/>
P1__6	\$322.93	03/24/2016	03/25/2016	<input type="checkbox"/>
P1__6	\$63.71	03/24/2016	03/28/2016	<input type="checkbox"/>
P1__8	\$15.82	03/24/2016	03/25/2016	<input type="checkbox"/>

Payment Information

Total Invoiced	\$1,476.02
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$1,476.02
Total Successful	\$0.00
Total Available	\$0.00

Payment Initiation Upload

You have now completed processing invoice line items utilizing the **Initiate All** functionality.

Processing Stop Payments

The Portal allows Sponsors to stop the payment processing of future dated invoice line items prior to the completion of the payment process.

The **Stop Payment** process is only available for pending invoice line item payments that contain a payment date greater than the current calendar date. Selecting a pending invoice line item payment for stop payment will reassign the stopped invoice line item to the **Payment Initiation region** for reprocessing.

This instruction provides direction on the steps needed to process stop payments for pending invoice line item payments.

Note: Completion of this process is limited to Sponsor associates assigned the **Payment Initiator** role.

1. Authorized end users will access the Portal to stop the payment processing of future dated invoice line items prior to the completion of the payment process. Instructions for logging into the Portal can be located in the [CGDP Sponsor Portal Introduction and Login Users Guide](#) located under [References](#) on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the [Invoice Type](#) field.

Parent Org. ID H0__0 **Invoice Type** Quarterly **Contract Number** H4__8 **Reporting Period** ALL **Status** ALL 1 - 4 out of 4

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H4__8	201601	Available	<input type="radio"/>
Quarterly	H4__8	201504	Available	<input type="radio"/>
Quarterly	H4__8	201503	Pending	<input type="radio"/>
Quarterly	H4__8	201502	Pending	<input type="radio"/>

Reporting Periods with no invoice line items
Filter by: Contract Number ALL Reporting Period ALL

Contract Number	Reporting Period
H0__0	201404
H0__9	201404
H1__6	201504
H1__5	201504

- Populate the Select radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H0__0 Invoice Type: Quarterly Contract Number: H4__8 Reporting Period: ALL Status: ALL 1 - 4 out of 4

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H4__8	201601	Available	<input type="radio"/>
Quarterly	H4__8	201504	Available	<input checked="" type="radio"/>
Quarterly	H4__8	201503	Pending	<input type="radio"/>
Quarterly	H4__8	201502	Pending	<input type="radio"/>

Reporting Periods with no invoice line items

Contract Number	Reporting Period
H0__0	201404
H0__9	201404
H1__6	201504
H1__5	201504

- Review the **Pending Transactions** region to verify future dated invoice line items available for stop payment processing. Future dated invoice line items available for stop payment processing will display a date greater than the current calendar date in the Payment Date column and an active check box in the Stop Payment column.

Sponsor Portal CGDP Payments

Invoice Reporting Period: 201504 Payments due: 03/10/2016

P Number: ALL Parent Org. ID: H0__0 Contract Number: H4__8 1 - 2 out of 2

P Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__8	\$95.71	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__8H4__8
P1__0	\$13.39	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__0H4__8

Pending Transactions 1 - 1 out of 1

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
P1__3	\$150.25	03/23/2016	03/30/2016	<input type="checkbox"/>

Payment Information

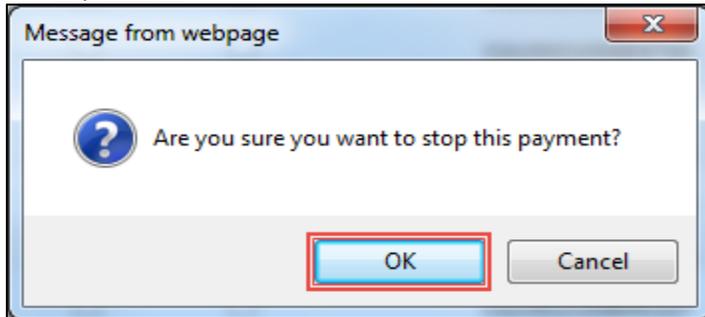
Total Invoiced	\$259.35
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$150.25
Total Successful	\$0.00
Total Available	\$109.10

Note: the Stop Payment process is only available for pending invoice line item payments that contain a payment date greater than the current calendar date.

- To process a stop payment for future dated invoice line items, populate the check box in the Stop Payment column with a check mark and select the Stop Payment(s) button, located at the bottom right of the **Pending Transactions** region, to process the invoice line item stop payment.

Pending Transactions					1 - 1 out of 1
P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	
P1__3	\$150.25	03/23/2016	03/30/2016	<input checked="" type="checkbox"/>	Stop Payment(s)

- The system will display a message requesting additional action after selecting the Stop Payment(s) button.



Note: Selecting the OK button to stop pay the invoice line item creates an irreversible event.

- If it is determined that the selected invoice line is not the correct invoice to process for stop payment, select the Cancel button to exit the message screen and choose the correct line item.
- Select the OK button to process the stop payment for the invoice line item.

Note: If the OK button selected in error, re-process the invoice line item using one (1) of these instructions:

 - Processing Invoice Line Item payments*
 - Processing Future Dated Invoice Line Item payments*

- Once the stop payment processes, review both the **Payment Information region** to verify the **Total Pending** field amount no longer includes the amount of the stop paid invoice line item(s) and the **Pending Transactions region** no longer contains the invoice line item(s).

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Sponsor Portal CGDP Payments

Invoice Reporting Period: 201504 Payments due: 03/10/2016

P Number: ALL | Parent Org. ID: H0__0 | Contract Number: H4__8 | 1 - 3 out of 3

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__3	\$150.25	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__3H4__8
P1__8	\$95.71	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__8H4__8
P1__0	\$13.39	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__0H4__8

Update All

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

Payment Information

Total Invoiced	\$259.35
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$259.35

Payment Initiation Upload

- For final verification of the processed stop payment invoice line item, select the specific P number from the **Contract Number** field drop down list in the **Filter region**.

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Sponsor Portal CGDP Payments

Invoice Reporting Period: 201504 Payments due: 03/10/2016

P Number: ALL | Parent Org. ID: H0__0 | Contract Number: H4__8 | 1 - 3 out of 3

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__3	\$150.25	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__3H4__8
P1__8	\$95.71	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__8H4__8
P1__0	\$13.39	\$0.00	03/23/2016	<input type="checkbox"/>			CG15041__0H4__8

Update All

Payment Information

Total Invoiced	\$259.35
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$259.35

Payment Initiation Upload

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

You have now completed a stop payment of an invoice line item.

Processing Payment Initiation Upload Batch Functionality

Sponsors are able to utilize the **Payment Initiation Upload** functionality to select multiple invoice line items for payment processing into one (1) batch text file versus utilizing individual invoice line item processing or the Initiate All payment functionality. A batch text file is a creation of a semi-colon delimited text file, which is loaded to the Portal for processing. Once the upload is completed, results of the batch text file upload are available for review via the **Reports tab – Batch** functionality.

This instruction provides direction on processing invoice batch upload functionality.

Note: Completion of this process is limited to Sponsor associates assigned the **Payment Initiator** role.

1. Authorized end users will access the Portal to use the invoice batch upload functionality to initiate invoices due for payment on a quarterly basis 38 calendar days from receipt of distributed invoices. Instructions for logging into the CGDP Portal can be located in the [CGDP Sponsor Portal Introduction and Login Users Guide](#) located under [References](#) on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the [Invoice Type](#) field.

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 Logged on as H0__0

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Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H0__0 | Invoice Type: **Quarterly** | Contract Number: S5__8 | Reporting Period: ALL | Status: ALL | 1 - 3 out of 3

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	S5__8	201504	Available	<input type="radio"/>
Quarterly	S5__8	201502	Incomplete	<input type="radio"/>
Quarterly	S5__8	201501	Incomplete	<input type="radio"/>

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

Reporting Periods with no invoice line items
 Filter by: Contract Number: S5__8 | Reporting Period: ALL

Contract Number	Reporting Period
S5__8	201503
S5__8	201404

- Populate the **Select** radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H0__0 Invoice Type: Quarterly Contract Number: S5__8 Reporting Period: ALL Status: ALL 1 - 3 out of 3

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	S5__8	201504	Available	<input checked="" type="radio"/>
Quarterly	S5__8	201502	Incomplete	<input type="radio"/>
Quarterly	S5__8	201501	Incomplete	<input type="radio"/>

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

Reporting Periods with no invoice line items
 Filter by: Contract Number: S5__8 Reporting Period: ALL

Contract Number	Reporting Period
S5__8	201503
S5__8	201404

- On the **Payments** tab, review the **Payment Initiation** and **Payment Information** regions for available invoice line items.

Sponsor Portal CGDP Payments

Invoice Reporting Period: 201504 Payments due: 03/10/2016

P Number: ALL Parent Org. ID: H0__0 Contract Number: S5__8 1 - 4 out of 4

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__5	\$284.54	\$0.00	03/25/2016	<input type="checkbox"/>			CG15041__5S5__8
P1__2	\$13.69	\$0.00	03/25/2016	<input type="checkbox"/>			CG15041__2S5__8
P1__3	\$714.68	\$0.00	03/25/2016	<input type="checkbox"/>			CG15041__3S5__8
P1__7	\$2.50	\$0.00	03/25/2016	<input type="checkbox"/>			CG15041__7S5__8

Update All

Payment Information

Total Invoiced	\$1,015.41
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$1,015.41

Payment Initiation Upload

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

5. To view invoice line items in an Excel spreadsheet format, there are two (2) functions that assist with displaying invoice information in Excel formats, the Print icon and the Reporting link. This instruction demonstrates the Print icon output. Instructions for the Reporting link are located in the *Accessing the Reporting Link* instructions in this manual.

The Print icon allows a user to view formatted information regarding only the invoice line items displayed on the active page in the **Payments** tab in a Microsoft Office Excel spreadsheet format.

Note: The Print icon will only print up to 99 invoice line items in an excel file. This is the maximum amount of invoice line items that can display on an active page in the **Payments** tab. If a reporting period contains more than 99 distributed invoice line items, a user will have to access each **Payments** page of invoices listed and select the Print icon for each active page.

To print all distributed invoice line items for a specific reporting period on the **Payments** tab, utilize the *Accessing the Reporting Link* instructions.

The Excel spreadsheet generated by the Print icon contains three (3) tabs.

- Invoice line item data corresponding to the active **Payment Initiation region** page displays on the CGDP Payments tab of the spreadsheet.
- Invoice line item data corresponding to the active **Pending Transactions region** page displays on the Pending Transactions tab of the spreadsheet.
- Summary information corresponding to data visible in the **Payment Information region** displays on the Total Payment Information tab of the spreadsheet.

The Microsoft Excel spreadsheet allows a user to view all invoice line items displayed on the active **Payments Initiation region** page (up to 99 invoices per page) without requiring a user to scroll through the data. It provides a format that allows users the ability to massage invoice line item data required in creating Batch text files.

In order to view all invoices in a spreadsheet format, the Reporting link functionality allows a user to print all invoice line items for a specific reporting period. To utilize the Reporting link to print all payable invoice line items on the **Payments** tab or receivable invoice line items on the **Receipts** tab, refer to the *Accessing the Reporting Link* instructions in this manual.

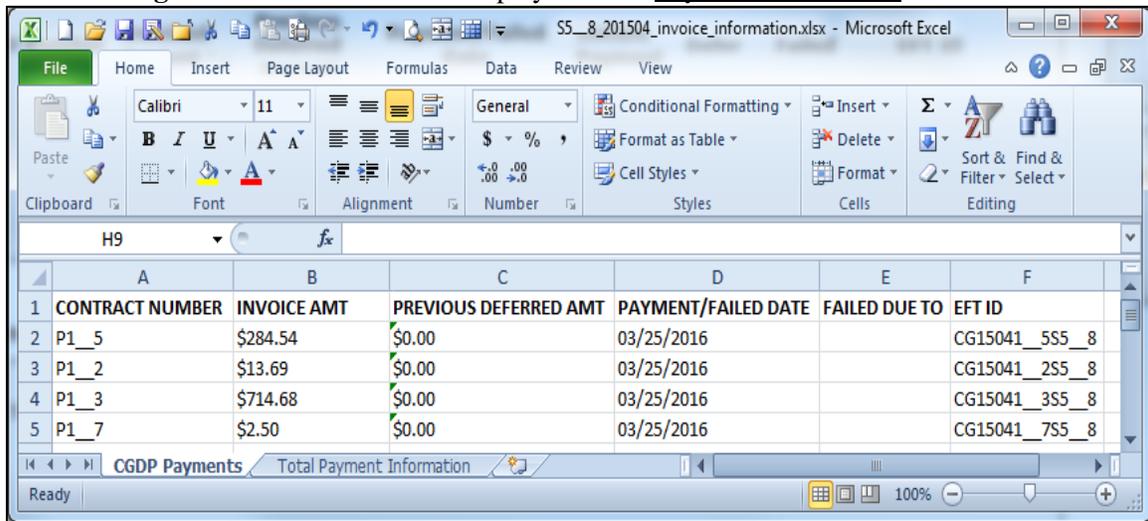
6. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - Open to view the active **Payment Initiation region** data in an Excel file format
 - Save to save the active **Payment Initiation region** data in Excel file format
 - Cancel to exit the decision message

This example displays the selected Open button.



7. After selecting the Open button, the file information for the active **Payment Initiation region** page will display in Microsoft Excel.

This example displays the invoice line items only found on the active page of the **Payment Initiation region** with the current date displayed in the Payment/Failed Date column.



Note: The Print icon will download and display invoice line items for only the active **Payment Initiation region** page. To view all invoice line items for a reporting period, refer to the *Accessing the Reporting Link* instruction for creating invoice reports.

Use the Microsoft Excel file(s) to determine which of the invoice line items to include in the batch text file.

8. For each invoice line item to be included in the batch text file, collect this information:

Header Record:

- Parent Organization ID
- Reporting Period

Detail Record(s):

- Contract Number
- P Number
- EFT ID information
- Payment date

Defer Invoice (Yes or No)

Once the information is collected for each invoice line item, create batch lines using information referenced in Appendix C: Sponsor Payment Initiation Upload Batch Input Requirements for assistance with formatting batch text files.

Batch Header Line consists of 'HDR' to notate header line followed by a semi-colon (;), Parent Org ID followed by a semi-colon (;) and Reporting Period, in YYYYQQ format.

Example of Batch Header line:

- HDR;H9999; YYYYQQ

Batch Detail Line consists of 'DET' to notate detail line followed by a semi-colon (;), contract number followed by a semi-colon (;), P number followed by a semi-colon (;), EFT ID information, in CGYYQQ9999H9999 format, followed by a semi-colon (;), Payment date, in CYYMMDD format, followed by a semi-colon (;), 'N' for not Deferred or 'Y' for Deferred invoice line items.

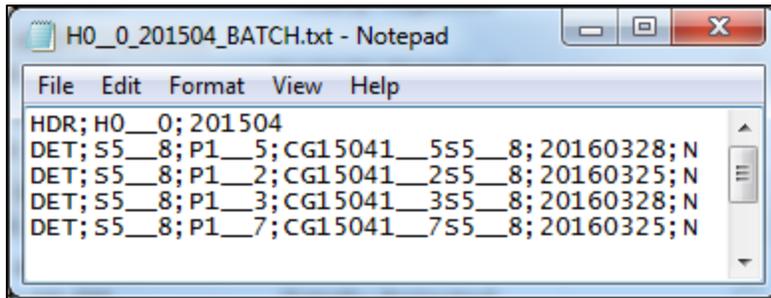
Example of a non-deferred invoice line item:

- DET;H9999;P9999;CGYYQQP9999H9999;CYYMMDD;N

Example of a deferred invoice line item:

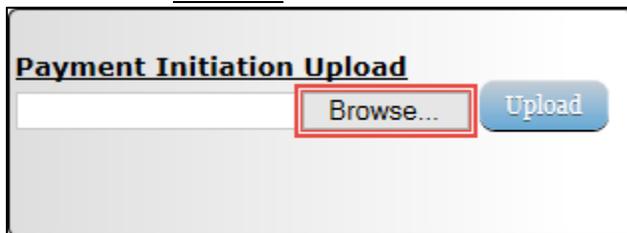
- DET; H9999;P9999;CGYYQQP9999H9999;CYYMMDD;Y

This example displays a batch text file containing one (1) header record and multiple invoice line item records.



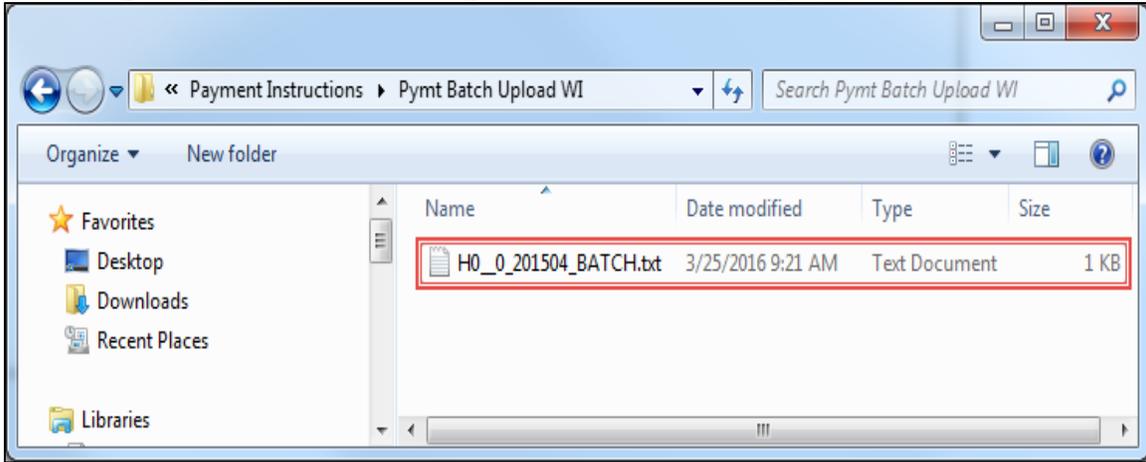
Note: Creation of batch text files can only contain invoice line items for the same reporting period.

9. Save the batch text file with all selected invoice line items using a Sponsor-determined file naming convention.
10. On the **Payments** tab, select the **Payment Initiation Upload** region.
11. Select the Browse... button to search for the batch text file to be loaded to the Portal.

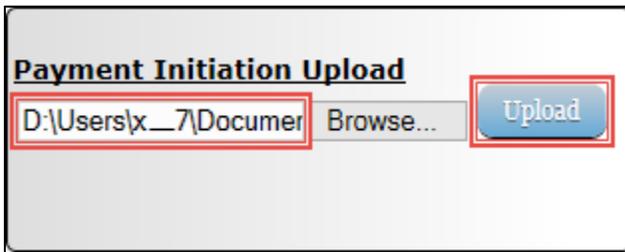


12. Locate and select the batch text file to load to the Portal and select the *Open* button to upload the text file to the Portal.

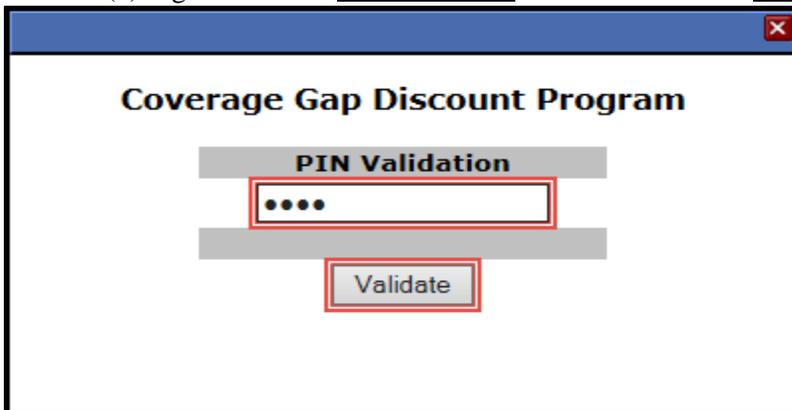
This example displays the search for a specific batch text file for upload to the Portal.



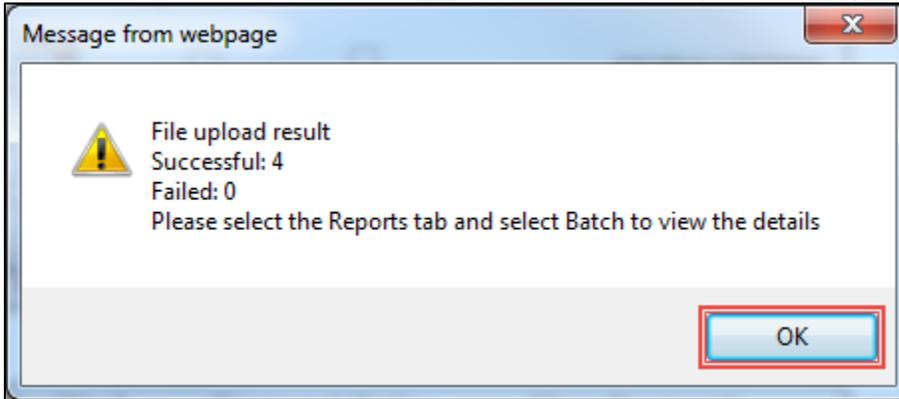
13. In the **Payment Initiation Upload** region, the computer location of the batch text file populates the field to the left of the *Browse...* button. Select the *Upload* button to load the text file to the Portal.



14. To process the submission of the payment initiation file, enter the **Payment Initiator** role four (4)-digit PIN in the *PIN Validation* form and select the *Validate* button.



15. After the Payment Initiation Upload process completes, the Portal will display a system-generated message providing information of the success/failure of invoice line items included in the batch text file. Select the OK button to close the system message.



16. To review batch text files select the **Reports** tab and populate the Batch radio button for the selected batch file.

Parent Org. ID	Submission Date	Status	Download File	Last Download Date
H0150	Submitted at 03/25/2016 @ 9:38 AM	Successfully processed	<input checked="" type="radio"/>	
	Submitted at 03/25/2016 @ 9:31 AM	Totally Rejected	<input type="radio"/>	Last downloaded on 03/25/2016 @ 9:35 AM
	Submitted at 03/25/2016 @ 9:29 AM	Primary Id and logon do not match	<input type="radio"/>	
	Submitted at 03/11/2016 @ 10:57 AM	Successfully processed	<input type="radio"/>	Last downloaded on 03/15/2016 @ 10:54 AM
	Submitted at 07/28/2015 @ 1:34 PM	Successfully processed	<input type="radio"/>	Last downloaded on 03/15/2016 @ 10:51 AM

17. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.

- Open to view the data in text file format
- Save to save the data in text file format
- Cancel to exit the decision message

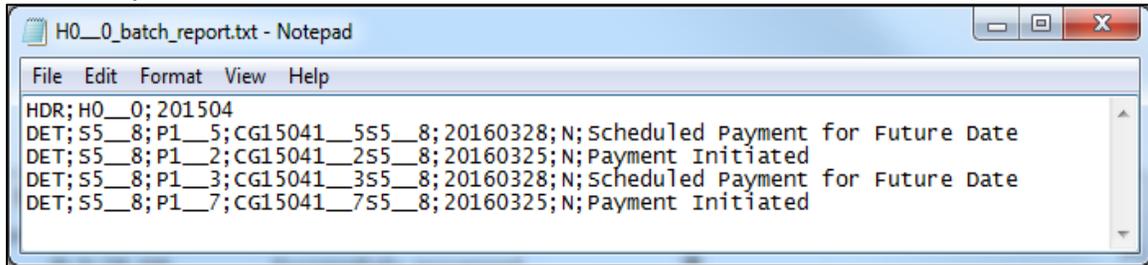
This example displays the selected Open button.



- Review the downloaded batch text file for processing messages following each batch file line item.

For failed batch file items each error should be reviewed and updated in a modified **Payment Initiation Upload** batch text file to correct the errors prior to uploading the batch text file to the Portal.

This example displays the downloaded batch text file containing multiple lines that processed successfully.



Note: Refer to the [Help](#) link located in the top right of any Portal tab or refer to [Appendix B: Error Message Descriptions](#) listing for system code descriptions displayed in batch reports.

- Return to the **Reports** tab to review the Last Download Date column populated with the most recent date and time of download for the file.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 Logged on as **H0150**

Home
Payments
Completed
Receipts
Reports
Disputes

Sponsor Portal CGDP Reports

Report Type

Invoice
 Data
 Tracking
 Batch
 Manufacturer 1099 Information
 Ad Hoc

Parent Org. ID	Contract Number	Reporting Period	Invoice Type	1 - 17 out of 17
H0__0		ALL	ALL	

Current Cutoff Calendar

Reporting Period	201504
Invoice Paid By	03/10/2016
Invoice Distribution	01/31/2016
Dispute Submission	04/01/2016
Dispute Distribution	06/08/2016

Parent Org. ID	Submission Date	Status	Download File	Last Download Date
H0150	Submitted at 03/25/2016 @ 9:38 AM	Successfully processed	○	Last downloaded on 03/25/2016 @ 10:48 AM
	Submitted at 03/25/2016 @ 9:31 AM	Totally Rejected	○	Last downloaded on 03/25/2016 @ 9:35 AM
	Submitted at 03/25/2016 @ 9:29 AM	Primary Id and logon do not match	○	
	Submitted at 03/11/2016 @ 10:57 AM	Successfully processed	○	Last downloaded on 03/15/2016 @ 10:54 AM
	Submitted at 07/28/2015 @ 1:34 PM	Successfully processed	○	Last downloaded on 03/15/2016 @ 10:51 AM

20. To review the successfully initiated invoice line item payments, select the **Payments** tab and review the **Pending Transactions region** and the **Payment Information region**.

Invoice Reporting Period: **201504** Payments due: **03/10/2016**

P Number: ALL Parent Org. ID: H0__0 Contract Number: S5__8

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
There are no more remaining invoice line items for the quarter.							

Update All

Pending Transactions 1 - 3 out of 3

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
P1__5	\$284.54	03/25/2016	03/28/2016	<input type="checkbox"/>
P1__2	\$13.69	03/25/2016	03/25/2016	<input type="checkbox"/>
P1__3	\$714.68	03/25/2016	03/28/2016	<input type="checkbox"/>
P1__7	\$2.50	03/25/2016	03/25/2016	<input type="checkbox"/>

Payment Information

Total Invoiced	\$1,015.41
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$1,015.41
Total Successful	\$0.00
Total Available	\$0.00

Payment Initiation Upload
S:\SYSTEMS\April\A.E.

You have now completed creation, upload, and review of a payment batch text file for the **Payment Initiation Upload** functionality.

Processing Deferred Invoices

The Portal provides the ability to defer payment of distributed invoice line items to a subsequent reporting period *if*:

- The Total Available amount field in the **Payment Information region** totals less than the Portal's system-default allowable amount and
- A Sponsor's banking ACH process prevents processing of the total amounts selected for payment initiation that fall below their specified minimum dollar ACH processing amount for a specific payment date.

The payment initiation process used by the Portal initiates a lump sum debit from Sponsor bank accounts for the total amount of payments initiated per day, not individual line item debits.

Defer functionality becomes available if the amount listed in the Total Available field is less than the Portal's system-default allowable amount, currently designated as \$20.00 USD.

The instructions provided present different scenarios for how the Defer process functionality works.

The most important facts to know before deferring an invoice:

- All Sponsors are responsible for verifying their banking institution's specific threshold for low-dollar ACH amounts permitted for processing.
- The Portal processes initiated payments as a lump sum debit from Sponsor accounts for the total number of invoices selected to initiate on a specific day, not as individual invoice line items.

Defer Eligible Invoices – Total Available Is Less Than \$20.00 USD

This instruction provides direction on when to use the defer process.

Instruction Scenario:

Invoices distributed for a reporting period display a Total Available amount less than the Portal’s system-default allowable amount, currently set at \$20.00 USD. The Defer column displays check boxes for all available distributed invoice line items.

This Sponsor’s banking institution allows ACH processing for dollar amounts greater than \$5.00 USD. In this scenario, the Total Available amount of all invoices is less than this Sponsor’s bank ACH minimum threshold of \$5.00 USD, so all invoice line items are eligible for deferment.

Remember: Just because the Defer check box is available does not mean it should be used. Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

Note: Completion of this process is limited to Sponsor associates assigned the Payment Initiation role.

1. Authorized end users will access the Portal to review invoices due for payment and use the deferment process, if applicable. Instructions for logging into the CGDP Portal can be located in the CGDP Sponsor Portal Introduction and Login Users Guide located under References on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the specific type of invoice from the drop down list located in the Invoice Type field.

Parent Org. ID: H0__0 | Invoice Type: Quarterly | Contract Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 4 out of 4

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H5__0	201504	Available	<input type="radio"/>
Quarterly	H5__0	201503	Available	<input type="radio"/>
Quarterly	H5__0	201502	Available	<input type="radio"/>
Quarterly	H5__0	201501	Available	<input type="radio"/>

Reporting Periods with no invoice line items
Filter by: Contract Number: H5__0 | Reporting Period: ALL

Contract Number	Reporting Period
H5__0	201404

- Populate the Select radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H0__0 Invoice Type: Quarterly Contract Number: ALL Reporting Period: ALL Status: ALL 1 - 4 out of 4

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H5__0	201504	Available	<input checked="" type="radio"/>
Quarterly	H5__0	201503	Available	<input type="radio"/>
Quarterly	H5__0	201502	Available	<input type="radio"/>
Quarterly	H5__0	201501	Available	<input type="radio"/>

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

Reporting Periods with no invoice line items
 Filter by: Contract Number: H5__0 Reporting Period: ALL

Contract Number	Reporting Period
H5__0	201404

- On the **Payments** tab, review the **Payment Information** region's Total Available field to note the total dollar amount of available invoices.

Sponsor Portal CGDP Payments

Invoice Reporting Period: 201504 Payments due: 03/10/2016

P Number: ALL Parent Org. ID: H0__0 Contract Number: H5__0 1 - 2 out of 2

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__0	\$1.43	\$0.00	04/01/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15041__0H5__0
P1__2	\$3.44	\$0.00	04/01/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15041__2H5__0

Update All Submit

Payment Information

Total Invoiced	\$4.87
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previous Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$4.87

Payment Initiation Upload
Browse... Upload

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

Stop Payment(s)

- Review the invoice line items in the **Payment Initiation region** and notice that the Defer column displays check boxes only when the **Payment Information region's Total Available** field displays an amount less than \$20.00 USD.

This example displays activated Defer column check boxes for invoice line items that fall below the Portal allowable amount of \$20.00 USD and fall below this Sponsor's bank ACH minimum threshold amount.

Invoice Reporting Period: 201504 Payments due: 03/10/2016

P Number: ALL Parent Org. ID: H0__0 Contract Number: H5__0 1 - 2 out of 2

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__0	\$1.43	\$0.00	04/01/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15041__0H5__0
P1__2	\$3.44	\$0.00	04/01/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15041__2H5__0

Update All

Payment Information

Total Invoiced	\$4.87
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previous Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$4.87

Remember: Just because the Defer check box is available does not mean it should be used. Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. If the Sponsor's banking institution can process the amount displayed for an invoice item, the Sponsor **should not** utilize the Defer process for that line item.

- Populate the Defer check boxes with a check mark to select all invoice line item(s) for deferment and select the Submit button, located at the bottom right of the **Payment Initiation region**.

Invoice Reporting Period: 201504 Payments due: 03/10/2016

P Number: ALL Parent Org. ID: H0__0 Contract Number: H3__4 1 - 2 out of 2

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__0	\$1.43	\$0.00	04/05/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15041__0H5__0
P1__2	\$3.44	\$0.00	04/05/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15041__2H5__0

Update All

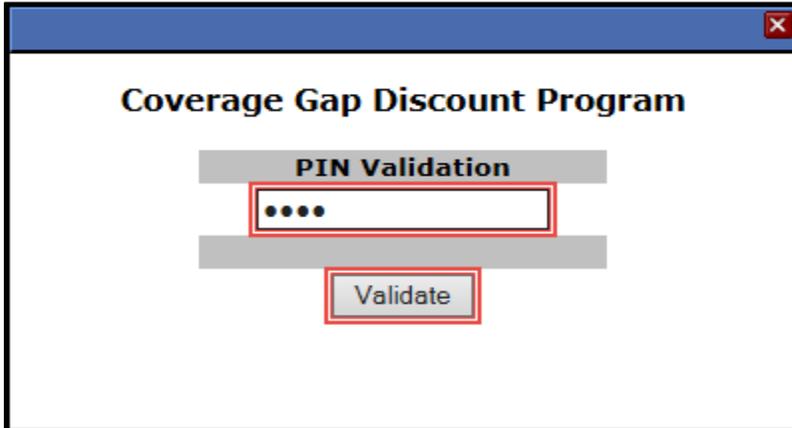
Payment Information

Total Invoiced	\$4.87
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previous Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$4.87

Note: Selecting Defer is **only** applicable when the Total Available field's total is less than \$20.00 USD **and** if the Sponsor's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

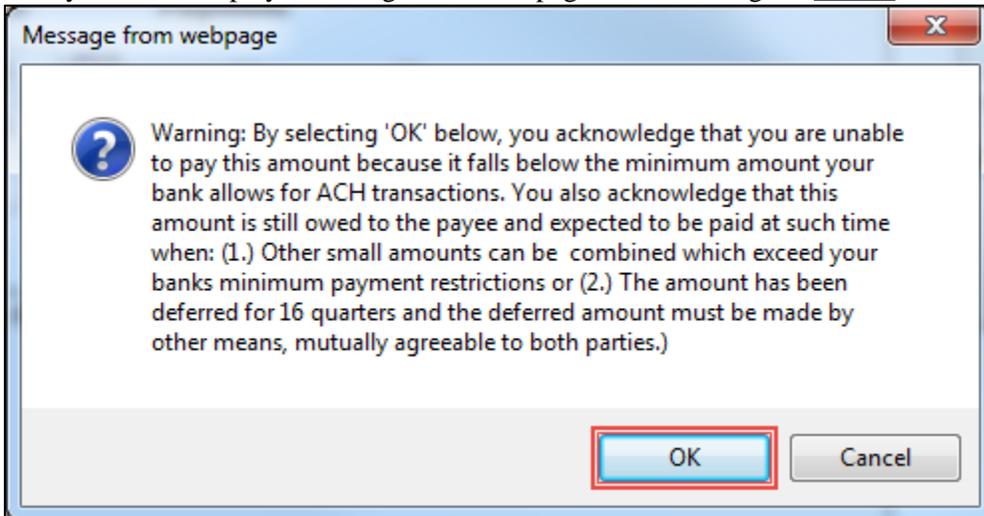
Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require separate payment processing between the two (2) entities.

7. To process the submission of the deferred payment, enter the **Payment Initiation** role four (4)-digit PIN in the **PIN Validation** form and select the **Validate** button.



The screenshot shows a web browser window titled "Coverage Gap Discount Program". Inside the window, there is a "PIN Validation" section. It features a text input field containing four dots, representing a masked PIN. Below the input field is a "Validate" button. Both the input field and the button are highlighted with red rectangular boxes.

The system will display a Message from Webpage after selecting the **Submit** button.



Note: Selecting the **OK** button to defer the invoice line item to the subsequent period creates an irreversible event.

If it is determined that the selected line is not the correct deferrable invoice to process, utilize the **Cancel** button to exit the message screen and update the invoice line item.

8. Select **OK** to defer the selected invoice line item.

Non-Eligible Defer – Total Available Greater Than \$20.00 USD

This instruction provides direction on when the deferment process is not applicable.

Instruction Scenario:

Invoices distributed for a reporting period display a Total Available amount greater than the Portal’s system-default allowable amount, currently set at \$20.00 USD. The Defer check box does not display for any distributed invoice line item *if* the Total Available amount is greater than the Portal’s \$20.00 USD default amount.

In this scenario, the Total Available amount of all invoices is greater than the Portal’s default amount so all invoice line items are eligible for payment processing and not deferment.

Remember: Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

Note: Completion of this process is limited to Sponsor associates assigned the Payment Initiation role.

1. Authorized end users will access the Portal to process payments for invoices not eligible for deferment. Instructions for logging into the Portal can be located in the CGDP Sponsor Portal Introduction and Login Users Guide located under References on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the specific type of invoice from the drop down list located in the Invoice Type field.

Parent Org. ID H0...0 **Invoice Type** Quarterly **Contract Number** ALL **Reporting Period** ALL **Status** ALL 1 - 3 out of 3

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H7...1	201504	Available	<input type="radio"/>
Quarterly	H7...1	201502	Available	<input type="radio"/>
Quarterly	H7...1	201501	Available	<input type="radio"/>

Reporting Periods with no invoice line items
Filter by: Contract Number: H7...1 Reporting Period: ALL

Contract Number	Reporting Period
H7...1	201503
H7...1	201404

- Populate the **Select** radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H0__0 Invoice Type: Quarterly Contract Number: ALL Reporting Period: ALL Status: ALL 1 - 3 out of 3

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H7__1	201504	Available	<input checked="" type="radio"/>
Quarterly	H7__1	201502	Available	<input type="radio"/>
Quarterly	H7__1	201501	Available	<input type="radio"/>

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

Reporting Periods with no invoice line items

Contract Number	Reporting Period
H7__1	201503
H7__1	201404

- On the **Payments** tab, review the **Payment Information** region's **Total Available** field to note the total dollar amount of available invoices.

Sponsor Portal CGDP Payments

Invoice Reporting Period: 201504 Payments due: 03/10/2016

P Number: ALL Parent Org. ID: H0__0 Contract Number: H7__1 1 - 4 out of 4

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__4	\$4.67	\$0.00	04/04/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15041__4H7__1
P1__2	\$3.44	\$0.00	04/04/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15041__2H7__1
P1__1	\$17.87	\$0.00	04/04/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15041__1H7__1
P1__4	\$9.47	\$0.00	04/04/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15041__4H7__1

Update All

Payment Information

Total Invoiced	\$35.45
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previous Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$35.45

Payment Initiation Upload

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

- Review the invoice line items in the **Payment Initiation region** and notice that the Defer check box is not available when the **Payment Information region's Total Available** field displays an amount greater than \$20.00 USD, even when invoice line item amounts are less than the Portal's system-default allowable amount.

Invoice Reporting Period: 201504 Payments due: 03/10/2016

P Number: ALL Parent Org. ID: H0__0 Contract Number: H7__1 1 - 4 out of 4

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__4	\$4.67	\$0.00	04/04/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15041__4H7__1
P1__2	\$3.44	\$0.00	04/04/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15041__2H7__1
P1__1	\$17.87	\$0.00	04/04/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15041__1H7__1
P1__4	\$9.47	\$0.00	04/04/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15041__4H7__1

Update All

Payment Information

Total Invoiced	\$35.45
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previous Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$35.45

Note: The payment initiation process used by the Portal initiates a lump sum debit from Sponsor bank accounts for the total amount of payments initiated, not individual line item debits.

- Populate the Initiate All check box with a check mark to select all invoice line item(s) for payment initiation and select the Submit button, located at the bottom right of the **Payments Initiation region**.

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__4	\$4.67	\$0.00	04/04/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CG15041__4H7__1
P1__2	\$3.44	\$0.00	04/04/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CG15041__2H7__1
P1__1	\$17.87	\$0.00	04/04/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CG15041__1H7__1
P1__4	\$9.47	\$0.00	04/04/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CG15041__4H7__1

Update All

Note: Selecting Defer is **only** applicable when the Total Available field's total is less than \$20.00 USD **and** if the Sponsor's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

- To process payment initiation, enter the Payment Initiation role four (4)-digit PIN in the PIN Validation form and select the Validate button.

Coverage Gap Discount Program

PIN Validation

●●●●

8. Once the process is complete, review the **Payment Information region's** Total Pending and Total Available fields for updated amounts.

The screenshot displays the 'Sponsor Portal' interface for 'CGDP Payments'. At the top, there are logos for 'PALMETTO GBA' and 'CMS', along with navigation links like 'Contact Us', 'My Profile', 'Logout', 'Help', and 'Reporting'. The user is logged in as 'H0...0'. A navigation bar includes 'Home', 'Payments', 'Completed', 'Receipts', 'Reports', and 'Disputes'. The main content area shows 'Invoice Reporting Period: 201504' and 'Payments due: 03/10/2016'. Below this are search filters for 'P Number', 'Parent Org. ID', and 'Contract Number'. A table lists various payment actions like 'Initiate All', 'Defer', and 'Failed'. A 'Payment Information' summary box on the right shows 'Total Pending' as \$35.45 and 'Total Available' as \$0.00. A 'Pending Transactions' table at the bottom lists four items with their respective amounts and dates. A 'Payment Initiation Upload' section is also visible.

P Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
There are no more remaining invoice line items for the quarter.							

Payment Information	
Total Invoiced	\$35.45
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previous Deferred	\$0.00
Total Pending	\$35.45
Total Successful	\$0.00
Total Available	\$0.00

Pending Transactions				
P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
P1__4	\$4.67	04/04/2016	04/04/2016	
P1__2	\$3.44	04/04/2016	04/04/2016	
P1__1	\$17.87	04/04/2016	04/04/2016	
P1__4	\$9.47	04/04/2016	04/04/2016	

You have now completed working with invoice line items totaling greater than the Portal's system-default allowable amounts.

Prior Reporting Period Defer – N/A Payable Invoices Distributed for Reporting Period

This instruction provides direction on how to process previously deferred items when the current reporting period has no payable invoice activity available.

Instruction Scenario:

Invoices deferred from a prior reporting period require additional processing. The current reporting period contains only distributed invoices for receipt from Manufacturers. No payable invoices are available.

In this scenario, the prior period deferred items require processing in the current period; however, the current period does not have any payable invoices. The Total Available amount of all invoices is less than this Sponsor’s bank ACH minimum threshold of \$5.00 USD, so all invoice line items are eligible for deferment

Remember: Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

Note: Completion of this process is limited to Sponsor associates assigned the Payment Initiation role.

1. Authorized end users will access the Portal to process previously deferred items when the current reporting period has no payable invoice activity available. Instructions for logging into the Portal can be located in the CGDP Sponsor Portal Introduction and Login Users Guide located under References on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the specific type of invoice from the drop down list located in the Invoice Type field.

The screenshot shows the CMS Sponsor Portal interface. At the top, there are logos for Palmetto GBA and CMS, along with navigation links like 'Contact Us', 'My Profile', 'Logout', 'Help', and 'Reporting'. The user is logged in as 'HO_0' in a 'Test Environment'. A navigation bar contains tabs for 'Home', 'Payments', 'Completed', 'Receipts', 'Reports', and 'Disputes', with 'Home' highlighted. Below this is the 'Sponsor Portal Coverage Gap Discount Program Home' header. A filter menu allows selection of 'Parent Org. ID' (HO_0), 'Invoice Type' (Quarterly), 'Contract Number' (SS_2), 'Reporting Period' (ALL), and 'Status' (ALL). Below the filter is a table of invoice items:

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	SS_2	201503	N/A	<input type="radio"/>
Quarterly	SS_2	201502	Successful	<input type="radio"/>

On the right side, there are several informational boxes: a welcome message, a note about payment functions, a legend for invoice statuses (Available, Failed, Incomplete, N/A, Pending, Successful), and a section for 'Reporting Periods with no invoice line items' which includes a filter by 'Contract Number' and 'Reporting Period'.

- Populate the Select radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H0__0 Invoice Type: Quarterly Contract Number: S5932 Reporting Period: ALL Status: ALL 1 - 2 out of 2

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	S5__2	201503	N/A	<input checked="" type="radio"/>
Quarterly	S5__2	201502	Successful	<input type="radio"/>

Payment Information Legend:
Available: Invoice is ready for payment initiations
Failed: One or more items has an unsuccessful payment attempt
Incomplete: One or more items have not been paid
N/A: No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending: All line items have been initiated successfully
Successful: All line items have been paid successfully

Reporting Periods with no invoice line items
 Filter by: Contract Number: ALL Reporting Period: ALL
Contract Number Reporting Period
 There is an invoice report for the selected Contract

- On the **Payments** tab, review the **Payment Information** region. Note that the Total Invoiced field contains zeros, due to the Sponsor not receiving payable invoices for the reporting period. However, the Total Previously Deferred and Total Available fields display the total dollar amount of invoices deferred from the prior period.

Sponsor Portal CGDP Payments

Invoice Reporting Period: 201503 Payments due: 12/09/2015

P Number: ALL Parent Org. ID: H0__0 Contract Number: S5__2 1 - 2 out of 2

Initiate All

P Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__0	\$0.00	\$0.34	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>		CG15021__05S__2
P1__3	\$0.00	\$6.11	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>		CG15021__35S__2

Update All

Payment Information

Total Invoiced	\$0.00
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$6.45
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$6.45

Payment Initiation Upload

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

- Review the invoice line items in the **Payment Initiation region** and notice that the Defer check box is available when the **Payment Information region's** Total Available field displays an amount less than \$20.00 USD.

This example displays active Defer check boxes for Previous Deferred Amount invoice line items that fall below the Portal's allowable amount of \$20.00 USD and fall below this Sponsor's bank ACH minimum threshold amount. Note that there are no Invoiced Amounts available in this scenario.

Invoice Reporting Period: 201503 Payments due: 12/09/2015

P Number: ALL Parent Org. ID: H0_0 Contract Number: S5_2 1 - 2 out of 2

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1_0	\$0.00	\$0.34	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15021_0S5_2
P1_3	\$0.00	\$6.11	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15021_3S5_2

Update All

Payment Information

Total Invoiced \$0.00

Total Failed \$0.00

Total Current Deferred \$0.00

Total Previously Deferred \$6.45

Total Pending \$0.00

Total Successful \$0.00

Total Available \$6.45

Remember: Just because the Defer check box is available does not mean it should be used. Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. Initiated invoices are processed as a lump sum debit, not individual line items. If the Sponsor's banking institution can process the amount displayed for the Total Available field, the Sponsor **should not** utilize the Defer process.

- Populate the Defer column's check boxes with a check mark to select all invoice line item(s) for deferment and select the Submit button, located at the bottom right of the **Payment Initiation region**.

PALMETTO GBA, A CELERIAN GROUP COMPANY CMS CENTERS FOR MEDICARE & MEDICAID SERVICES

Contact Us | My Profile | Logout | Help | Reporting Logged on as H0_0 Test Environment

Home **Payments** Completed Receipts Reports Disputes

Sponsor Portal CGDP Payments

Invoice Reporting Period: 201503 Payments due: 12/09/2015

P Number: ALL Parent Org. ID: H0_0 Contract Number: S5_2 1 - 2 out of 2

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1_0	\$0.00	\$0.34	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15021_0S5_2
P1_3	\$0.00	\$6.11	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15021_3S5_2

Update All

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

Payment Information

Total Invoiced \$0.00

Total Failed \$0.00

Total Current Deferred \$0.00

Total Previously Deferred \$6.45

Total Pending \$0.00

Total Successful \$0.00

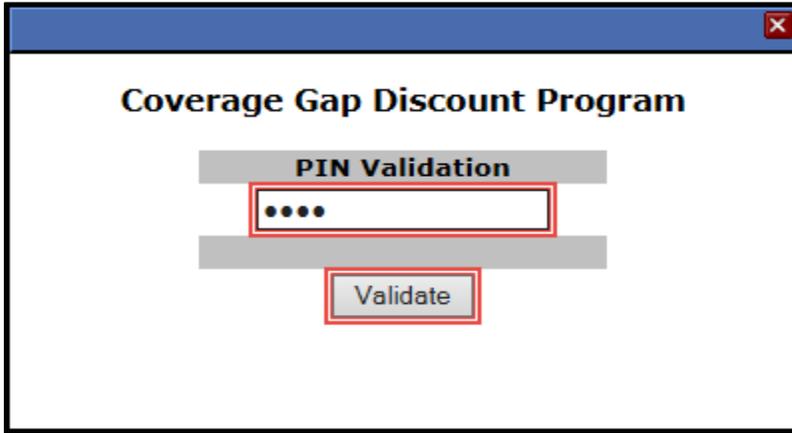
Total Available \$6.45

Payment Initiation Upload

Note: Selecting Defer is **only** applicable when the Total Available field's total is less than \$20.00 USD **and** if the Sponsor's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

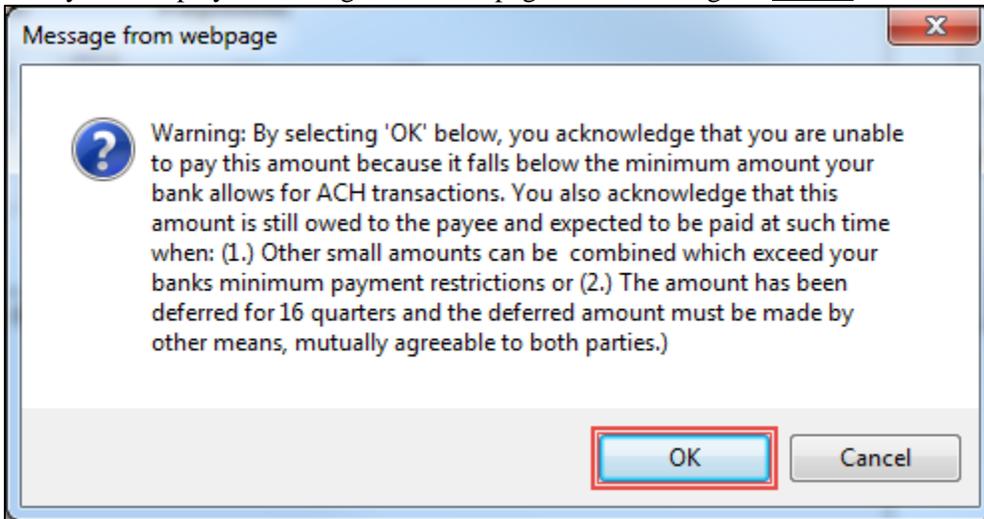
Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two (2) entities.

7. To process the submission of the deferred payment, enter the **Payment Initiation** role four (4)-digit PIN in the **PIN Validation** form and select the **Validate** button.



The screenshot shows a web browser window titled "Coverage Gap Discount Program". Inside the window, there is a section titled "PIN Validation". Below this title is a text input field containing four dots, representing a masked PIN. Below the input field is a button labeled "Validate". Both the input field and the "Validate" button are highlighted with red rectangular boxes.

The system displays a Message from Webpage after selecting the **Submit** button.



The screenshot shows a dialog box titled "Message from webpage". The dialog box contains a warning icon (a question mark in a blue circle) followed by the following text: "Warning: By selecting 'OK' below, you acknowledge that you are unable to pay this amount because it falls below the minimum amount your bank allows for ACH transactions. You also acknowledge that this amount is still owed to the payee and expected to be paid at such time when: (1.) Other small amounts can be combined which exceed your banks minimum payment restrictions or (2.) The amount has been deferred for 16 quarters and the deferred amount must be made by other means, mutually agreeable to both parties.)". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

Note: Selecting the **OK** button to defer the invoice line item to the subsequent period creates an irreversible event.

If it is determined that the selected line is not the correct deferrable invoice to process, utilize the **Cancel** button to exit the message screen and update the invoice line item.

8. Select **OK** to defer the selected invoice line item.

9. Once the defer process is complete, review the **Payment Information** region's Total Previously Deferred and Total Available fields for updated amounts.

Sponsor Portal CGDP Payments

Invoice Reporting Period: **201503** Payments due: **12/09/2015**

P Number: ALL Parent Org. ID: H0_0 Contract Number: S5_2 1 - 2 out of 2

Initiate All

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
There are no more remaining invoice line items for the quarter.							

Update All

Payment Information

Total Invoiced	\$0.00
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$0.00

Payment Initiation Upload

10. To verify the deferred invoice line items, return to the **Home** tab and select the prior quarter.

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H0_0 Invoice Type: Quarterly Contract Number: S5932 Reporting Period: ALL Status: ALL 1 - 2 out of 2

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	S5_2	201503	N/A	<input type="radio"/>
Quarterly	S5_2	201502	Successful	<input checked="" type="radio"/>

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

Reporting Periods with no invoice line items

Filter by: Contract Number: ALL Reporting Period: ALL

Contract Number **Reporting Period**

There is an invoice report for the selected Contract

11. Select the **Completed** tab and review the data listed in the **Completed Transactions region**.

This example displays the selected invoice line items as Deferred in the Status column.

The screenshot shows the 'Completed' tab selected in the navigation menu. The main heading is 'Sponsor Portal CGDP Completed Payments'. Below this, there are filters for 'P Number' (set to ALL), 'Parent Org. ID' (H0__0), and 'Contract Number' (S5__2). The 'Invoice Reporting Period' is set to 201502. A table lists two invoice line items:

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1__0	\$0.34	12/08/2015	Deferred	CG15021__0S5__2
P1__3	\$6.11	12/08/2015	Deferred	CG15021__3S5__2

To the right, a 'Payment Information for SS__2' box shows:

Total Invoiced	\$6.45
Total Received	\$0.00
Total Deferred	\$6.45
Total Pending	\$0.00
Total Failed	\$0.00
Total Outstanding	\$0.00

Below this is a 'Possible Statuses' legend:

- Deferred** Payer has determined that the amount owed is below their bank's ACH minimums
- Pending** Payer initiation was successful. The debiting process, holding period and crediting process still remain
- Successful** Funds should now be available in the payee's account

A footnote states: ¹To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Note: The Payment Date column displays the most recent deferred date.

You have now completed processing a previously deferred invoice line item in the following reporting period that received no payable invoice line items.

Prior Reporting Period Defer – No Invoices Distributed for Current Reporting Period

This instruction provides direction on how to process previously deferred items when the current reporting period has no invoice activity available.

Instruction Scenario:

Invoices deferred from a prior reporting period require additional processing. The current reporting period did not receive distributed invoices available for payment or receipt. The Portal updates the prior reporting period status to Incomplete as well as updating the reporting period line item with a red font. Users are required to review any reporting periods with statuses other than Successful and perform processing as necessary to remain in program compliance.

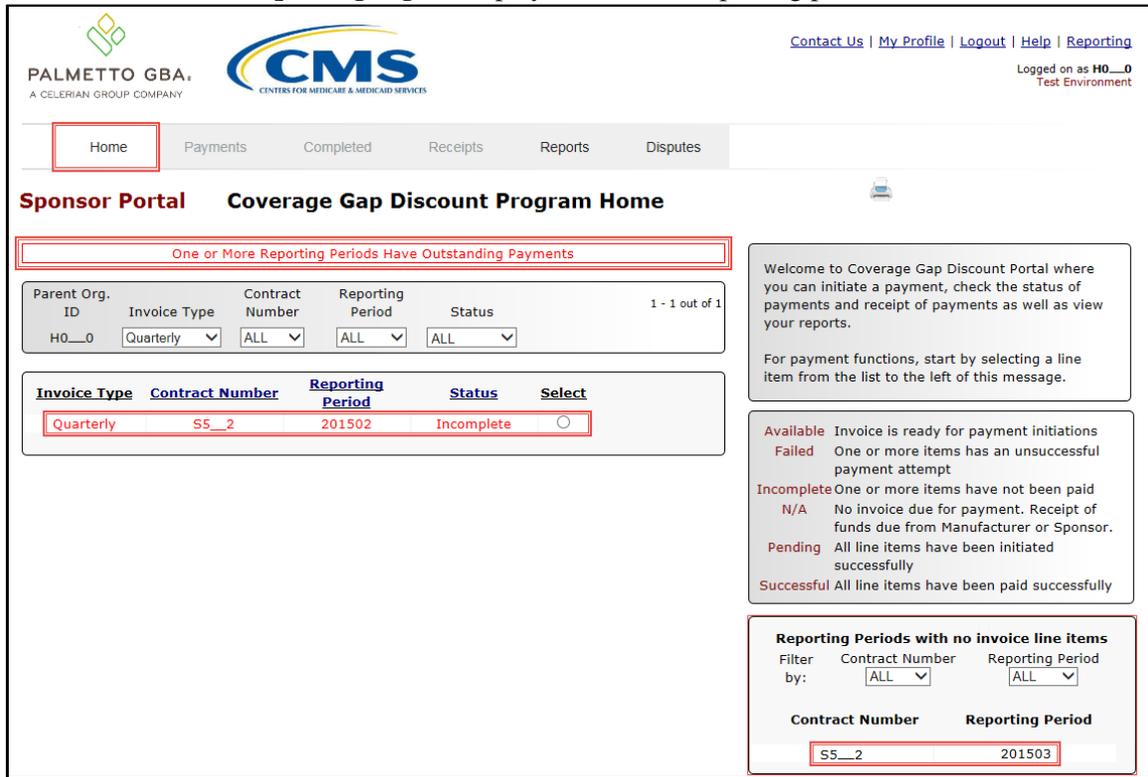
In this scenario, the prior period deferred items require processing, even though the current period has no invoices distributed for payment or receipt. The Total Available amount of all invoices is less than this Sponsor's bank ACH minimum threshold of \$5.00 USD, so all invoice line items are eligible for deferment.

Remember: Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

Note: Completion of this process is limited to Manufacturer associates assigned the Payment Initiation role.

1. Authorized end users will access the Portal to process previously deferred items when the current reporting period has no invoice activity available. Instructions for logging into the Portal can be located in the [CGDP Sponsor Portal Introduction and Login Users Guide](#) located under References on the TPAdministrator.com website.

2. successful login, the **Home** tab will appear. Review the following sections:
 - System message above the **Filter region** displays “*One or More Reporting Periods Have Outstanding Payments.*”
 - Updated status of prior reporting periods in the **Filter Results region**, the example displays the updated status of Incomplete
 - **No Invoice Reporting region** displays the current reporting period



Home | Payments | Completed | Receipts | Reports | Disputes

Sponsor Portal Coverage Gap Discount Program Home

One or More Reporting Periods Have Outstanding Payments

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available Invoice is ready for payment initiations
 Failed One or more items has an unsuccessful payment attempt
 Incomplete One or more items have not been paid
 N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
 Pending All line items have been initiated successfully
 Successful All line items have been paid successfully

Reporting Periods with no invoice line items

Filter by: Contract Number Reporting Period
 ALL ALL

Contract Number	Reporting Period
S5_2	201503

- Populate the **Select** radio button for the applicable reporting period with the updated status of Incomplete, displayed in red font, and then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

One or More Reporting Periods Have Outstanding Payments

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available Invoice is ready for payment initiations
 Failed One or more items has an unsuccessful payment attempt
 Incomplete One or more items have not been paid
 N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
 Pending All line items have been initiated successfully
 Successful All line items have been paid successfully

Reporting Periods with no invoice line items

Filter by:	Contract Number	Reporting Period
ALL	ALL	ALL
	S5_2	201503

- On the **Payments** tab, review the **Payment Information** region's **Total Available** field to note the total dollar amount of available invoices.

Invoice Reporting Period: 201502 Payments due: 10/09/2015

P Number: ALL Parent Org. ID: H0_0 Contract Number: S5_2 1 - 2 out of 2

Initiate All

P Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1_0	\$0.34	\$0.00	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>		CG15021_0S5_2
P1_3	\$6.11	\$0.00	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>		CG15021_3S5_2

Update All Submit

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

Stop Payment(s)

Payment Information

Total Invoiced	\$6.45
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$6.45

Payment Initiation Upload

Browse... Upload

- Review the invoice line items in the **Payment Initiation region** and notice that the Defer column's check box is only available when the **Payment Information region's** Total Available field displays an amount less than \$20.00 USD.

This example displays active Defer check boxes for invoice line items that fall below the Portal allowable amount of \$20.00 USD and fall below this Sponsor's bank ACH minimum threshold amount.

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__0	\$0.34	\$0.00	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15021__0S5__2
P1__3	\$6.11	\$0.00	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15021__3S5__2

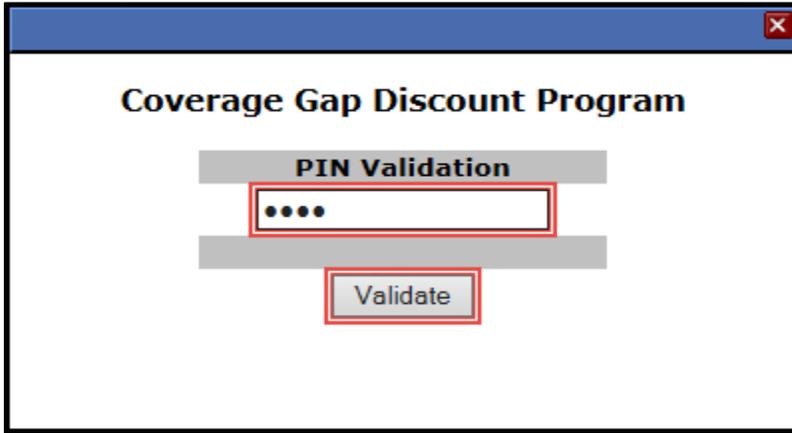
Remember: Just because the Defer check box is available does not mean it should be used. Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. Initiated invoices are processed as a lump sum debit, not individual line items. If the Sponsor's banking institution can process the amount displayed for the Total Available field, the Sponsor **should not** utilize the Defer process.

- Populate the Defer check boxes with a check mark to select all invoice line item(s) for deferment and select the Submit button, located at the bottom right of the **Payment Initiation region**.

Note: Selecting Defer is **only** applicable when the Total Available field's total is less than \$20.00 USD **and** if the Sponsor's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

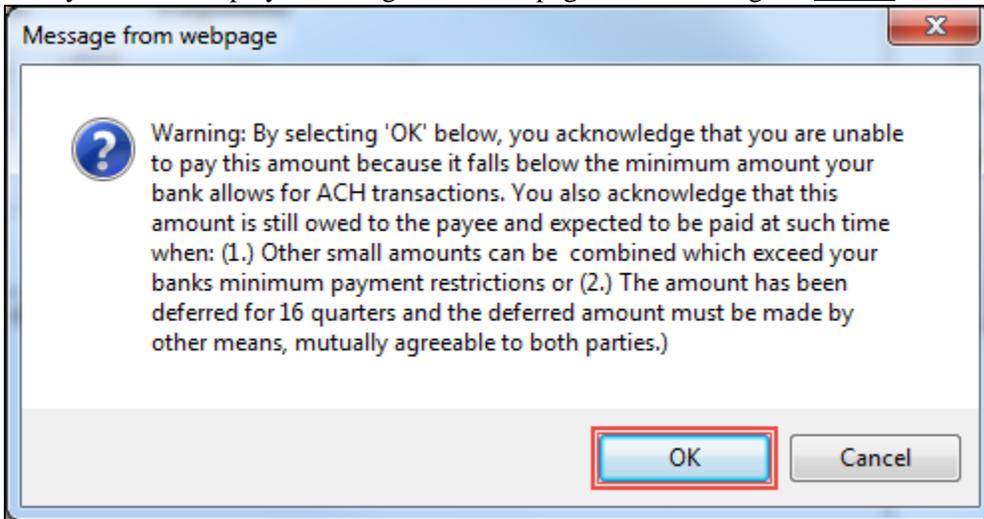
Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two (2) entities.

7. To process the submission of the deferred payment, enter the **Payment Initiation** role four (4)-digit PIN in the **PIN Validation** form and select the **Validate** button.



The screenshot shows a web browser window titled "Coverage Gap Discount Program". Inside the window, there is a section titled "PIN Validation". Below this title is a text input field containing four dots, representing a masked PIN. Below the input field is a button labeled "Validate". Both the input field and the "Validate" button are highlighted with red rectangular boxes.

The system will display a Message from Webpage after selecting the **Submit** button.



The screenshot shows a dialog box titled "Message from webpage". The dialog box contains a warning icon (a question mark in a blue circle) followed by the following text: "Warning: By selecting 'OK' below, you acknowledge that you are unable to pay this amount because it falls below the minimum amount your bank allows for ACH transactions. You also acknowledge that this amount is still owed to the payee and expected to be paid at such time when: (1.) Other small amounts can be combined which exceed your banks minimum payment restrictions or (2.) The amount has been deferred for 16 quarters and the deferred amount must be made by other means, mutually agreeable to both parties.)". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

Note: Selecting the **OK** button to defer the invoice line item to the subsequent period creates an irreversible event.

If it is determined that the selected line is not the correct deferrable invoice to process, utilize the **Cancel** button to exit the message screen and update the invoice line item.

8. Select **OK** to defer the selected invoice line item.

9. Once the defer process is complete, review the **Payment Information region** Total Current Deferred field for updated amounts.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 Logged on as H0__0
 Test Environment

Home **Payments** Completed Receipts Reports Disputes

Sponsor Portal CGDP Payments

Invoice Reporting Period: **201502** Payments due: **10/09/2015**

P Number: ALL Parent Org. ID: H0__0 Contract Number: S5__2 1 - 2 out of 2

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
There are no more remaining invoice line items for the quarter.							

Update All

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

Payment Information

Total Invoiced	\$6.45
Total Failed	\$0.00
Total Current Deferred	\$6.45
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$0.00

Payment Initiation Upload

10. Select the **Completed** tab and review the data listed in the **Completed Transactions region**.

This example displays the selected invoice line items as Deferred in the Status column.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 Logged on as H0__0
 Test Environment

Home Payments **Completed** Receipts Reports Disputes

Sponsor Portal CGDP Completed Payments

Invoice Reporting Period: **201502**¹

P Number: ALL Parent Org. ID: H0__0 Contract Number: S5__2 1 - 2 out of 2

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1__0	\$0.34	12/08/2015	Deferred	CG15021__0S5__2
P1__3	\$6.11	12/08/2015	Deferred	CG15021__3S5__2

¹To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Payment Information for S5__2

Total Invoiced	\$6.45
Total Received	\$0.00
Total Deferred	\$6.45
Total Pending	\$0.00
Total Failed	\$0.00
Total Outstanding	\$0.00

Possible Statuses

Deferred Payer has determined that the amount owed is below their bank's ACH minimums

Pending Payer initiation was successful. The debiting process, holding period and crediting process still remain

Successful Funds should now be available in the payee's account

Note: The Payment Date column displays the most recent deferred date.

11. To verify the status of the reporting period, return to the **Home** tab to view the **Status** column.

The screenshot shows the CMS Sponsor Portal interface. At the top, there are logos for Palmetto GBA and CMS, along with navigation links and a user login status. A navigation bar contains tabs for Home, Payments, Completed, Receipts, Reports, and Disputes, with 'Home' highlighted. Below the navigation bar, the page title is 'Sponsor Portal Coverage Gap Discount Program Home'. A filter section allows selection of Parent Org. ID (H0_0), Invoice Type (Quarterly), Contract Number (ALL), Reporting Period (ALL), and Status (ALL). A table displays one invoice line item with a 'Successful' status. To the right, there are informational boxes: a welcome message, a note about payment functions, a legend for invoice statuses (Available, Failed, Incomplete, N/A, Pending, Successful), and a section for 'Reporting Periods with no invoice line items' which shows a table with Contract Number S5_2 and Reporting Period 201503.

Parent Org. ID	Invoice Type	Contract Number	Reporting Period	Status	
H0_0	Quarterly	ALL	ALL	ALL	1 - 1 out of 1

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	S5_2	201502	Successful	<input type="radio"/>

Reporting Periods with no invoice line items

Filter by:	Contract Number	Reporting Period
	ALL	ALL
Contract Number	Reporting Period	
S5_2	201503	

You have now completed processing a previously deferred invoice line item when the current reporting period received no invoice line items.

CGDP Portal – Payments Tab: Benefit Year (BY) Closeout Invoices

The release of Benefit Year (BY) Closeout Invoice Reports for Part D Sponsors occurs annually through the TPA approximately fifteen (15) months after a benefit year’s Quarter 17 (Q17) invoice receipt date. This reporting process allows the Part D Sponsor to remit payment for any successfully disputed gap discounts invoiced in Q17 and for any successful disputes from previous quarters of the benefit year in which the Part D Sponsor has only recently corrected. If an upheld dispute for a gap discount invoiced in Q17 occurs, it is possible that the Sponsor would need to reimburse the Manufacturer for all or some portion of the successfully disputed gap discount amount.

Sponsors are required to process BY Closeout invoice line item payments on an annual basis within 38 calendar days from receipt of the distributed invoices. The Portal allows a user to process payments for BY Closeout invoice line items with a default payment date of the current calendar day.

The **Payments** tab allows a user to review and process payment information for invoice line items by contract number.

1 Home **Payments** Completed Receipts Reports Disputes

Sponsor Portal CGDP Payments

2 Reimbursement Report Year: 2016 3 Payments due: 08/19/2016

4 P Number: ALL Parent Org. ID: H8_4 Contract Number: H8_4 1 - 1 out of 1

5 **Payment Information**

Total Invoiced	\$3,897.86
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$3,897.86

P Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1_6	\$3,897.86	\$0.00	06/20/2016	<input checked="" type="checkbox"/>			UD20161206H8554

6 Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

7

For the BY Closeout, the three (3) differences between quarterly invoice processing and BY Closeout processing are:

- Update of the **Invoice Reporting Period region** to the **Reimbursement Report Year region**
- Update to the format of the **EFT ID** column pertaining to BY Closeout invoices in the **Payment Initiation region**
- Absence of the **Payment Initiation Upload region** in the **Payments** tab

All other **Payments** tab functionality remains the same.

Coming up, the next page will display the regions that contain differences in the **Payments** tab based on processing BY Closeout invoices. All other **Payments** tab functionality remains the same as quarterly invoice processing.

Reimbursement Report Year Region

For BY Closeout invoicing, this section of the **Payments** tab displays the specified reimbursement report year, in YYYY format, based on the Invoice Type selected in the **Filter region** on the **Home** tab.

In the example displayed, the distributed invoice line items appearing in the **Payment Initiation region** are associated with the reimbursement report year listed in the **Reimbursement Report Year region**.

② **Reimbursement Report Year: 2016**

Payment Initiation Region

This region contains the same eleven fields that are available when processing quarterly invoice payments that assist a user in processing invoice line items for payment.

The following column has updated information for the BY Closeout invoice processing.

- I. EFT ID column provides a descriptive identifier for distributed invoice payments made to Manufacturers to allow reconciliation of payments received.

Initiate All

⑥

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__6	\$9.86	\$0.00	06/20/2016	<input type="checkbox"/>	<input type="checkbox"/>		UD20161__6H8__4

Update All

The format of the EFT ID for BY Closeout is **UDYYYY9999H9999**.

- **UD**: Upheld Dispute payment
- **YYYY**: BY Closeout reporting period
- **9999**: Manufacture P Number (**Note**: P Number displayed without the preceding 'P')
- **H9999**: Sponsor contract number

Information provided in the instructions displays the **Payment Initiator** role to describe the functionality of the **Payments** tab for the BY Closeout process.

CGDP Portal Instructions – Payments: Benefit Year (BY) Closeout Invoice

Processing BY Closeout Invoice Payments

This instruction provides Sponsors direction on the steps needed to process individual invoice line item payments for BY Closeout invoices utilizing the current calendar day as the payment initiation date.

All Payment functionality, save for the **Payment Batch Upload** functionality, is available for Sponsors to use to process BY Closeout invoices. These payment functionalities include:

- *Processing Future Dated Invoice Payments*
- *Initiate All Payment Processing Functionality*
- *Processing Stop Payments*
- *Processing Deferred Invoices*

Note: Completion of this process is limited to Sponsor associates assigned the **Payment Initiator** role.

1. Authorized end users will access the Portal to process BY Closeout invoice line item payments due within 38 calendar days from receipt of the distributed invoices. Instructions for logging into the Portal can be located in the **CGDP Sponsor Portal Introduction and Login Users Guide** located under **References** on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the applicable contract number from the drop down list located in the Contract Number field.

The screenshot displays the CGDP Sponsor Portal interface. At the top, there are logos for Palmetto GBA and CMS, along with navigation links like 'Contact Us', 'My Profile', 'Logout', 'Help', and 'Reporting'. The user is logged in as 'XHK7' in a 'Test Environment'. A navigation bar includes 'Home' (highlighted with a red box), 'Payments', 'Completed', 'Receipts', 'Reports', and 'Disputes'. The main heading is 'Sponsor Portal Coverage Gap Discount Program'. Below this, there are filters for 'Parent Org ID' (S5__0), 'Invoice Type' (ALL), 'Contract Number' (H2__2), 'Reporting Period' (ALL), and 'Status' (ALL). A table lists invoice items with columns for 'Invoice Type', 'Parent Org ID', 'Contract Number', 'Reporting Period', 'Status', and 'Select'. To the right, there are informational boxes: a welcome message, a legend for status codes (Available, Failed, Incomplete, N/A, Pending, Successful), and a section for 'Reporting Periods with no invoice line items' which includes a filter and a table of contract numbers and reporting periods.

Parent Org ID	Invoice Type	Contract Number	Reporting Period	Status	1 - 4 out of 4
S5__0	ALL	H2__2	ALL	ALL	

Invoice Type	Parent Org ID	Contract Number	Reporting Period	Status	Select
BY Closeout	S5__0	H2__2	2016	Available	<input type="radio"/>
Quarterly	S5__0	H2__2	201504	Available	<input type="radio"/>
Quarterly	S5__0	H2__2	201503	Available	<input type="radio"/>
Quarterly	S5__0	H2__2	201502	N/A	<input type="radio"/>

Contract Number	Reporting Period
H2__2	201601
H2__2	201501
H2__2	201404

- To select an individual invoice line item for payment processing, populate a check mark in the Initiate Payment check box then select the Submit button, located at the bottom right of the **Payment Initiation region**, to process the invoice line item payment.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 Logged on as **XHK7**
 Test Environment

[Home](#) | **Payments** | [Completed](#) | [Receipts](#) | [Reports](#) | [Disputes](#)

Sponsor Portal CGDP Payments

Invoice Reporting Period: **2016** Payments due: **08/19/2016**

P Number: Parent Org. ID: S5_0 Contract Number: 1 - 1 out of 1

Initiate All

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1_9	\$132.67	\$0.00	06/06/2016	<input checked="" type="checkbox"/>			UD20161_9H2_2

Update All

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

- To process the submission of the initiated payment, enter the **Payment Initiator** role four (4)-digit PIN in the PIN Validation form and select the Validate button.

Coverage Gap Discount Program

PIN Validation

••••

- Once the invoice line item processes, review the **Pending Transactions region** for pending invoice line item payments.

The screenshot shows the 'Sponsor Portal CGDP Payments' interface. At the top, there are logos for PALMETTO GBA and CMS. Navigation tabs include Home, Payments (highlighted with a red box), Completed, Receipts, Reports, and Disputes. The main content area displays 'Reimbursement Report Year: 2016' and 'Payments due: 08/19/2016'. Below this, there are filters for P Number (ALL), Parent Org. ID (S5...0), and Contract Number (H2...2). A table titled 'Payment Information' shows: Total Invoiced (\$132.67), Total Failed (\$0.00), Total Deferred (\$0.00), Total Pending (\$132.67), Total Successful (\$0.00), and Total Available (\$0.00). A central table lists pending transactions with columns: P Number, Invoiced Amount, Previous Deferred Amount, Payment/Failed Date, Initiate Payment, Defer, Failed, and EFT ID. Below this is a 'Pending Transactions' table with columns: P Number, Authorization Amt, Date Submitted, Payment Date, and Stop Payment. The 'Pending Transactions' table contains one entry: P1...9, \$132.67, 06/06/2016, 06/06/2016. The 'Pending Transactions' table is highlighted with a red box.

- The **Payment Information region** updates the Total Pending field with the amounts listed in the **Pending Transactions region**.

This screenshot is identical to the previous one, showing the same interface. However, the 'Payment Information' table is now highlighted with a red box, specifically focusing on the 'Total Pending' value of \$132.67, which corresponds to the amount in the 'Pending Transactions' table.

9. To verify the pending invoice line item, select the **Completed** tab and review the data listed in the **Completed Transactions region**.

The screenshot shows the 'Completed' tab selected in the navigation menu. The page title is 'Sponsor Portal CGDP Completed Payments'. The 'Reimbursement Report Year' is set to 2016. A table lists one payment with a status of 'Pending'. A summary box on the right shows 'Total Pending' as \$132.67. A 'Possible Statuses' section explains the 'Pending' status.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 Logged on as **XHK7**
 Test Environment

Home Payments **Completed** Receipts Reports Disputes

Sponsor Portal CGDP Completed Payments

Reimbursement Report Year: **2016**¹

P Number: ALL Parent Org. ID: S5__0 Contract Number: H2__2

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1__9	\$132.67	06/06/2016	Pending	UD20161__9H2__2

¹To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Payment Information for H2__2

Total Invoiced	\$132.67
Total Received	\$0.00
Total Deferred	\$0.00
Total Pending	\$132.67
Total Failed	\$0.00
Total Outstanding	\$0.00

Possible Statuses

Deferred Payer has determined that the amount owed is below their bank's ACH minimums

Pending Payer initiation was successful. The debiting process, holding period and crediting process still remain

Successful Funds should now be available in the payee's account

You have now initiated a payment of an individual BY Closeout invoice line item.

CGDP Portal – Completed Tab: Quarterly Invoices

The **Completed** tab allows the user to review completed payment information for invoice line items by P number.

The screenshot shows the 'Completed' tab in the CGDP Sponsor Portal. At the top, there are logos for Palmetto GBA and CMS, along with navigation links and a 'Logged on as AJ23' indicator. The main navigation bar includes 'Home', 'Payments', 'Completed' (highlighted), 'Receipts', 'Reports', and 'Disputes'. Below this is the 'Sponsor Portal' header and the 'CGDP Completed Payments' title. A filter region (3) contains dropdowns for 'P Number' (set to 'ALL'), 'Parent Org. ID' (E0_4), and 'Contract Number' (E0_4), with a page indicator '1 - 5 out of 5'. A reporting period selector (2) is set to '201502'. A table (5) lists invoice items with columns for P Number, Invoiced Amount, Payment Date, Status, and EFTID. To the right, a 'Payment Information for E0_4' box (4) shows totals for Invoiced, Received, Deferred, Pending, Failed, and Outstanding amounts. A 'Possible Statuses' box (6) defines Deferred, Pending, and Successful statuses. A footer note (1) explains how to view payments for a different reporting period. The footer contains copyright and policy links.

The **Completed** tab has six (6) regions.

1. **Tabbed region** displays the tab that is currently active and tabs available for selection.
2. **Invoice Reporting Period region** displays the specified quarterly reporting period for the invoice line items based on the reporting period selected in the **Home Filter region**, in YYYYQQ format.
3. **Filter region – Completed** allows a user to search data listed by the defaulted Parent Org. ID.
4. **Completed Payment Information region** displays the numerical totals of all invoice line items and the different categories that each invoice line item may qualify as at a specific point in time. Invoice line items reclassify as they process through the system.
5. **Completed Transactions region** displays results based on data entered into the **Completed Filter region**.
6. **Status Definitions region** provides definitions of the statuses displayed in the **Completed Transaction region**.

The upcoming pages will describe each region and its associated functions.

Tabbed region - Completed

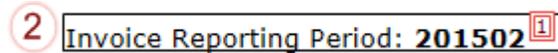
The **Tabbed region** allows a user to select different activities to perform while accessing the system. This example displays the active **Completed** tab.



Invoice Reporting Period Region

This section of the **Completed** tab displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected in the **Filter region** on the **Home** tab.

In this example, the completed invoice line items appearing in the **Filter Results region** on the **Completed** tab are associated with the reporting period listed in the **Invoice Reporting Period region**.



This region also contains a footnote in regards to the data displayed in the **Invoice Reporting Period region**. This footnote provides a user instruction on how to review completed payments for a different reporting period.

To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Filter Region – Completed

The **Filter region** on the **Completed** tab contains four (4) fields to assist a user with narrowing invoice line item search criteria.



- A. P Number field allows a user to select specific P numbers for completed invoice line items.
Note: this field's drop down menu will only allow update to P numbers that have completed invoice line items in the same reporting period. The field defaults to 'ALL', which displays all P numbers for the reporting period.
- B. Parent Org. ID column defaults to the Parent Organization ID utilized to access the system.
- C. Contract Number field displays the contract number for completed invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. This field's drop down menu provides update capability to select another contract number from those assigned to the Parent Organization ID for the same reporting period.
- D. Item Count column displays the number of invoice line items displayed on the current page of the total number of invoices included for the reporting period.

Payment Information Region

The **Payment Information region** provides a summary view of activities that occur on the **Completed** tab.

This region provides up-to-date data regarding completed invoice line item activity in a two (2)-column table with seven (7) rows.

4

Payment Information for E0 __4		
A	Total Invoiced	\$619.30
B	Total Received	\$347.61
C	Total Deferred	\$0.00
D	Total Pending	\$271.69
E	Total Failed	\$0.00
F	Total Outstanding	\$0.00

- A. Total Invoiced displays total dollar amount of distributed invoice line items for the reporting period.
- B. Total Received displays the total dollar amount of invoice line items that have successfully processed. The status of Successful displays in the **Completed Transaction region** in the Status field.
- C. Total Deferred displays the total dollar amount of invoice line items deferred to the subsequent reporting period.
- D. Total Pending displays the total dollar amount of invoice line items selected for payment for the reporting period.
- E. Total Failed displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period. Failed invoice line items appear on the **Payments** tab in the **Payment Initiation region** in the Failed field.
- F. Total Outstanding displays the total dollar amount of remaining invoice line items requiring processing.

Completed Transactions Region

The **Completed Transactions region** provides a detail view of successful payments or deferred invoices.

This region contains five (5) columns that provide up-to-date data regarding paid invoice activity.

5 ^A <u>P Number</u>	^B <u>Invoiced Amount</u>	^C <u>Payment Date</u>	^D <u>Status</u>	^E <u>EFTID</u>
P1__1	\$132.25	03/30/2016	Pending	CG15021__1E0__4
P1__0	\$139.44	03/30/2016	Pending	CG15021__0E0__4
P1__4	\$51.39	03/26/2016	Successful	CG15021__4E0__4
P1__7	\$296.04	03/26/2016	Successful	CG15021__7E0__4
P1__4	\$0.18	03/26/2016	Successful	CG15021__4E0__4

- A. P Number column displays the P number.
- B. Invoiced Amount column displays the invoice line item amounts due to the Manufacturer.
- C. Payment Date column displays information regarding the status of the payment.
 - Displays calendar date, in MM/DD/YYYY format, for the date that initiates the request for withdrawal or deferment of scheduled funds from user's bank account.
- D. Status column provides explanations of each of the statuses that may display in regards to completed payments.
- E. EFT ID column displays EFT identifying information in the specified format of CG for Coverage Gap, YYQQ for the reporting period, 9999 for the P Number without the P, and Z9999 for the contract number. Example: CG15029999H9999.

Status Definitions Region

The **Status Definitions region** on the **Completed** tab provides explanations of each of the statuses that may display in the **Completed Transactions region**.

6	Possible Statuses
Deferred	Payer has determined that the amount owed is below their bank's ACH minimums
Pending	Payer initiation was successful. The debiting process, holding period and crediting process still remain
Successful	Funds should now be available in the payee's account

CGDP Portal Instructions – Completed Tab: Quarterly Invoices

Reviewing Quarterly Invoices on the Completed Tab

Sponsors are able to utilize the Portal to view the status of invoice line items that have completed processing. The **Completed** tab provides Sponsors with the capability to view deferred, pending, or successful Quarterly invoice payments.

This instruction provides direction on accessing and reviewing the **Completed** tab and its contents in reference to Quarterly invoices.

1.
 1. Authorized end users will access the Portal to view the status of quarterly invoice line items that have completed processing. Instructions for logging into the Portal can be located in the [CGDP Sponsor Portal Introduction and Login Users Guide](#) located under [References](#) on the TPAdministrator.com website.
 2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the [Invoice Type](#) field.

The screenshot shows the 'Completed' tab of the CGDP Sponsor Portal. At the top, there are navigation tabs: Home (highlighted with a red box), Payments, Completed, Receipts, Reports, and Disputes. Below the navigation is the 'Sponsor Portal Coverage Gap Discount Program Home' header. A filter section includes 'Parent Org. ID' (H0...0), 'Invoice Type' (Quarterly, highlighted with a red box), 'Contract Number' (ALL), 'Reporting Period' (ALL), and 'Status' (ALL). A table displays the following data:

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H7...7	201601	Available	<input type="radio"/>
Quarterly	H7...7	201504	Available	<input type="radio"/>
Quarterly	H7...7	201503	N/A	<input type="radio"/>
Quarterly	H7...7	201502	Available	<input type="radio"/>

Additional elements include a welcome message, a legend for invoice statuses (Available, Failed, Incomplete, Pending, Successful), and a section for 'Reporting Periods with no invoice line items' showing a filter for Contract Number (H7...7) and Reporting Period (ALL), with a table listing Contract Number H7...7 and Reporting Period 201404.

- Populate the **Select** radio button for the applicable reporting period then select the **Completed** tab to view the invoice line items associated with the selected reporting period.

The screenshot shows the 'Completed' tab of the Sponsor Portal. At the top, there are navigation links: Contact Us, My Profile, Logout, Help, Reporting. The user is logged in as H0__0. The main navigation bar includes Home, Payments, **Completed**, Receipts, Reports, and Disputes. The page title is 'Sponsor Portal Coverage Gap Discount Program Home'. Below the title, there are filters for Parent Org. ID (H0__0), Invoice Type (Quarterly), Contract Number (ALL), Reporting Period (ALL), and Status (ALL). A table of invoice line items is displayed with columns: Invoice Type, Contract Number, Reporting Period, Status, and Select. The 'Select' column contains radio buttons. The row for Reporting Period 201503 is selected. To the right, a welcome message and a legend for invoice statuses are provided. The legend includes: Available (ready for payment), Failed (unsuccessful attempt), Incomplete (not been paid), N/A (no invoice due), Pending (initiated successfully), and Successful (paid successfully). Below the legend, there is a section for 'Reporting Periods with no invoice line items' with filters for Contract Number (H7__7) and Reporting Period (ALL).

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H7__7	201601	Available	<input type="radio"/>
Quarterly	H7__7	201504	N/A	<input type="radio"/>
Quarterly	H7__7	201503	Incomplete	<input checked="" type="radio"/>
Quarterly	H7__7	201502	Incomplete	<input type="radio"/>

- On the **Completed** tab, select the applicable **Contract Number** from the drop down list located in the **Filter** region.

The screenshot shows the 'Completed' tab of the Sponsor Portal. The page title is 'Sponsor Portal CGDP Completed Payments'. The filters are: P Number (ALL), Parent Org. ID (E0__4), Contract Number (E0__4), and Invoice Reporting Period (201502). A table of completed payments is displayed with columns: P Number, Invoiced Amount, Payment Date, Status, and EFTID. To the right, a 'Payment Information for E0__4' summary is shown, including Total Invoiced (\$619.30), Total Received (\$347.61), Total Deferred (\$0.00), Total Pending (\$271.69), Total Failed (\$0.00), and Total Outstanding (\$0.00). Below the summary, a 'Possible Statuses' legend is provided: Deferred (amount below ACH minimums), Pending (successful initiation, holding period), and Successful (funds available). At the bottom, there is a footnote: 'To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.'

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1__1	\$132.25	03/30/2016	Pending	CG15021__1E0__4
P1__0	\$139.44	03/30/2016	Pending	CG15021__0E0__4
P1__4	\$51.39	03/26/2016	Successful	CG15021__4E0__4
P1__7	\$296.04	03/26/2016	Successful	CG15021__7E0__4
P1__4	\$0.18	03/26/2016	Successful	CG15021__4E0__4

- On the **Completed** tab, review the **Payment Information region** for pending and successful invoice line items.

Sponsor Portal **CGDP Completed Payments**

Invoice Reporting Period: 201502¹

P Number: ALL Parent Org. ID: E0...4 Contract Number: E0...4 1 - 5 out of 5

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1...1	\$132.25	03/30/2016	Pending	CG15021...1E0...4
P1...0	\$139.44	03/30/2016	Pending	CG15021...0E0...4
P1...4	\$51.39	03/26/2016	Successful	CG15021...4E0...4
P1...7	\$296.04	03/26/2016	Successful	CG15021...7E0...4
P1...4	\$0.18	03/26/2016	Successful	CG15021...4E0...4

¹To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Payment Information for E0...4

Total Invoiced	\$619.30
Total Received	\$347.61
Total Deferred	\$0.00
Total Pending	\$271.69
Total Failed	\$0.00
Total Outstanding	\$0.00

Possible Statuses

- Deferred** Payer has determined that the amount owed is below their bank's ACH minimums
- Pending** Payer initiation was successful. The debiting process, holding period and crediting process still remain
- Successful** Funds should now be available in the payee's account

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Note: Deferred invoice line items are **only** available when the **Total Available** field's total is less than \$20.00 USD **and** the Sponsor's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

- Review the invoice line items in the **Completed Transactions region** and locate an invoice line item with the **Status** column populated with *Successful*. A successful invoice line item denotes that fund should be available in the payee's account.

Sponsor Portal **CGDP Completed Payments**

Invoice Reporting Period: 201502¹

P Number: ALL Parent Org. ID: E0...4 Contract Number: E0...4 1 - 5 out of 5

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1...1	\$132.25	03/30/2016	Pending	CG15021...1E0...4
P1...0	\$139.44	03/30/2016	Pending	CG15021...0E0...4
P1...4	\$51.39	03/26/2016	Successful	CG15021...4E0...4
P1...7	\$296.04	03/26/2016	Successful	CG15021...7E0...4
P1...4	\$0.18	03/26/2016	Successful	CG15021...4E0...4

¹To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Payment Information for E0...4

Total Invoiced	\$619.30
Total Received	\$347.61
Total Deferred	\$0.00
Total Pending	\$271.69
Total Failed	\$0.00
Total Outstanding	\$0.00

Possible Statuses

- Deferred** Payer has determined that the amount owed is below their bank's ACH minimums
- Pending** Payer initiation was successful. The debiting process, holding period and crediting process still remain
- Successful** Funds should now be available in the payee's account

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- Review the invoice line items in the **Completed Transactions region** and locate an invoice line item with the Status column populated with *Pending*. A *Pending* status denotes that an invoice line item initially passed the payment initiation process, but the debiting process, holding period and crediting processes remain to be completed.

The screenshot shows the 'Completed' tab selected in the navigation menu. The page title is 'Sponsor Portal CGDP Completed Payments'. The 'Invoice Reporting Period' is set to 201502. The table below shows invoice line items with the following data:

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1__1	\$132.25	03/30/2016	Pending	CG15021__1E0__4
P1__0	\$139.44	03/30/2016	Pending	CG15021__0E0__4
P1__4	\$51.39	03/26/2016	Successful	CG15021__4E0__4
P1__7	\$296.04	03/26/2016	Successful	CG15021__7E0__4
P1__4	\$0.18	03/26/2016	Successful	CG15021__4E0__4

To the right, the 'Payment Information for E0__4' summary shows:

Total Invoiced	\$619.30
Total Received	\$347.61
Total Deferred	\$0.00
Total Pending	\$271.69
Total Failed	\$0.00
Total Outstanding	\$0.00

A 'Possible Statuses' box explains the 'Pending' status: 'Payer initiation was successful. The debiting process, holding period and crediting process still remain'.

- For reporting periods where the distributed invoices' Total Available equals less than \$20.00 USD and the invoices have been deferred, the Status column in the **Completed Transactions region** will display Deferred.

The screenshot shows the 'Completed' tab selected. The 'Invoice Reporting Period' is set to 201501. The table below shows invoice line items with the following data:

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1__7	\$6.53	03/09/2016	Deferred	CG15011__7H2__8
P1__7	\$7.52	02/17/2016	Deferred	CG15011__7H2__8

To the right, the 'Payment Information for H2__8' summary shows:

Total Invoiced	\$1,052.80
Total Received	\$1,038.75
Total Deferred	\$14.05
Total Pending	\$0.00
Total Failed	\$0.00
Total Outstanding	\$0.00

A 'Possible Statuses' box explains the 'Deferred' status: 'Payer has determined that the amount owed is below their bank's ACH minimums'.

Remember: Defer is applicable **only** if the Sponsor's bank ACH process prevents payment of invoice line items that fall below the Sponsors banking institutions' minimum ACH processing amount **and** the Total Available amount of invoices distributed is less than \$20.00 USD.

You have now completed reviewing completed invoice line items.

CGDP Portal – Completed Tab: Benefit Year (BY) Closeout Invoices

The **Completed** tab also allows a user to review completed payment information for BY Closeout invoice line items by contract number.

The screenshot shows the 'Completed' tab in the CGDP Sponsor Portal. The page is titled 'Sponsor Portal CGDP Completed Payments'. It features a navigation menu with 'Completed' selected. The main content area includes search filters for 'P Number', 'Parent Org. ID', and 'Contract Number'. A table displays payment transactions with columns for P Number, Invoiced Amount, Payment Date, Status, and EFTID. To the right, there is a 'Payment Information for S5__0' summary table and a 'Possible Statuses' section.

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1__8	\$13.38	08/22/2016	Successful	UD20161__8S5__0
P1__9	\$644.50	08/22/2016	Successful	UD20161__9S5__0
P1__7	\$15.34	08/22/2016	Successful	UD20161__7S5__0
P1__5	\$12.50	08/22/2016	Pending	UD20161__5S5__0

Payment Information for S5__0	
Total Invoiced	\$685.72
Total Received	\$673.22
Total Deferred	\$0.00
Total Pending	\$12.50
Total Failed	\$0.00
Total Outstanding	\$0.00

Possible Statuses

- Deferred** Payer has determined that the amount owed is below their bank's ACH minimums
- Pending** Payer initiation was successful. The debiting process, holding period and crediting process still remain
- Successful** Funds should now be available in the payee's account

For the BY Closeout **Completed** page, the differences between quarterly invoice processing and BY Closeout processing are:

- Update of the **Invoice Reporting Period** region to the **Reimbursement Report Year** region
- Update to the format of the **EFT ID** column pertaining to BY Closeout invoices in the **Completed Payment Transactions** region

All other **Receipts** tab functionality remains the same.

The next page will display the regions that contain differences in the **Completed** tab based on processing BY Closeout invoices. All other **Completed** tab functionality remains the same as quarterly invoice processing.

Reimbursement Report Year Region

For BY Closeout invoicing, this section of the **Completed** tab displays the specified reimbursement report period, in YYYY format, based on the invoicing period selected on the **Home** tab.

In this example, the report year listed in the **Reimbursement Report Year region** is associated with the completed invoice line items appearing in the Completed **Filter Results region**.

2 **Reimbursement Report Year: 2016** 1

This region also contains a footnote in regards to the data displayed in the **Reimbursement Report Year region**. This footnote provides a user instruction on how to review completed payments for a different reporting period.

To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Completed Payments Transactions Region for BY Closeout Invoices

The **Completed Transactions region** provides a detail view of successful payments or deferred invoices.

The columns displayed in the **Completed Payments Transactions region** are the same, with the only exception pertaining to the EFT ID. The EFT ID column data pertains to BY Closeout receipt invoice types.

E. EFT ID column displays EFT identifying information for BY Closeout invoice receipts.

5

<u>P Number</u>	<u>Invoiced Amount</u>	<u>Payment Date</u>	<u>Status</u>	<u>E EFTID</u>
P1__8	\$13.38	08/22/2016	Successful	UD20161__8S5__0
P1__9	\$644.50	08/22/2016	Successful	UD20161__9S5__0
P1__7	\$15.34	08/22/2016	Successful	UD20161__7S5__0
P1__5	\$12.50	08/22/2016	Pending	UD20161__5S5__0

The format of the EFT ID for BY Closeout is **UDYYYY9999H9999**:

- **UD**: Upheld Dispute payment
- **YYYY**: BY Closeout reporting period
- **9999**: Manufacture P Number (**Note**: P Number displayed without the preceding 'P')
- **H9999**: Sponsor contract number

CGDP Portal Instructions –Completed Tab: Benefit Year (BY) Closeout Invoices

Reviewing BY Closeout Invoices on the Completed Tab

Sponsors are able to utilize the Portal to view the status of BY Closeout invoice line items that have completed processing. The **Completed** tab allows a user to view the status of BY Closeout invoices, such as deferred, pending, or successful BY Closeout invoice payments.

This instruction provides direction on accessing and reviewing the **Completed** tab and its contents in reference to BY Closeout invoices.

1. Authorized end users will access the Portal to view the status of BY Closeout invoice line items that have completed processing. Instructions for logging into the Portal can be located in the ***CGDP Sponsor Portal Introduction and Login Users Guide*** located under ***References*** on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the **Invoice Type** field. In this instruction, select BY Closeout.

The screenshot shows the 'Completed' tab selected in the navigation menu. The main content area displays a table of invoices with columns for Invoice Type, Parent Org. ID, Contract Number, Reporting Period, Status, and a Select checkbox. The 'Invoice Type' dropdown is set to 'BY Closeout'. A legend on the right explains the status codes: Available, Failed, Incomplete, N/A, Pending, and Successful. Below the table, there is a section for 'Reporting Periods with no invoice line items' with a filter set to 'S5__0' and 'ALL'.

Invoice Type	Parent Org. ID	Contract Number	Reporting Period	Status	Select
BY Closeout	S5__0	H0__6	2016	Successful	<input type="radio"/>
BY Closeout	S5__0	H0__3	2016	Successful	<input type="radio"/>
BY Closeout	S5__0	H0__9	2016	Successful	<input type="radio"/>
BY Closeout	S5__0	R5__7	2017	Available	<input type="radio"/>
BY Closeout	S5__0	S5__0	2017	Available	<input type="radio"/>
BY Closeout	S5__0	S5__1	2017	Available	<input type="radio"/>

Reporting Periods with no invoice line items
Filter by: Contract Number: S5__0 Reporting Period: ALL
Contract Number: Reporting Period:
There is an invoice report for the selected Contract

- Populate the **Select** radio button for the applicable reporting period then select the **Completed** tab to view the invoice line items associated with the selected reporting period.

The screenshot shows the 'Completed' tab of the CGDP Sponsor Portal. At the top, there are navigation tabs: Home, Payments, **Completed**, Receipts, Reports, and Disputes. Below the tabs is the 'Sponsor Portal Coverage Gap Discount Program Home' header. A filter region contains dropdown menus for Parent Org. ID (S5__0), Invoice Type (BY Closeout), Contract Number (ALL), Reporting Period (ALL), and Status (ALL). Below the filter is a table of invoice line items:

Invoice Type	Parent Org. ID	Contract Number	Reporting Period	Status	Select
BY Closeout	S5__0	H0__6	2016	Successful	<input type="radio"/>
BY Closeout	S5__0	H0__3	2016	Successful	<input checked="" type="radio"/>
BY Closeout	S5__0	H0__9	2016	Successful	<input type="radio"/>
BY Closeout	S5__0	R5__7	2017	Available	<input type="radio"/>
BY Closeout	S5__0	S5__0	2017	Available	<input type="radio"/>
BY Closeout	S5__0	S5__1	2017	Available	<input type="radio"/>

To the right of the table is a legend for invoice statuses:

- Available** Invoice is ready for payment initiations
- Failed** One or more items has an unsuccessful payment attempt
- Incomplete** One or more items have not been paid
- N/A** No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
- Pending** All line items have been initiated successfully
- Successful** All line items have been paid successfully

Below the legend is a section for 'Reporting Periods with no invoice line items' with filter dropdowns for Contract Number (S5__0) and Reporting Period (ALL). A message at the bottom states: 'There is an invoice report for the selected Contract'.

- On the **Completed** tab, select the applicable Contract Number from the drop down list located in the **Filter** region.

The screenshot shows the 'Completed Payments' page. The navigation tabs are the same as in the previous screenshot. The page title is 'Sponsor Portal CGDP Completed Payments'. A filter region shows 'Reimbursement Report Year: 2016' and 'Contract Number: H0__3'. Below the filter is a table of payment information:

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1__8	\$13.38	08/22/2016	Successful	UD20161__8S5__0
P1__9	\$644.50	08/22/2016	Successful	UD20161__9S5__0
P1__7	\$15.34	08/22/2016	Successful	UD20161__7S5__0
P1__5	\$12.50	08/22/2016	Pending	UD20161__5S5__0

To the right of the table is a 'Payment Information for S5__0' summary:

Total Invoiced	\$685.72
Total Received	\$673.22
Total Deferred	\$0.00
Total Pending	\$12.50
Total Failed	\$0.00
Total Outstanding	\$0.00

Below the summary is a 'Possible Statuses' legend:

- Deferred** Payer has determined that the amount owed is below their bank's ACH minimums
- Pending** Payer initiation was successful. The debiting process, holding period and crediting process still remain
- Successful** Funds should now be available in the payee's account

A note at the bottom left states: 'To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.'

5. On the **Completed** tab, review the **Payment Information region** for pending, and successful invoice line items.

The screenshot shows the 'Completed' tab in the 'CGDP Completed Payments' section. The 'Reimbursement Report Year' is set to 2016. The table below shows payment details for various P Numbers, with the 'Total Pending' amount highlighted in red in the summary table.

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1__8	\$13.38	08/22/2016	Successful	UD20161__8S5__0
P1__9	\$644.50	08/22/2016	Successful	UD20161__9S5__0
P1__7	\$15.34	08/22/2016	Successful	UD20161__7S5__0
P1__5	\$12.50	08/22/2016	Pending	UD20161__5S5__0

Payment Information for S5__0	
Total Invoiced	\$685.72
Total Received	\$673.22
Total Deferred	\$0.00
Total Pending	\$12.50
Total Failed	\$0.00
Total Outstanding	\$0.00

Possible Statuses

- Deferred** Payer has determined that the amount owed is below their bank's ACH minimums
- Pending** Payer initiation was successful. The debiting process, holding period and crediting process still remain
- Successful** Funds should now be available in the payee's account

6. Review the invoice line items in the **Completed Transactions region** and locate an invoice line item with the Status column populated with Successful. A successful invoice line item denotes that fund should be available in the payee's account. Totals for successfully processed payments will appear in the Total Received field in the **Payment Information region**.

This screenshot is identical to the one above, but with the rows for P1__8, P1__9, and P1__7 highlighted in red in the table, indicating they are successful payments. The 'Total Received' in the summary table is also highlighted in red.

- Review the invoice line items in the **Completed Transactions region** and locate an invoice line item with the Status column populated with *Pending*. A *Pending* status denotes that an invoice line item initially passed the payment initiation process, but the debiting process, holding period and crediting processes remain to be completed.

The screenshot shows the 'CGDP Completed Payments' page for the 2016 reporting year. The 'Completed' tab is selected. The search filters show Parent Org. ID: S5__0 and Contract Number: H0__3. A table lists invoice line items with columns for P Number, Invoiced Amount, Payment Date, Status, and EFTID. The row for P1_5 is highlighted in red, showing a status of 'Pending' and an amount of \$12.50. To the right, a 'Payment Information for S5__0' summary shows 'Total Pending' as \$12.50. A 'Possible Statuses' box explains that 'Pending' means the debiting process, holding period, and crediting process are still in progress.

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1__8	\$13.38	08/22/2016	Successful	UD20161__8S5__0
P1__9	\$644.50	08/22/2016	Successful	UD20161__9S5__0
P1__7	\$15.34	08/22/2016	Successful	UD20161__7S5__0
P1__5	\$12.50	08/22/2016	Pending	UD20161__5S5__0

- For reporting periods where the distributed invoices' Total Available equals less than \$20.00 USD and the invoices have been deferred, the Status column in the **Completed Transactions region** will display *Deferred*.

The screenshot shows the 'CGDP Completed Payments' page for the 2016 reporting year. The 'Completed' tab is selected. The search filters show Parent Org. ID: H8__4 and Contract Number: H8__4. A table lists invoice line items with columns for P Number, Invoiced Amount, Payment Date, Status, and EFTID. The row for P1_6 is highlighted in red, showing a status of 'Deferred' and an amount of \$6.43. To the right, a 'Payment Information for H8__4' summary shows 'Total Deferred' as \$6.43. A 'Possible Statuses' box explains that 'Deferred' occurs when the payer's ACH minimums are not met.

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1__6	\$6.43	06/21/2016	Deferred	UD20161__6H8__4

Remember: Defer is applicable **only** if the Sponsor's bank ACH process prevents payment of invoice line items that fall below the Sponsors banking institutions minimum ACH processing amount **and** the Total Available amount of invoices distributed is less than \$20.00 USD.

You have now completed reviewing completed invoice line items for BY Closeout.

CGDP Portal – Receipts Tab

The **Receipts** tab allows a user to review quarterly invoiced line item amounts due from Manufacturers displayed by the P Number.

Receipt Information for H7_7

Total Owed	\$55,288.76
Total Received	\$1,016.86
Total Deferred	\$0.50
Total Pending	\$1,671.92
Total Outstanding	\$52,599.48

Possible Statuses

- Deferred** Payer has determined that the amount owed is below their bank's ACH minimums
- Failed** Debiting of the Payer's account or crediting of your account was unsuccessful
- Outstanding** Payer has not yet initiated payment
- Pending** Payer has initiated payment. The debiting process, holding period and crediting process still remain
- Received** Funds should now be available in your account

The invoice line item selected on the **Home** tab drives information displayed on the **Receipts** tab.

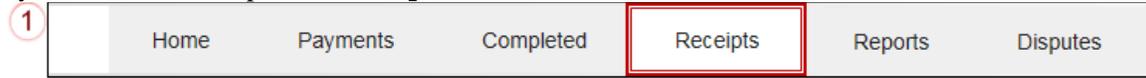
The **Receipts** tab contains six (6) regions.

1. **Tabbed region** displays the tab that is currently active and tabs available for selection.
2. **Invoice Reporting Period region** displays the specified quarterly reporting period for the invoice line items, in YYYYQQ format, based on the reporting period selected in the **Filter region** on the **Home** tab.
3. **Filter region – Receipts** allows a user to search data listed by the defaulted Parent Org. ID.
4. **Receipt Information region** displays the numerical totals of all invoice line items. Also displays statuses that each invoice line item may qualify as at a specific point in time. Invoice line item statuses reclassify as they process through the system.
5. **Receipts Transactions region** displays results based on data entered into the **Filter region** on the **Receipts** tab.
6. **Status Definitions region** provides definitions of the statuses displayed in the **Receipts Transactions region**.

The upcoming pages will describe each region and its associated functions.

Tabbed Region – Receipts

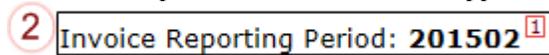
The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Receipts** tab is active.



Invoice Reporting Period Region

This section of the **Receipts** tab displays the specified reporting period, in YYYYQQ format, based on the reporting period selected in the **Filter region** on the **Home** tab.

In this example, the reporting period listed in the **Invoice Reporting Period region** is associated with the completed invoice line items appearing in the **Receipts Filter Results region**.

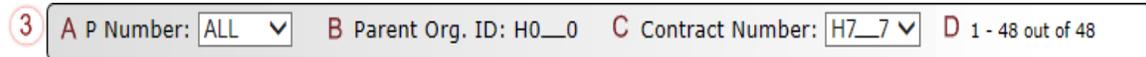


This region also contains a footnote in regards to the data displayed in the **Invoice Reporting Period region**. This footnote provides a user instruction on how to review receipt of payments for a different reporting period.

To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Filter Region – Receipts

The **Filter region** on the **Receipts** tab contains four (4) fields to assist a user with narrowing invoice line item search criteria.



- A. P Number field allows a user to select specific P Number from the drop down list. The field defaults to 'ALL', which displays all P numbers for the reporting period. The drop down list provides update capability to select another P number with line items due within the same reporting period for the selected contract number displayed in the Contract Number field.
- B. Parent Org. ID column defaults to the Parent Organization ID utilized to access the system.
- C. Contract Number field displays the contract number for invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another contract number from those assigned to the Parent Organization ID.
Note: this field will only allow update to Contract Numbers that have invoice line items for the same reporting period. In order to view a different reporting period, a user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.
- D. Item Count column displays the number of invoice line items displayed on the current page of the total number of invoices included for the reporting period.

Receipt Information Region

The **Receipt Information region** provides a summary view of activities that occur on the **Receipts** tab.

This region provides up-to-date data regarding invoice line item activity in a two (2)-column table with six (6) rows.

4

Receipt Information for H7__7		
A	Total Owed	\$55,288.76
B	Total Received	\$1,016.86
C	Total Deferred	\$0.50
D	Total Pending	\$1,671.92
E	Total Outstanding	\$52,599.48

- A. Total Owed displays total dollar amount of invoice line items due from Manufacturers.
- B. Total Received displays the total dollar amount of invoice line items received from Manufacturers.
- C. Total Deferred displays the total dollar amount of deferred invoice line items less than the system-default allowable amount not received from Manufacturers.
- D. Total Pending displays total dollar amount of payments initiated but not finalized.
- E. Total Outstanding displays the total dollar amount of remaining invoice line items requiring payment from Manufacturers.

Receipts Transactions Region

The **Receipts Transactions region** contains five (5) columns that provide a list of invoice line items that are pending completion of the payment process from a Manufacturer.

Note: To generate Excel reports of the invoices listed on the **Receipts** tab, use the *CGDP Portal Instructions – Reporting Link* instructions.

5

A	P Number	B Invoiced Amount	C Payment Date	D Status	E EFTID
	P1__7	\$60.58		Pending	CG15021__7H7__7
	P1__7	\$0.50		Deferred	CG15021__7H7__7
	P1__1	\$1,611.34		Pending	CG15021__1H7__7
	P1__2	\$1,531.90		Outstanding	CG15021__2H7__7
	P1__5	\$3,185.00		Outstanding	CG15021__5H7__7
	P1__7	\$386.78		Outstanding	CG15021__7H7__7
	P1__4	\$47.94		Outstanding	CG15021__4H7__7
	P1__5	\$3,350.03		Outstanding	CG15021__5H7__7
	P1__7	\$1,265.12		Outstanding	CG15021__7H7__7
	P1__7	\$16.84		Outstanding	CG15021__7H7__7
	P1__3	\$19.84		Outstanding	CG15021__3H7__7
	P1__4	\$1,016.86	03/09/2016	Received	CG15021__4H7__7
	P1__6	\$457.25		Outstanding	CG15021__6H7__7
	P1__0	\$19.24		Outstanding	CG15021__0H7__7
	P1__4	\$2,088.99		Outstanding	CG15021__4H7__7

- A. P Number column displays the P number.

- B. Invoiced Amount column displays the invoice line item amounts due from the Manufacturer.
- C. Payment Date column displays the date the invoice line items processed.
 - Displays calendar date, in MM/DD/YYYY format, for payments containing a status of 'Received'.
 - Displays blank field for payments containing a status of 'Deferred', 'Outstanding' or 'Pending'.
- D. Status column displays the status of invoice line items.
- E. EFT ID column displays EFT identifying information in the specified format of CG for Coverage Gap, YYQQ for the reporting period, 9999 for the P number without the P, and H9999 for the contract number. Example: CG15029999H9999.

Status Definitions Region

The **Status Definitions region** provides explanations of each of the statuses that may display in the **Receipts Transactions region** in a two (2)-column table with six (6) rows.

6	Possible Statuses
Deferred	Payer has determined that the amount owed is below their bank's ACH minimums
Failed	Debiting of the Payer's account or crediting of your account was unsuccessful
Outstanding	Payer has not yet initiated payment
Pending	Payer has initiated payment. The debiting process, holding period and crediting process still remain
Received	Funds should now be available in your account

CGDP Portal Instructions – Receipts

Reviewing Invoices on the Receipts Tab

Sponsors are able to utilize the CGDP Portal to view the status of invoice line items that are due for receipt from Manufacturers. The invoice line item selected on the **Home** tab drives information displayed on the **Receipts** tab.

This instruction provides direction on accessing the **Receipts** tab and the functions available for use.

1. Authorized end users will access the Portal to review quarterly invoice line item amounts due from Sponsors. Instructions for logging into the Portal can be located in the [CGDP Sponsor Portal Introduction and Login Users Guide](#) located under [References](#) on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select a type of invoice to view from the **Invoice Type** field.

The screenshot displays the 'Sponsor Portal' interface for the 'Coverage Gap Discount Program Home'. At the top, there are logos for 'PALMETTO GBA' and 'CMS'. Navigation tabs include 'Home', 'Payments', 'Completed', 'Receipts', 'Reports', and 'Disputes'. The 'Home' tab is selected and highlighted with a red box. Below the navigation, there are filter dropdowns for 'Parent Org. ID', 'Invoice Type', 'Contract Number', 'Reporting Period', and 'Status'. The 'Invoice Type' dropdown is highlighted with a red box and set to 'ALL'. A table lists invoice items with columns for 'Invoice Type', 'Contract Number', 'Reporting Period', 'Status', and 'Select'. To the right, there are informational boxes: a welcome message, a note about payment functions, a legend for invoice statuses (Available, Failed, Incomplete, N/A, Pending, Successful), and a section for 'Reporting Periods with no invoice line items' with a filter dropdown set to 'H7__7'.

Parent Org. ID	Invoice Type	Contract Number	Reporting Period	Status	1 - 4 out of 4
H0__0	ALL	ALL	ALL	ALL	

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H7__7	201601	Available	<input type="radio"/>
Quarterly	H7__7	201504	N/A	<input type="radio"/>
Quarterly	H7__7	201503	Incomplete	<input type="radio"/>
Quarterly	H7__7	201502	Incomplete	<input type="radio"/>

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

Reporting Periods with no invoice line items
 Filter by: Contract Number: H7__7 Reporting Period: ALL

Contract Number **Reporting Period**
 There is an invoice report for the selected Contract

- Populate the **Select** radio button for the applicable reporting period then select the **Receipts** tab to view the invoice line items associated with the selected reporting period.

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H0__0 Invoice Type: ALL Contract Number: ALL Reporting Period: ALL Status: ALL 1 - 4 out of 4

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H7__7	201601	Available	<input type="radio"/>
Quarterly	H7__7	201504	N/A	<input type="radio"/>
Quarterly	H7__7	201503	Incomplete	<input checked="" type="radio"/>
Quarterly	H7__7	201502	Incomplete	<input type="radio"/>

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

Reporting Periods with no invoice line items
 Filter by: Contract Number: H7__7 Reporting Period: ALL

Contract Number Reporting Period
 There is an invoice report for the selected Contract

- On the **Receipts** tab, review the **Receipt Information** region for totals on the deferred, received, pending, and outstanding invoice line items.

Sponsor Portal CGDP Receipts

Invoice Reporting Period: 201502¹

P Number: ALL Parent Org. ID: H0__0 Contract Number: H7__7 1 - 48 out of 48

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1__7	\$60.58		Pending	CG15021__7H7__7
P1__7	\$0.50		Deferred	CG15021__7H7__7
P1__1	\$1,611.34		Pending	CG15021__1H7__7
P1__2	\$1,531.90		Outstanding	CG15021__2H7__7
P1__5	\$3,185.00		Outstanding	CG15021__5H7__7
P1__7	\$386.78		Outstanding	CG15021__7H7__7
P1__4	\$47.94		Outstanding	CG15021__4H7__7
P1__5	\$3,350.03		Outstanding	CG15021__5H7__7
P1__7	\$1,265.12		Outstanding	CG15021__7H7__7
P1__7	\$16.84		Outstanding	CG15021__7H7__7
P1__3	\$19.84		Outstanding	CG15021__3H7__7
P1__4	\$1,016.86	03/09/2016	Received	CG15021__4H7__7
P1__6	\$457.25		Outstanding	CG15021__6H7__7
P1__0	\$19.24		Outstanding	CG15021__0H7__7
P1__4	\$2,088.99		Outstanding	CG15021__4H7__7

Receipt Information for H7__7

Total Owed	\$55,288.76
Total Received	\$1,016.86
Total Deferred	\$0.50
Total Pending	\$1,671.92
Total Outstanding	\$52,599.48

Possible Statuses
Deferred Payer has determined that the amount owed is below their bank's ACH minimums
Failed Debiting of the Payer's account or crediting of your account was unsuccessful
Outstanding Payer has not yet initiated payment
Pending Payer has initiated payment. The debiting process, holding period and crediting process still remain
Received Funds should now be available in your account

¹To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

- Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the Status column populated with Received.

Palmetto GBA | **CMS** | [Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#) | Logged on as H0...0

Home | Payments | Completed | **Receipts** | Reports | Disputes

Sponsor Portal CGDP Receipts

Invoice Reporting Period: 201502¹

P Number: ALL | Parent Org. ID: H0...0 | Contract Number: H7...7 | 1 - 48 out of 48

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1...7	\$60.58		Pending	CG15021...7H7...7
P1...7	\$0.50		Deferred	CG15021...7H7...7
P1...1	\$1,611.34		Pending	CG15021...1H7...7
P1...2	\$1,531.90		Outstanding	CG15021...2H7...7
P1...5	\$3,185.00		Outstanding	CG15021...5H7...7
P1...7	\$386.78		Outstanding	CG15021...7H7...7
P1...4	\$47.94		Outstanding	CG15021...4H7...7
P1...5	\$3,350.03		Outstanding	CG15021...5H7...7
P1...7	\$1,265.12		Outstanding	CG15021...7H7...7
P1...7	\$16.84		Outstanding	CG15021...7H7...7
P1...3	\$19.84		Outstanding	CG15021...3H7...7
P1...4	\$1,016.86	03/09/2016	Received	CG15021...4H7...7
P1...6	\$457.25		Outstanding	CG15021...6H7...7
P1...0	\$19.24		Outstanding	CG15021...0H7...7
P1...4	\$2,088.99		Outstanding	CG15021...4H7...7

¹To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Receipt Information for H7...7

Total Owed	\$55,288.76
Total Received	\$1,016.86
Total Deferred	\$0.50
Total Pending	\$1,671.92
Total Outstanding	\$52,599.48

Possible Statuses

- Deferred** Payer has determined that the amount owed is below their bank's ACH minimums
- Failed** Debiting of the Payer's account or crediting of your account was unsuccessful
- Outstanding** Payer has not yet initiated payment
- Pending** Payer has initiated payment. The debiting process, holding period and crediting process still remain
- Received** Funds should now be available in your account

- Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the Status column populated with Deferred.

Palmetto GBA | **CMS** | [Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#) | Logged on as H0...0

Home | Payments | Completed | **Receipts** | Reports | Disputes

Sponsor Portal CGDP Receipts

Invoice Reporting Period: 201502¹

P Number: ALL | Parent Org. ID: H0...0 | Contract Number: H7...7 | 1 - 48 out of 48

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1...7	\$60.58		Pending	CG15021...7H7...7
P1...7	\$0.50		Deferred	CG15021...7H7...7
P1...1	\$1,611.34		Pending	CG15021...1H7...7
P1...2	\$1,531.90		Outstanding	CG15021...2H7...7
P1...5	\$3,185.00		Outstanding	CG15021...5H7...7
P1...7	\$386.78		Outstanding	CG15021...7H7...7
P1...4	\$47.94		Outstanding	CG15021...4H7...7
P1...5	\$3,350.03		Outstanding	CG15021...5H7...7
P1...7	\$1,265.12		Outstanding	CG15021...7H7...7
P1...7	\$16.84		Outstanding	CG15021...7H7...7
P1...3	\$19.84		Outstanding	CG15021...3H7...7
P1...4	\$1,016.86	03/09/2016	Received	CG15021...4H7...7
P1...6	\$457.25		Outstanding	CG15021...6H7...7
P1...0	\$19.24		Outstanding	CG15021...0H7...7
P1...4	\$2,088.99		Outstanding	CG15021...4H7...7

¹To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Receipt Information for H7...7

Total Owed	\$55,288.76
Total Received	\$1,016.86
Total Deferred	\$0.50
Total Pending	\$1,671.92
Total Outstanding	\$52,599.48

Possible Statuses

- Deferred** Payer has determined that the amount owed is below their bank's ACH minimums
- Failed** Debiting of the Payer's account or crediting of your account was unsuccessful
- Outstanding** Payer has not yet initiated payment
- Pending** Payer has initiated payment. The debiting process, holding period and crediting process still remain
- Received** Funds should now be available in your account

7. Review the invoice line items in the **Receipts Transaction region** and locate an invoice line item with the Status column populated with Pending.

The screenshot shows the 'Sponsor Portal CGDP Receipts' page. At the top, there are logos for PALMETTO GBA and CMS. The navigation bar includes Home, Payments, Completed, Receipts (highlighted), Reports, and Disputes. The page title is 'Sponsor Portal CGDP Receipts'. Below the title, there are filters for P Number (ALL), Parent Org. ID (H0_0), and Contract Number (H7_7). The main table lists invoice line items with columns: P Number, Invoiced Amount, Payment Date, Status, and EFTID. Several rows are highlighted with a red border, including P1_7 (Pending), P1_1 (Pending), and P1_2 (Outstanding). To the right, there is a 'Receipt Information for H7_7' summary table and a 'Possible Statuses' legend.

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1_7	\$60.58		Pending	CG15021_7H7_7
P1_7	\$0.50		Deferred	CG15021_7H7_7
P1_1	\$1,611.34		Pending	CG15021_1H7_7
P1_2	\$1,531.90		Outstanding	CG15021_2H7_7
P1_5	\$3,185.00		Outstanding	CG15021_5H7_7
P1_7	\$386.78		Outstanding	CG15021_7H7_7
P1_4	\$47.94		Outstanding	CG15021_4H7_7
P1_5	\$3,350.03		Outstanding	CG15021_5H7_7
P1_7	\$1,265.12		Outstanding	CG15021_7H7_7
P1_7	\$16.84		Outstanding	CG15021_7H7_7
P1_3	\$19.84		Outstanding	CG15021_3H7_7
P1_4	\$1,016.86	03/09/2016	Received	CG15021_4H7_7
P1_6	\$457.25		Outstanding	CG15021_6H7_7
P1_0	\$19.24		Outstanding	CG15021_0H7_7
P1_4	\$2,088.99		Outstanding	CG15021_4H7_7

Receipt Information for H7_7	
Total Owed	\$55,288.76
Total Received	\$1,016.86
Total Deferred	\$0.50
Total Pending	\$1,671.92
Total Outstanding	\$52,599.48

Possible Statuses

- Deferred**: Payer has determined that the amount owed is below their bank's ACH minimums
- Failed**: Debiting of the Payer's account or crediting of your account was unsuccessful
- Outstanding**: Payer has not yet initiated payment
- Pending**: Payer has initiated payment. The debiting process, holding period and crediting process still remain
- Received**: Funds should now be available in your account

¹To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

8. Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the Status column populated with Outstanding.

The screenshot shows the 'Sponsor Portal CGDP Receipts' page, similar to the previous one. The main table lists invoice line items. Several rows are highlighted with a red border, including P1_2 (Outstanding), P1_5 (Outstanding), P1_7 (Outstanding), P1_4 (Outstanding), P1_5 (Outstanding), P1_7 (Outstanding), P1_7 (Outstanding), P1_3 (Outstanding), P1_4 (Received), P1_6 (Outstanding), P1_0 (Outstanding), and P1_4 (Outstanding). The 'Receipt Information for H7_7' summary table and 'Possible Statuses' legend are also present.

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1_7	\$60.58		Pending	CG15021_7H7_7
P1_7	\$0.50		Deferred	CG15021_7H7_7
P1_1	\$1,611.34		Pending	CG15021_1H7_7
P1_2	\$1,531.90		Outstanding	CG15021_2H7_7
P1_5	\$3,185.00		Outstanding	CG15021_5H7_7
P1_7	\$386.78		Outstanding	CG15021_7H7_7
P1_4	\$47.94		Outstanding	CG15021_4H7_7
P1_5	\$3,350.03		Outstanding	CG15021_5H7_7
P1_7	\$1,265.12		Outstanding	CG15021_7H7_7
P1_7	\$16.84		Outstanding	CG15021_7H7_7
P1_3	\$19.84		Outstanding	CG15021_3H7_7
P1_4	\$1,016.86	03/09/2016	Received	CG15021_4H7_7
P1_6	\$457.25		Outstanding	CG15021_6H7_7
P1_0	\$19.24		Outstanding	CG15021_0H7_7
P1_4	\$2,088.99		Outstanding	CG15021_4H7_7

Receipt Information for H7_7	
Total Owed	\$55,288.76
Total Received	\$1,016.86
Total Deferred	\$0.50
Total Pending	\$1,671.92
Total Outstanding	\$52,599.48

Possible Statuses

- Deferred**: Payer has determined that the amount owed is below their bank's ACH minimums
- Failed**: Debiting of the Payer's account or crediting of your account was unsuccessful
- Outstanding**: Payer has not yet initiated payment
- Pending**: Payer has initiated payment. The debiting process, holding period and crediting process still remain
- Received**: Funds should now be available in your account

¹To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

You have now completed reviewing invoice line item receipts.

CGDP Portal Reporting Link

The **Reporting link** allows Sponsors to create on-demand spreadsheets for invoice line items, receipts, or summary reports for overall totals by reporting period via the Portal. The design of the **Reporting link** assists users in creating a report containing all data in one (1) Excel file versus individual pages of data obtained by using the [Print](#) icon available on each tab.

The **Reporting link** allows a user to generate reports for specific data criteria or all available data criteria for invoice line items or receipts.

The screenshot shows the 'Coverage Gap Discount Program Invoice Line Item Reporting' page. At the top left are logos for Palmetto GBA and CMS. At the top right are navigation links: 'Contact Us | My Profile | Help | Logout | Reporting' (with 'Reporting' highlighted in a red box) and 'Logged on as HO...0'. The main heading is 'Coverage Gap Discount Program Invoice Line Item Reporting'. Below this is a section '1 Select which items you want to display on the report (Detail Reports Only)' containing checkboxes for: Parent Org. ID, Contract Number, P Number, Status, Reporting Period, Invoice/Receipt Amount, Payment Status Date, Payment Initiation Date, and EFT. Section '2 Detail Report Filters' includes dropdown menus for Report Source, Select Contract Number, Select P Number, Select By Status, and Reporting Period. A link 'Run Query for Detailed Report' is provided. Section '3 Sponsor Summary Report' includes dropdown menus for Summary Report for Contract Number, Reporting Period, and Sponsor Status, with a link 'Run Sponsor Summary Query' below.

The **Reporting link** contains three (3) regions.

1. **Detail Report Column Header Selection region** provides users with ability to select column headings for populating a report with data for invoices or receipts based on the column headings and applicable data chosen for an Excel spreadsheet output.
2. **Detail Report Filters region** allows a user to select specific criteria to display in detail for invoices or receipts.
3. **Sponsor Summary Report region** allows users to generate payment summary reports for a Parent Organization ID including payment summary information for all contract numbers, Reporting Periods and Payment Statuses or have the ability generate reports based on specific contract numbers, Reporting Periods or Payment Statuses, as determined by a user.

The upcoming pages will describe each region and its associated functions.

Detail Report Column Heading Selection Region

The **Detail Report Column Heading Selection region** provides users with the ability to select specific column headings for populating reports with data for invoices or receipts.

The **Detail Report Column Heading Selection region** contains nine (9) check boxes to provide users with options for populating invoice line item or receipt data to an Excel spreadsheet on-demand report.

1 Select which items you want to display on the report (Detail Reports Only)				
<input type="checkbox"/> A Parent Org. ID	<input type="checkbox"/> B Contract Number	<input type="checkbox"/> C P Number	<input type="checkbox"/> D Status	
<input type="checkbox"/> E Reporting Period	<input type="checkbox"/> F Invoice/Receipt Amount	<input type="checkbox"/> G Payment Status Date	<input type="checkbox"/> H Payment Initiation Date	<input type="checkbox"/> I EFT

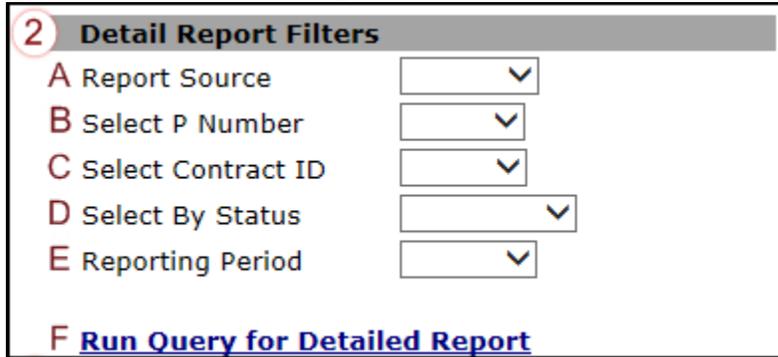
- A. Parent Org ID check box will display Parent Organization ID column headings for data included in the spreadsheet.
- B. Contract Number check box will display contract number(s) column headings for data included in the spreadsheet.
- C. P Number check box will display P number(s) for data included in spreadsheet.
- D. Status check box will display Status column headings for data included in spreadsheet.
- E. Reporting Period check box will display Reporting Period column headings for data included in the spreadsheet.
- F. Invoice /Receipt Amount check box will display Invoice Amount or Receipt Amount column headings for data included in the spreadsheet.
- G. Payment Status Date check box will display Payment Status Date column headings for data included in the spreadsheet.
- H. Payment Initiation Date check box will display Payment Initiation Date column headings for data included in the spreadsheet.
- I. EFT check box will display EFT column headings for data included in the spreadsheet.

Note: This region is only available for detail Invoice or Receipt reports.

A user is not required to select any of the check boxes. This will populate the on-demand report with all column headings on the spreadsheet output. Selection of additional filters will limit the data displayed on a report.

Detail Report Filters Region

The **Detail Report Filters region** contains six (6) fields to assist a user with defining data included in an on-demand report.



The screenshot shows a section titled "2 Detail Report Filters" with a grey header. Below the header are six items, each with a lettered label and a dropdown menu:

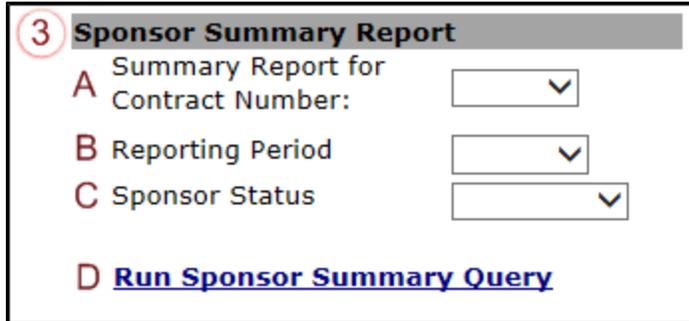
- A Report Source
- B Select P Number
- C Select Contract ID
- D Select By Status
- E Reporting Period
- F [Run Query for Detailed Report](#)

- A. Report Source field allows users to select between *Invoice* and *Receipt* from the drop down list.
Note: Selection of the Report Source is required to determine the type of data included in the on-demand spreadsheet report.
- B. Select Contract Number field allows user to select specific contract number(s) from the drop down list.
- C. Select P Number field allows user to select specific P number(s) from the drop down list.
- D. Select By Status field allows users to select specific Status from the drop down list. Statuses include *Completed*, *Deferred*, *Failed*, *Pending*, and *Unpaid*.
- E. Reporting Period field allows users to select specific Reporting Period(s) from the drop down listing.
- F. Run Query for Detailed Report link creates on-demand report spreadsheet(s) with column heading and filter data selections populated by a user.
Note: Population of the Report Source field is required to generate an on-demand spreadsheet report. All other fields are optional and selection of additional filters will limit the data displayed on a report.

Sponsor Summary Report Region

The **Sponsor Summary Report region** displays selection criteria fields to allow users to customize summary reports based on contract number, reporting period or status for payment data only.

The summary report region contains four (4) fields to limit data displayed on the on-demand report spreadsheet.



The screenshot shows a form titled "3 Sponsor Summary Report". It contains four items labeled A, B, C, and D. Item A is "Summary Report for Contract Number:" with a dropdown menu. Item B is "Reporting Period" with a dropdown menu. Item C is "Sponsor Status" with a dropdown menu. Item D is a blue underlined link "Run Sponsor Summary Query".

- A. Summary Report for Contract Number field allows user to select specific contract number(s) from the drop down list associated with the Parent Organization ID.
- B. Reporting Period field allows users to select specific reporting period(s) from the drop down listing.
- C. Sponsor Status field allows users to select specific Status from the drop down list. Statuses include *Completed*, *Deferred*, *Failed*, *Pending*, and *Unpaid*.
- D. Run Sponsor Summary Query link creates on-demand report spreadsheet with summary report filter data selections populated by a user.

Note: Population of all fields is optional and selection of additional filters will limit the data displayed on a report.

CGDP Portal Instructions – Reporting Link

Accessing the Reporting Link

Sponsors are able to utilize the **Reporting** functionality to view a readable version of the data report in Microsoft Excel via the Portal. This ad hoc/on-demand reporting tool provides users with the ability to filter invoice and receipt related information.

This instruction provides direction on accessing the **Reporting link** and the functions available for use.

1. Authorized end users will access the Portal to create and review detail invoice and receipt reports. Instructions for logging into the Portal can be located in the [CGDP Sponsor Portal Introduction and Login Users Guide](#) located under [References](#) on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Selecte the **Reporting link** in the upper right hand corner of the screen.

The screenshot displays the 'Coverage Gap Discount Program Home' page. At the top, there are logos for Palmetto GBA and CMS. A navigation bar includes 'Home', 'Payments', 'Completed', 'Receipts', 'Reports', and 'Disputes'. The 'Reporting' link is highlighted in the top right corner. Below the navigation, there is a search bar with filters for Parent Org. ID (H0_0), Invoice Type (Quarterly), Contract Number (ALL), Reporting Period (ALL), and Status (ALL). A table lists invoice data with columns for Invoice Type, Contract Number, Reporting Period, Status, and Select. A legend on the right explains the status codes: Available (Invoice is ready for payment), Failed (unsuccessful payment attempt), Incomplete (not paid), N/A (no invoice due), Pending (initiated successfully), and Successful (paid successfully). A section at the bottom shows 'Reporting Periods with no invoice line items' with a filter for Contract Number (H7_7) and Reporting Period (ALL).

Parent Org. ID	Invoice Type	Contract Number	Reporting Period	Status	Select
H0_0	Quarterly	ALL	ALL	ALL	
	Quarterly	H7_7	201601	Available	<input type="radio"/>
	Quarterly	H7_7	201504	N/A	<input type="radio"/>
	Quarterly	H7_7	201503	Incomplete	<input type="radio"/>
	Quarterly	H7_7	201502	Incomplete	<input type="radio"/>

- The **Reporting link** page contains three (3) sections that allow a user to filter ad hoc/on-demand reporting content.
 - Detail Report Column Heading Selection region
 - Detail Report Filters region
 - Sponsor Summary Report region

This example displays the **Reporting link** page.

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Logged on as HO...0

Coverage Gap Discount Program

Invoice Line Item Reporting

Select which items you want to display on the report (Detail Reports Only)

Parent Org. ID Contract Number P Number Status
 Reporting Period Invoice/Receipt Amount Payment Status Date Payment Initiation Date EFT

Detail Report Filters

Report Source:

Select Contract Number:

Select P Number:

Select By Status:

Reporting Period:

[Run Query for Detailed Report](#)

Sponsor Summary Report

Summary Report for Contract Number:

Reporting Period:

Sponsor Status:

[Run Sponsor Summary Query](#)

- The upcoming steps provide direction for generating detail invoice and receipt reports utilizing the **Detail Report Column Heading Selection** and **Detail Report Filters** regions.
- The first region of the **Reporting link** page, the **Detail Report Column Heading Selection region**, allows a user to filter information by populating one (1) of the nine (9) check boxes available.

Select which items you want to display on the report (Detail Reports Only)

Parent Org. ID Contract Number P Number Status
 Reporting Period Invoice/Receipt Amount Payment Status Date Payment Initiation Date EFT

Note: Selection of check boxes in this region limits the data displayed in the report output. To view all available data for a Parent Organization ID for both invoices and receipts, leave all check boxes blank.

8. The second region of the **Reporting link** page, the **Detail Report Filters region**, allows a user to select between *Invoice* or *Receipt* reports. The Report Source field is a required field.

Note: Selection of specific data in each filter in this region limits the data displayed in the report output. To view all available data for a Parent Organization ID for both invoices and receipts, leave all filter fields blank except the Report Source field then select the Run Query for Detailed Report link to generate the detail report.

9. To generate an *Invoice* report, select the **Detail Column Heading Selection region** check boxes applicable to the desired report output, populate the Report Source field using the drop down list and any applicable report filter fields in the **Detail Report Filters region** then select the Run Query for Detailed Report link.

This example displays detail report selections for an *Invoice* report containing all available data for a Parent Organization ID.

10. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - Open to view the data in text file format
 - Save to save the dispute file in text file format to a user’s hard drive or system
 - Cancel to exit the decision message

This example displays the selected Open button.



11. After selecting the Open button, review the Excel spreadsheet output containing invoice data.

1	PARENT ORG. ID	CONTRACT NUMBER	INVOICE AMOUNT	REPORTING PERIOD	STATUS DATE	INITIATION DATE	EFT	STATUS DESCRIPTION
2	H0__0	H0__0 P1__7	0.50	201503	03/03/2016	03/03/2016	CG15031__7H0__0	Payment Initiated by Scheduler
3	H0__0	H0__0 P1__2	0.50	201502	03/08/2016		CG15021__2H0__0	Unpaid
4	H0__0	H0__0 P1__1	0.50	201501	10/21/2015	08/13/2015	CG15011__1H0__0	Debit Failed Due To Closed/Invalid Acct.
5	H0__0	H0__0 P1__0	0.50	201501	10/08/2015	08/13/2015	CG15011__0H0__0	Successful
6	H0__0	H1__5 P1__9	0.50	201501	02/17/2016		CG15011__9H1__5	Deferred
7	H0__0	S5__2 P1__3	0.50	201503	03/11/2016	03/10/2016	CG15031__3S5__2	Completed - Waiting Final Confirmation
8	H0__0	S5__2 P1__2	0.50	201502	03/09/2016	03/09/2016	CG15021__2S5__2	Payment Initiated

12. To generate a Receipt report, select the **Detail Column Heading Selection** region check boxes applicable to the desired report output, populate the Report Source field using the drop down list and any applicable report filter fields in the **Detail Report Filters** region then select the Run Query for Detailed Report link.

This example displays detail report selections for a Receipt report containing all available data for a Parent Organization ID.

Coverage Gap Discount Program
Invoice Line Item Reporting

Select which items you want to display on the report (Detail Reports Only)

Parent Org. ID Contract Number P Number Status
 Reporting Period Invoice/Receipt Amount Payment Status Date Payment Initiation Date EFT

Detail Report Filters

Report Source: Receipt
 Select Contract Number:
 Select P Number:
 Select By Status:
 Reporting Period:

Run Query for Detailed Report

14. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - Open to view the data in text file format
 - Save to save the dispute file in text file format to a user’s hard drive or system
 - Cancel to exit the decision message

This example displays the selected Open button.



15. After selecting the Open button, review the Excel spreadsheet output containing receipts data.

	A	B	C	D	E	F	G	H
1	PARENT ORG. ID	CONTRACT NUMBER	INVOICE AMOUNT	REPORTING PERIOD	STATUS DATE	INITIATION DATE	EFT	
2	H0__0	H0__0	P1__2	17235.55	201503	03/12/2016	03/11/2016	CG15031__2H0__0
3	H0__0	H0__0	P1__2	6312.93	201502	03/12/2016	03/11/2016	CG15031__2H0__0
4	H0__0	H0__0	P1__4	25561.76	201502	03/08/2016	02/03/2016	CG15041__4H0__0
5	H0__0	H0__0	P1__4	53118.28	201503	02/10/2016	02/10/2016	CG15041__4H0__0
6	H0__0	H0__0	P1__8	16440.63	201502	03/08/2016	02/09/2016	CG15021__8H0__0
7	H0__0	H0__0	P1__8	17162.11	201504	03/08/2016		CG15041__8H0__0
8	H0__0	H0__0	P1__8	17822.61	201503	02/09/2016		CG15031__8H0__0

16. The upcoming steps provide direction for generating summary reports utilizing the **Sponsor Summary Report** region.

17. The final region of the **Reporting link** page, the **Sponsor Summary Report** region, allows a user to generate summary reports filtered by Contract Number, Reporting Period, and Sponsor Status.

Sponsor Summary Report

Summary Report for Contract Number:

Reporting Period

Sponsor Status

[Run Sponsor Summary Query](#)

Note: Selection of specific data in each filter in this region limits the data displayed in the report output. To view all available data for a Parent Organization ID, leave all filter fields blank then select the Run Sponsor Summary Query link to generate the summary report.

19. To generate a Summary report, populate the drop down listings of each field to limit the data displayed, if applicable, and then select the Run Sponsor Summary Query link.

This example displays field selections chosen for a Summary report containing all available data for a Parent Organization ID.

20. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.

- Open to view the data in text file format
- Save to save the dispute file in text file format to a user’s hard drive or system
- Cancel to exit the decision message

This example displays the selected Open button.

21. After selecting the Open button, review the Excel spreadsheet output containing receipts data.

You have now completed accessing the **Reporting** link.

Summary

This Sponsor Users guide introduced the CGDP Portal's **Payments** tab functionality.

The primary function of the Portal is to provide a central repository for Program-qualified PDE invoices to be distributed and paid by Program participating Sponsors and Manufacturers with the ability to initiate bank-to-bank ACH transfers, similar to the way online banking customer pay monthly bills.

You have learned that the Portal houses invoices for Quarterly and BY Closeout invoices and has two (2) different roles for users to access distributed invoices and reports: The **Payment Initiator** role and the **Administrator** role.

This Users Guide also introduced the following functionality available to authorized Sponsor users:

- The **Payments** tab provides payment capabilities to allow the selection of one (1), some, or all of the invoices distributed for payment processing. Invoice payments can be future dated and also stop paid, if certain criteria is met. Payments may also be available for deferability, if the amounts fall below the systems deferred allowable amount.
- The **Completed** tab provides status information of previously initiated payments that have completed the nightly status update process successfully.
- The **Receipts** tab provides a listing of invoiced line items due to be paid to Sponsors by Program-participating Manufacturers.
- The **Reporting** link provides a user with the ability to generate on-demand spreadsheets for invoice line items, receipts, or summary reports for overall totals by reporting period.

Finally, you discovered that all payments are due to be completed in the Portal on or before the payment date listed in the **Payments Due region**, as listed on the **Payments** tab and as noted in the "*Invoice Paid By 38th Calendar Day After Receipt*" as defined in the [CGDP Calendar](#).

References

Appendix A: Acronym List

Acronym	Description
ACH	Automated Clearing House
BY	Benefit Year
CGDP	Coverage Gap Discount Program
CMS	Centers for Medicare & Medicaid Services
DPP	Direct Payment Process
EFT	Electronic Funds Transfer
EIN	Employer Identification Number
GBA	Government Benefits Administrators
HPMS	Health Plan Management System
ID	Identifier or Identification
IRS	Internal Revenue Service
NCPDP	National Council of Prescription Drug Programs
NDC	National Drug Coder
NPI	National Provider Identifier
NSF	Non-sufficient Funds
PIN	Personal Identification Number
PDE	Prescription Drug Event
SFTP	Secure File Transfer Protocol
SSA	Social Security Act
TPA	Third Party Administrators
TIN	Tax Identification Number
UPIN	Unique Physician Identification Number
USD	United States Dollar

Appendix B: Error Message Descriptions

Error Descriptions	Process
Batch File Errors	
File rejected: File must start with a header record	Batch
File rejected: Invalid Header record	Batch
File rejected: Each header record must contain 'HDR', Primary ID and Reporting period	Batch
File Rejected: Invalid Reporting Period	Batch
Header row without details	Batch
Partially Rejected	Batch
Totally Rejected	Batch
File Rejected: Improperly Formatted	Batch
Primary Id and logon do not match	Batch
Line item not found.	Batch
Batch Initiation Failure	Batch
Batch Defer Failure	Batch
Initiation Failure Errors	
Debit Failed Due to Closed/Invalid Account	Initiation: Bank Error
Debit Failed Due to Insufficient Funds	Initiation: Bank Error
Debit Failed Due to Suspended Account	Initiation: Bank Error
Debit Failed Due to Charged Back Account	Initiation: Bank Error
Debit Failed Due to Resolved Account	Initiation: Bank Error
Debit Failed Due to Debit Block	Initiation: Bank Error
Scheduled payment date before invoice distribution date	Initiation
Other UNKNOWN ERROR	Initiation
Invalid Bank Account	Initiation
Invalid CARE Account	Initiation
Initiation Failure	Initiation
Post-Initiation Failure Errors	
Credit Failed Due to Closed/Invalid Account	Post-Initiation
Credit Failed Due to Charged Back Account	Post-Initiation
Reporting Failure Errors	
Unknown failure	Reporting
Line item has been already processed	Reporting
Single amount exception velocity amount	Reporting
Terminal disabled	Reporting
Other UNKNOWN ERROR	Reporting
Your request cannot be processed, Please revise your data and retry	Reporting
Declined	Reporting
Processing System Error	Reporting
Failed - Closed / Invalid Acct	Reporting
Failed - Non-Sufficient funds	Reporting
Failed - Charged Back	Reporting
Failed - Resolved	Reporting
Invalid Routing Number	Reporting
Terminal disabled	Reporting

Appendix C: Sponsor Payment Initiation Upload Batch Input Requirements

Utilize this reference document to format text files for use in the Payment Initiation Upload process.

Collect payment initiation information of the Parent Organization ID and reporting period to be included in the header record to create a batch upload file.

The format of the Payment Initiation Batch header record will be as follows:

Data Type	Length	Description
HDR	03	Header record type for batch
Data divider	01	; (semicolon)
Parent Org. ID	06	Responsible contract number or ST number
Data divider	01	; (semicolon)
Reporting Period	06	Year and Quarter of invoice, in YYYYQQ format
EOL	Variable	End of line indicator – Example – CRLF

Collect payment initiation information of the individual invoice line items selected to be processed and included in the detail record to complete the batch upload file.

The format of the Payment Initiation Batch detail record(s) will be as follows:

Data Type	Length	Description
DET	03	Detail record type for batch
Data divider	01	; (semicolon)
Contract Number	05	Submitting contract number
Data divider	01	; (semicolon)
P Number	05	Manufacturer P number
Data divider	01	; (semicolon)
EFT ID	15	CG for Coverage Gap, YYQQ for reporting period, P Number, Contract Number. Example of format: CGYYQQ#####H#####
Data divider	01	; (semicolon)
Payment Initiation Date	08	Date payment of invoice to begin processing, in CCYYMMDD format
Data divider	01	; (semicolon)
Defer	01	Designation for deferment of invoice. Y for Yes to Defer. N for No to Defer.
Data divider	01	; (semicolon)
EOL	Variable	End of line indicator – Example – CRLF

Glossary

Term	Definition
Authorization Amount	Displays the amount authorized for payment processing, including amounts located in the Invoice Amount and Previous Deferred Amount fields.
Available	Status designation of an invoice that denotes that an item is ready for payment initiation.
Batch	Report type that displays batch files uploaded to the system with status and ability to download files for review.
Batch ID	Displays the batch numbering convention, system generated, based on the order the batch file received by the system.
Contact Us	Provides contact information for requesting assistance from the TPA Operations team.
Contract Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program.
Corporate ID	Numerical designation assigned by CMS to Manufacturers. For Manufacturers, the current Mailbox ID will be the Corporate ID.
Data	Report type that displays the detail information of distributed invoices and invoice line items and provides the ability to download files for review.
Date Loaded	Displays the invoice distribution date. This date corresponds to the end of month after the reporting period closing. Date format is DD/MM/YYYY.
Date Submitted	Displays the calendar date, in MM/DD/YYYY format, the invoice line item was processed for payment initiation.
Date Time	Displays the batch file date and time for files loaded to the system. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.
Defer	Provides a check box available for selection when the Invoiced Amount or the combination of the Invoiced Amount and the Previous Deferred Amount total less than the system-defaulted allowable amount. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Deferred	Status designation of an invoice that denotes that invoice amount falls below minimum. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Description (Batch)	Displays the batch file name loaded to the system.
Dispute	Report type that provides the ability to enter dispute requests and review the status of entered requests.
Dispute Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute distributions are due to be loaded to the Portal.
Dispute Submission	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute submissions are due to be entered into the Portal.
Download	Displays a radio button to allow downloading of distributed invoice summary information loaded to the system.
EFTID	Displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; 9999 for the P number and Z9999 for the contract number. Example: CG14039999Z9999.

Term	Definition
Failed (Status)	Status designation of an invoice that denotes that one (1) or more items have an unsuccessful payment attempt.
Failed (Code)	Provides an informational message when an invoice line item does not successfully process payments to Manufacturers or Sponsors.
Help	Provides link to reference guides and system code messages and descriptions.
Incomplete	Status designation of an invoice that denotes that one (1) or more items have not been paid.
Initiate Payment	Provides a check box to allow the payment process to begin for an individual invoice line item.
Invoice	Report type that displays the summary information of distributed invoices and provides the ability to download files for review.
Invoice Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date distributed invoices were posted to the Portal.
Invoice Paid by	Current Cutoff Calendar field that displays the current reporting period data. Displays the final due date all invoice line items are to be processed for payment.
Invoiced Amount	Displays the invoice line item amounts due to either the Manufacturer or Sponsor.
Invoiced Reporting Period	Region of the active tab that provides the reporting period of the invoice line items displayed.
Last Download	Displays the last date and time distributed invoice summary data retrieved from the Web Portal. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.
Logout	Provides one (1)-click access for logging out of the system.
Manufacturer	Any entity which is engaged in the production, preparation, propagation, compounding, conversion or processing of prescription drug products, either directly or indirectly, by extraction from substances of natural origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis. Such term does not include wholesale distributors or retail pharmacies licensed under State law. <i>From Medicare Coverage Gap Discount Program Agreement, item I.j.</i>
My Profile	Provides ability to enter and review business contact information for Manufacturers and Sponsors.
Outstanding	Status designation of an invoice that denotes no payment activity has taken place.
P Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program.
Parent Org. ID	Numerical designation assigned by CMS to Sponsor.
Payment Date	Displays current date of a generated invoice line item payment in MM/DD/YYYY format.
Payments Due	Region of the active tab that provides the final date invoice line item payment initiations due to complete initiation.
Payment/Failed Date	Displays the date a specific invoice line item payment initiation successfully processed or where payment initiation failed the payment initiation process.
Pending	Status designation of an invoice that denotes that all line items have been initiated successfully.

Term	Definition
Previous Deferred Amount	Displays amounts that qualified for deferment from the prior reporting period(s).
Received	Status designation of an invoice that denotes payment is in the applicable bank account.
Reporting Period	Quarter and Calendar year, in YYYYQQ format, prescription drug event data distributed to Manufacturers and Sponsors. BY Closeout reimbursement period, in YYYY format, for quarter 17 upheld disputes not offset in prior quarter invoice distributions.
Sponsor	A Part D Plan (PDP) Sponsor, Medicare Advantage (MA) organization offering a MA-prescription drug (PD) plan, a Program of All-Inclusive Care for the Elderly (PACE) organization offering a PACE plan including qualified prescription drug coverage and a cost plan offering qualified prescription drug coverage. <i>From Pub. 100-18: Medicare Prescription Drug Benefit Manual, section 20.</i>
Status	The current designation of an invoice line item within the system.
Status (Batch)	Displays the condition of the batch file loaded to the system. Batches can be successful, partially successful (containing line failures) or failed.
Stop Payment	Provides a check box with the ability to stop payment processing prior to actual payment for future dated payments.
Successful	Status designation of an invoice that denotes that all line items have been paid successfully.
Total Available	Displays the total dollar amount of remaining invoice line items requiring payment.
Total Deferred	Displays the total dollar amount of deferred invoice line items with amounts less than the allowable amount to the subsequent reporting period.
Total Failed	Displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
Total Invoiced	Displays the total dollar amount of invoice line items that require payment for the reporting period.
Total Outstanding	Displays the total dollar amount of remaining invoice line items requiring processing.
Total Owed	For Manufacturers: Displays the total dollar amount of negative invoice line items due from Sponsors. For Sponsors: Displays the total dollar amount of invoice line items due from Manufacturers.
Total Pending	Displays the total dollar amount of invoice line items selected for payment for the reporting period.
Total Received	For Manufacturers: Displays the total dollar amount of negative invoice line items received from Sponsors. For Sponsor: Displays the total dollar amount of invoice line items received from Manufacturers.
Total Successful	Displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the Payment Initiation or Pending Transaction regions of the Payments tab.

Term	Definition
User ID	Credential information provided by TPA to Manufacturer or Sponsor for access to system. User ID is the Corporate ID, formerly the Mailbox ID for Manufacturer. User ID is the Parent Organization ID (Parent Org. ID) for Sponsor.