

***Coverage Gap Discount Program (CGDP)
CGDP Portal Direct Payment Process***

Manufacturer Portal Users Guide

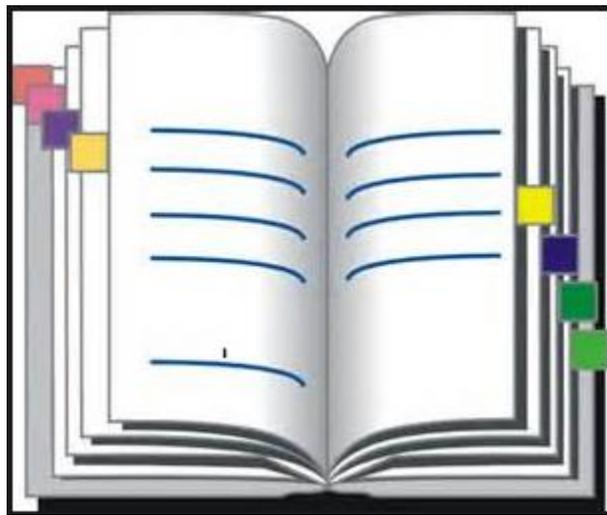


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Processing Deferred Invoices

The CGDP 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 Manufacturer'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 CGDP Portal initiates a lump sum debit from Manufacturer 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 Manufacturers 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 Manufacturer 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 deferment 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 checkbox displays for all available distributed invoice line items.

This Manufacturer’s banking institution allows ACH processing for dollar amounts greater than \$10.00 USD. In this scenario, the Total Available amount of all invoices is less than this Manufacturer’s bank ACH minimum threshold of \$10.00 USD, so all invoice line items are eligible for deferment.

Remember: Manufacturers 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 users of the Portal will enter the Corporate ID in the User ID field and the corresponding password into the Password field on the **Login form**.



The screenshot shows the login interface for the Coverage Gap Discount Program. At the top left is the Palmetto GBA logo (A Celerian Group Company). In the center is the CMS logo (Centers for Medicare & Medicaid Services). At the top right are links for [Contact Us](#) and [Help](#). The main heading is "Coverage Gap Discount Program". Below this is a login form with two input fields: "User ID:" and "Password:". A "Login" button is positioned below the password field.

- After entering the User ID and Password successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the Validate button.

- On the **Home** tab, select the specific type of invoice from the drop down list located in the Invoice Type field.

Corporate ID	Invoice Type	P Number	Reporting Period	Status	1 - 1 out of 1
XP1__7	Quarterly	ALL	ALL	ALL	

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1__7	201502	Available	<input type="radio"/>

Reporting Periods with no invoice line items

Filter by: P Number: ALL Reporting Period: ALL

P Number	Reporting Period
P1__7	201601
P1__7	201504
P1__7	201503

- 4) Populate the **Select** radio button for the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 Logged on as **XP1__7**
 Test Environment

Home **Payments** Completed Receipts Reports Disputes

Manufacturer Portal Coverage Gap Discount Program

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 Invoices requiring payment initiation not applicable. Invoice receipts available
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: P Number Reporting Period

P Number	Reporting Period
P1__7	201601
P1__7	201504
P1__7	201503

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

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 Logged on as **XP1 7**
 Test Environment

Home **Payments** Completed Receipts Reports Disputes

Manufacturer Portal CGDP Payments

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

Contract Number: Corporate ID: XP1__7 P Number: 1 - 3 out of 3

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
S1__0	\$1.41	\$0.00	06/24/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15021__7S1__0
S5__5	\$0.70	\$0.00	06/24/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15021__7S5__5
S7__0	\$4.35	\$0.00	06/24/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15021__7S7__0

Update All

Payment Information

Total Invoiced	\$6.46
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$6.46

Payment Initiation Upload

Pending Transactions

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

- 6) 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 invoice line items that fall below the CGDP Portal allowable amount of \$20.00 USD and fall below this Manufacturer's bank ACH minimum threshold amount.

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

Contract Number: ALL Corporate ID: XP1__7 P Number: P1__7 1 - 3 out of 3

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
S1__0	\$1.41	\$0.00	06/24/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15021...7S1__0
S5__5	\$0.70	\$0.00	06/24/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15021...7S5__5
S7__0	\$4.35	\$0.00	06/24/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15021...7S7__0

Update All

Payment Information

Total Invoiced	\$6.46
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$6.46

Remember: Manufacturers are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. If the Manufacturer's banking institution can process the amount displayed for an invoice item, the Manufacturer **should not** utilize the Defer process for that line item.

- 7) 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: 201502 Payments due: 10/09/2015

Contract Number: ALL Corporate ID: XP1__7 P Number: P1__7 1 - 3 out of 3

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
S1__0	\$1.41	\$0.00	06/24/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15021...7S1__0
S5__5	\$0.70	\$0.00	06/24/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15021...7S5__5
S7__0	\$4.35	\$0.00	06/24/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15021...7S7__0

Update All

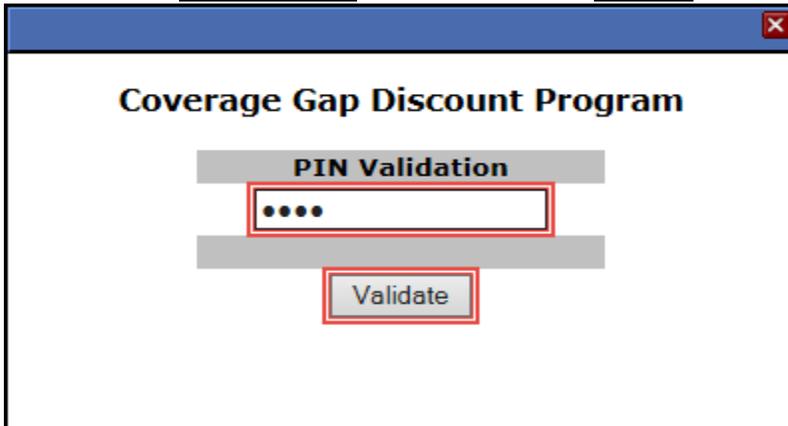
Payment Information

Total Invoiced	\$6.46
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$6.46

Note: Selecting Defer is **only** applicable when the Defer check box is available **and** if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

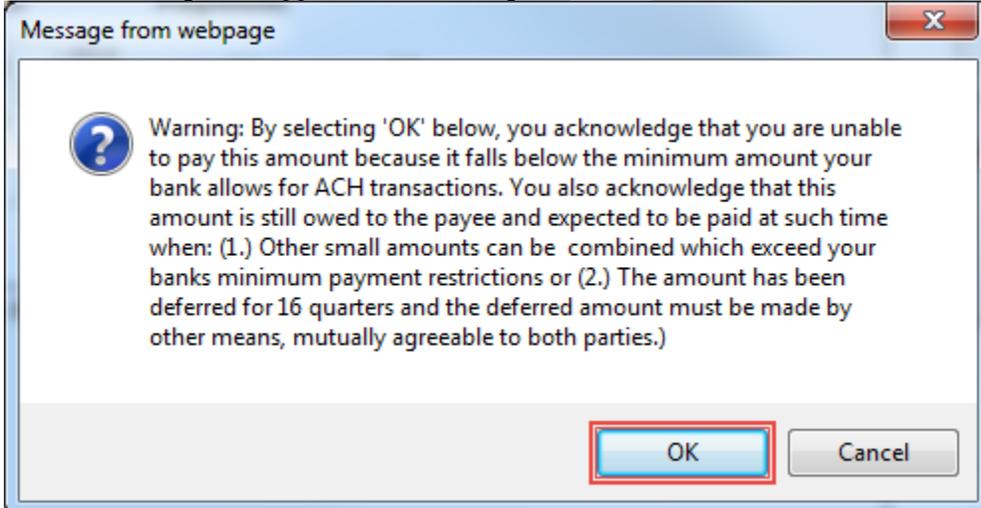
Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two entities.

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



The screenshot shows a web application window titled "Coverage Gap Discount Program". Inside the window, there is a section labeled "PIN Validation". Below this label is a text input field containing four dots, representing a masked PIN. A red rectangular box highlights this input field. Below the input field is a button labeled "Validate", which is also highlighted with a red rectangular box.

- 9) This message will appear 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 inside a blue circle) followed by the 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.

- 10) Select ***OK*** to defer the selected invoice line item.

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

Manufacturer Portal CGDP Payments
 Invoice Reporting Period: **201502** Payments due: **10/09/2015**
 Contract Number: ALL Corporate ID: XP1__7 P Number: P1__7
 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

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

Payment Information

Total Invoiced	\$6.46
Total Failed	\$0.00
Total Current Deferred	\$6.46
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$0.00

Payment Initiation Upload

12) To verify the deferred invoice line items, 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** field. The **Payment Date** field displays the defer date of the invoice line items.

Manufacturer Portal CGDP Completed Payments
 Invoice Reporting Period: **201502**¹
 Contract Number: ALL Corporate ID: XP1__7 P Number: P1__7 1 - 3 out of 3

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
S1__0	\$1.41	06/24/2016	Deferred	CG15021__7S1__0
S5__5	\$0.70	06/24/2016	Deferred	CG15021__7S5__5
S7__0	\$4.35	06/24/2016	Deferred	CG15021__7S7__0

Payment Information for P1__7

Total Invoiced	\$6.46
Total Received	\$0.00
Total Deferred	\$6.46
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

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.

You have now completed processing deferred invoice line items.

Non-Eligible Deferment – 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 have a Total Available amount greater than the Portal’s system-default allowable amount, currently set at \$20.00 USD. The Defer checkbox 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: Manufacturers 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 users of the Portal will enter the Corporate ID in the User ID field and the corresponding password into the Password field on the **Login form**.



The screenshot shows the login interface for the Coverage Gap Discount Program. At the top left is the Palmetto GBA logo (A Cellerian Group Company). In the center is the CMS logo (Centers for Medicare & Medicaid Services). At the top right are links for 'Contact Us' and 'Help'. The main heading is 'Coverage Gap Discount Program'. Below this is a login form with two input fields: 'User ID:' and 'Password:'. A 'Login' button is positioned below the password field.

- 2) After entering the User ID and Password successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the Validate button.

- 3) On the **Home** tab, select the specific type of invoice from the drop down list located in the Invoice Type field.

Corporate ID	Invoice Type	P Number	Reporting Period	Status	1 - 1 out of 1
XP1__7	Quarterly	ALL	ALL	ALL	

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1__7	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
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: P Number: ALL Reporting Period: ALL

P Number	Reporting Period
P1__7	201601
P1__7	201504
P1__7	201503

- 4) Populate the **Select** radio button for the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1___7 Invoice Type: Quarterly P Number: ALL Reporting Period: ALL Status: ALL 1 - 1 out of 1

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1___7	201502	Available	<input checked="" type="radio"/>

Payment Information

Total Invoiced	\$5,405.49
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$5,405.49

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

Manufacturer Portal CGDP Payments

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

Contract Number: ALL Corporate ID: XP1___7 P Number: P1___7 1 - 11 out of 11

Initiate All

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H0__1	\$27.24	\$0.00	06/30/2016	<input type="checkbox"/>			CG15021__7H0__1
H2__1	\$474.21	\$0.00	06/30/2016	<input type="checkbox"/>			CG15021__7H2__1
H4__9	\$71.74	\$0.00	06/30/2016	<input type="checkbox"/>			CG15021__7H4__9
H5__5	\$7.32	\$0.00	06/30/2016	<input type="checkbox"/>			CG15021__7H5__5
S5__6	\$953.99	\$0.00	06/30/2016	<input type="checkbox"/>			CG15021__7S5__6
S5__1	\$4.90	\$0.00	06/30/2016	<input type="checkbox"/>			CG15021__7S5__1
S5__0	\$2,243.70	\$0.00	06/30/2016	<input type="checkbox"/>			CG15021__7S5__0
S5__0	\$481.41	\$0.00	06/30/2016	<input type="checkbox"/>			CG15021__7S5__0

Update All

Payment Information

Total Invoiced	\$5,405.49
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$5,405.49

Payment Initiation Upload

Pending Transactions

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

- 6) 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: 201502 Payments due: 10/09/2015

Contract Number: ALL Corporate ID: XP1...7 P Number: P1...7 1 - 11 out of 11

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H0__1	\$27.24	\$0.00	06/30/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15021--7H0__1
H2__1	\$474.21	\$0.00	06/30/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15021--7H2__1
H4__9	\$71.74	\$0.00	06/30/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15021--7H4__9
H5__5	\$7.32	\$0.00	06/30/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15021--7H5__5
S5__6	\$953.99	\$0.00	06/30/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15021--7S5__6
S5__1	\$4.90	\$0.00	06/30/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15021--7S5__1
S5__0	\$2,243.70	\$0.00	06/30/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15021--7S5__0
S5__0	\$481.41	\$0.00	06/30/2016	<input type="checkbox"/>	<input type="checkbox"/>		CG15021--7S5__0

Update All

Payment Information

Total Invoiced	\$5,405.49
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$5,405.49

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

- 7) Populate the Initiate Payment check boxes 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**.

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

Contract Number: ALL Corporate ID: XP1...7 P Number: P1...7 1 - 11 out of 11

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H0__1	\$27.24	\$0.00	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CG15021--7H0__1
H2__1	\$474.21	\$0.00	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CG15021--7H2__1
H4__9	\$71.74	\$0.00	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CG15021--7H4__9
H5__5	\$7.32	\$0.00	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CG15021--7H5__5
S5__6	\$953.99	\$0.00	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CG15021--7S5__6
S5__1	\$4.90	\$0.00	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CG15021--7S5__1
S5__0	\$2,243.70	\$0.00	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CG15021--7S5__0
S5__0	\$481.41	\$0.00	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CG15021--7S5__0

Update All

Payment Information

Total Invoiced	\$5,405.49
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$5,405.49

Note: Selecting Defer is only applicable when the Defer check box is available and if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

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

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

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

Contract Number: ALL Corporate ID: XP1...7 P Number: P1...7

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					1 - 11 out of 11
Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	
H0__1	\$27.24	06/24/2016	06/30/2016		
H2__1	\$474.21	06/24/2016	06/30/2016		
H4__9	\$71.74	06/24/2016	06/30/2016		
H5__5	\$7.32	06/24/2016	06/30/2016		
S5__6	\$953.99	06/24/2016	06/30/2016		
S5__1	\$4.90	06/24/2016	06/30/2016		
S5__0	\$2,243.70	06/24/2016	06/30/2016		
S5__0	\$481.41	06/24/2016	06/30/2016		
S5__0	\$475.79	06/24/2016	06/30/2016		
S8__1	\$474.77	06/24/2016	06/30/2016		

Payment Information	
Total Invoiced	\$5,405.49
Total Failed	\$0.00
Total Current Deferred	\$6.46
Total Previously Deferred	\$0.00
Total Pending	\$5,405.49
Total Successful	\$0.00
Total Available	\$0.00

Payment Initiation Upload

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

Prior Reporting Period Deferment – 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 Sponsors. No payable invoices are available.

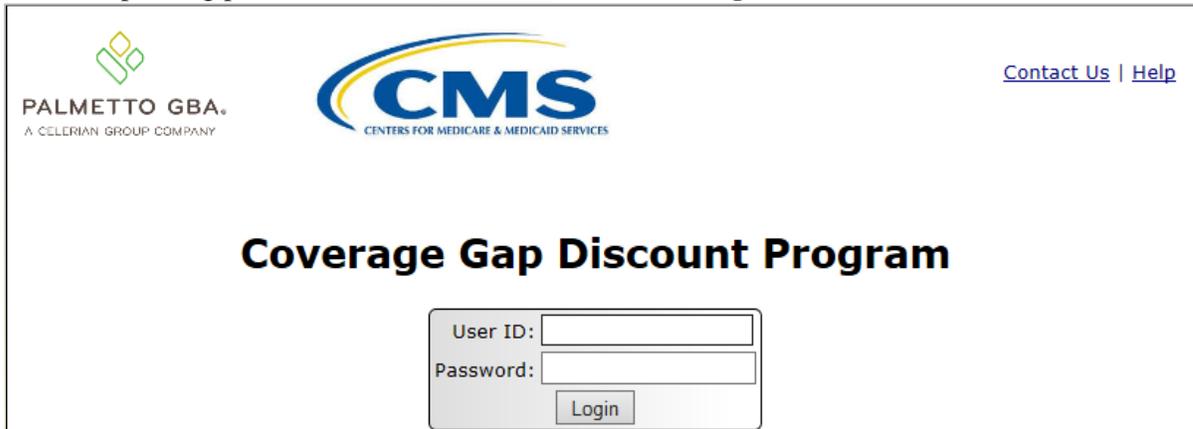
In this scenario, the prior period deferred items require processing in the current period, however, the current period does not have any payable invoices. The Total Available amount of all invoices is less than this Manufacturer’s bank ACH minimum threshold of \$10.00 USD, so all invoice line items are eligible for deferment

Remember: Manufacturers 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 users of the Portal will enter the Corporate ID in the User ID field and the corresponding password into the Password field on the **Login form**.



The screenshot shows the login interface for the Coverage Gap Discount Program. At the top left is the Palmetto GBA logo (A Celerian Group Company). In the center is the CMS logo (Centers for Medicare & Medicaid Services). At the top right are links for [Contact Us](#) and [Help](#). The main heading is "Coverage Gap Discount Program". Below this is a login form with two input fields: "User ID:" and "Password:". A "Login" button is positioned below the password field.

- After entering the User ID and Password successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the Validate button.

- On the **Home** tab, select the specific type of invoice from the drop down list located in the Invoice Type field.

Corporate ID	Invoice Type	P Number	Reporting Period	Status	
XP1__4	Quarterly	ALL	ALL	ALL	1 - 3 out of 3

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1__4	201503	N/A	<input type="radio"/>
Quarterly	P1__4	201502	Successful	<input type="radio"/>

- 4) Populate the Select radio button for the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

Manufacturer Portal Coverage Gap Discount Program

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
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: P Number [ALL] Reporting Period [ALL]
P Number **Reporting Period**
 There is an invoice report for the selected P Number

Corporate ID	Invoice Type	P Number	Reporting Period	Status
XP1__4	Quarterly	ALL	ALL	ALL

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1__4	201503	N/A	<input checked="" type="radio"/>
Quarterly	P1__4	201502	Successful	<input type="radio"/>

- 5) On the **Payments** tab, review the **Payment Information** region. Note that the Total Invoiced field contains zeros, due to the Manufacturer 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.

Manufacturer Portal CGDP Payments

Payment Information

Total Invoiced	\$0.00
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$3.28
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$3.28

Payment Initiation Upload
 Browse... Upload

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

Contract Number: [ALL] Corporate ID: XP1__4 P Number: [P1__4] 1 - 3 out of 3

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H2__1	\$0.00	\$1.40	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>		CG15021__4H2__1
H4__3	\$0.00	\$1.56	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>		CG15021__4H4__3
H5__4	\$0.00	\$0.32	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>		CG15021__4H5__4

Update All [Calendar] Submit

Pending Transactions

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

Stop Payment(s)

- 6) 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 CGDP Portal allowable amount of \$20.00 USD and fall below this Manufacturer'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

Contract Number: ALL Corporate ID: XP1__4 P Number: P1__4 1 - 3 out of 3

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H2__1	\$0.00	\$1.40	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021114H2001
H4__3	\$0.00	\$1.56	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021114H4003
H5__4	\$0.00	\$0.32	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021114H5774

Update All

Payment Information

Total Invoiced	\$0.00
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$3.28
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$3.28

Remember: Manufacturers are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. If the Manufacturer's banking institution can process the amount displayed for an invoice item, the Manufacturer **should not** utilize the Defer process for that line item.

- 7) 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**.

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Logged on as XP1__4 Test Environment

Home **Payments** Completed Receipts Reports Disputes

Manufacturer Portal CGDP Payments

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

Contract Number: ALL Corporate ID: XP1__4 P Number: P1__4 1 - 3 out of 3

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H2__1	\$0.00	\$1.40	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG15021114H2001
H4__3	\$0.00	\$1.56	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG15021114H4003
H5__4	\$0.00	\$0.32	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG15021114H5774

Update All

Payment Information

Total Invoiced	\$0.00
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$3.28
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$3.28

Payment Initiation Upload

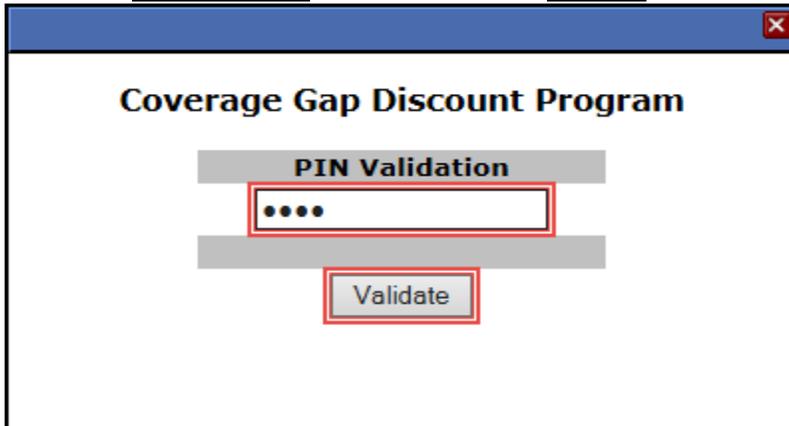
Pending Transactions

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

Note: Selecting Defer is **only** applicable when the Defer check box is available **and** if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

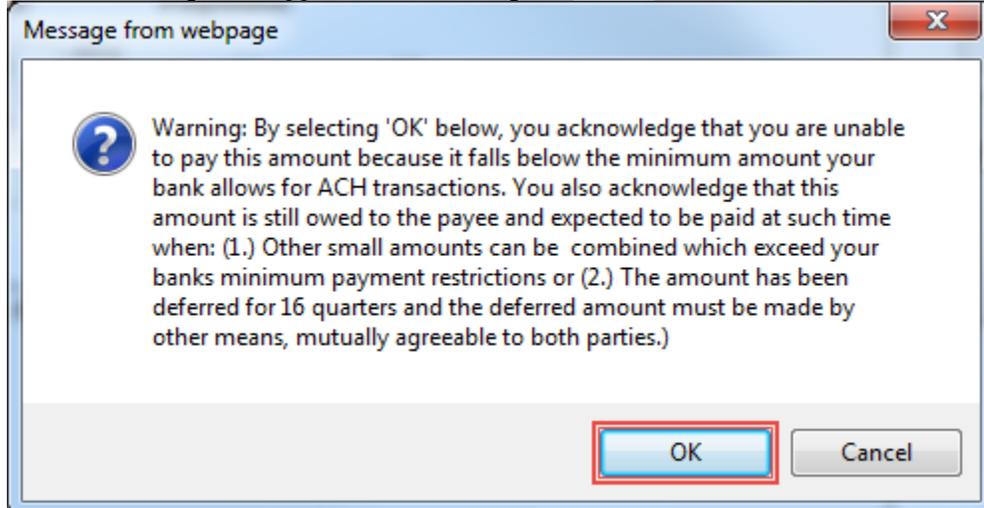
Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two entities.

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



The screenshot shows a window titled "Coverage Gap Discount Program". Inside the window, there is a section labeled "PIN Validation". Below this label is a text input field containing four dots, representing a masked PIN. A red rectangular box highlights this input field. Below the input field is a button labeled "Validate", which is also highlighted with a red rectangular box.

- 9) This message will appear 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 circle) followed by the 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.

- 10) Select OK to defer the selected invoice line item.

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

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

Contract Number: ALL Corporate ID: XP1__4 P Number: P1__4 1 - 4 out of 4

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

Contract 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	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$0.00

Payment Initiation Upload

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

Corporate ID Invoice Type P Number Reporting Period Status 1 - 3 out of 3

XP1__4 ALL ALL ALL ALL

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1__4	201503	N/A	<input type="radio"/>
Quarterly	P1__4	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 Invoices requiring payment initiation not applicable. Invoice receipts available
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: P Number Reporting Period

ALL ALL

P Number Reporting Period

There is an invoice report for the selected P Number

13) 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 field.

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

The screenshot shows the 'Completed' tab selected in the 'Manufacturer Portal'. The page title is 'CGDP Completed Payments'. The 'Invoice Reporting Period' is set to '201502'. The 'Contract Number' is 'ALL', 'Corporate ID' is 'XP1__4', and 'P Number' is 'P1__4'. The page shows 1 of 3 items.

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
H2__1	\$1.40	12/08/2015	Deferred	CG15021__4H2__1
H4__3	\$1.56	12/08/2015	Deferred	CG15021__4H4__3
H5__4	\$0.32	12/08/2015	Deferred	CG15021__4H5__4

Payment Information for P1__4

Total Invoiced	\$3.28
Total Received	\$0.00
Total Deferred	\$3.28
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

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.

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 Deferment – 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 Manufacturer’s bank ACH minimum threshold of \$10.00 USD, so all invoice line items are eligible for deferment.

Remember: Manufacturers 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 users of the Portal will enter the Corporate ID in the User ID field and the corresponding password into the Password field on the **Login form**.

The screenshot shows the login interface for the Coverage Gap Discount Program. At the top left is the Palmetto GBA logo, and at the top center is the CMS logo. On the top right, there are links for 'Contact Us' and 'Help'. The main heading is 'Coverage Gap Discount Program'. Below this heading is a login form with two input fields: 'User ID:' and 'Password:'. A 'Login' button is positioned below the password field.

- After entering the User ID and Password successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the Validate button.

- On the **Home** tab, 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

- 6) 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 invoice line items that fall below the CGDP Portal allowable amount of \$20.00 USD and fall below this Manufacturer's bank ACH minimum threshold amount.

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

Contract Number: ALL Corporate ID: XP1__4 P Number: P1__4 1 - 3 out of 3

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H2__1	\$1.40	\$0.00	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>		CG15031__4H2__1
H4__3	\$1.56	\$0.00	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>		CG15031__4H4__3
H5__4	\$0.32	\$0.00	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>		CG15031__4H5__4

Update All

Payment Information

Total Invoiced	\$3.28
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$3.28

Remember: Manufacturers are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. If the Manufacturer's banking institution can process the amount displayed for an invoice item, the Manufacturer **should not** utilize the Defer process for that line item.

- 7) 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**.

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Home Payments Completed Receipts Reports Disputes

Manufacturer Portal CGDP Payments

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

Contract Number: ALL Corporate ID: XP1__4 P Number: P1__4 1 - 3 out of 3

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H2__1	\$1.40	\$0.00	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15031__4H2__1
H4__3	\$1.56	\$0.00	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15031__4H4__3
H5__4	\$0.32	\$0.00	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15031__4H5__4

Update All

Payment Information

Total Invoiced	\$3.28
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$3.28

Payment Initiation Upload

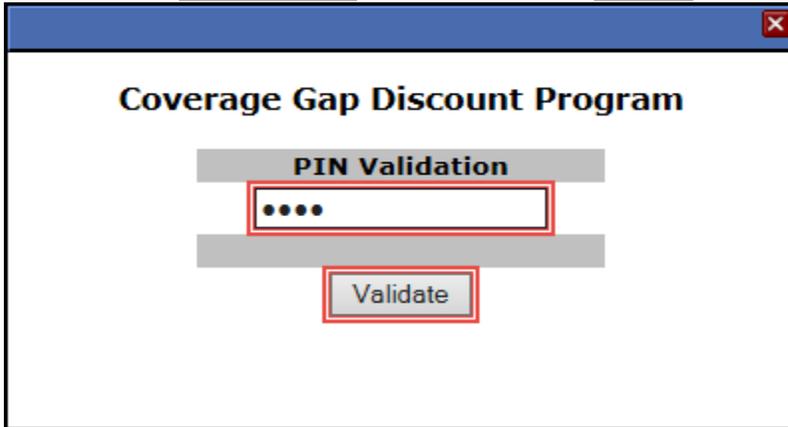
Pending Transactions

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

Note: Selecting Defer is only applicable when the Defer check box is available and if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

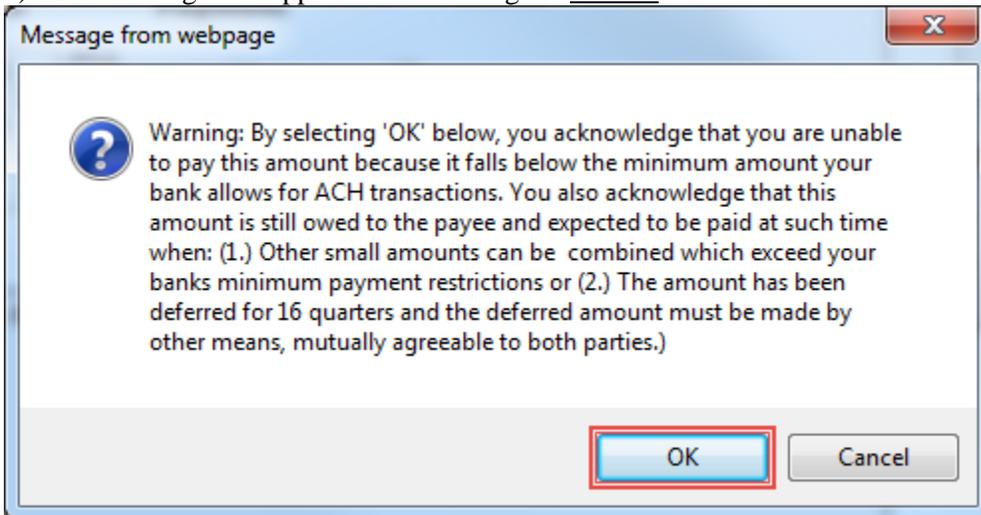
Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two entities.

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



The screenshot shows a web application window titled "Coverage Gap Discount Program". Inside the window, there is a section labeled "PIN Validation". Below this label is a text input field containing four dots, representing a masked PIN. A red rectangular box highlights this input field. Below the input field is a button labeled "Validate", which is also highlighted with a red rectangular box.

- 9) This message will appear 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.

- 10) Select **OK** to defer the selected invoice line item.

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

The screenshot shows the 'Manufacturer Portal' for 'CGDP Payments'. The 'Invoice Reporting Period' is 201502 and 'Payments due' is 10/09/2015. The 'Payment Information' summary on the right shows:

Payment Information	
Total Invoiced	\$3.28
Total Failed	\$0.00
Total Current Deferred	\$3.28
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$0.00

The main table below the filters shows a message: "There are no more remaining invoice line items for the quarter." The 'Completed' tab is selected in the navigation bar.

12) 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 field.
Note: The Payment Date field displays the most recent deferred date.

The screenshot shows the 'Manufacturer Portal' for 'CGDP Completed Payments'. The 'Completed' tab is selected in the navigation bar. The 'Payment Information for P1__4' summary on the right shows:

Payment Information for P1__4	
Total Invoiced	\$3.28
Total Received	\$0.00
Total Deferred	\$3.28
Total Pending	\$0.00
Total Failed	\$0.00
Total Outstanding	\$0.00

The main table below the filters shows the following data:

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
H2__1	\$1.40	12/08/2015	Deferred	CG15021__4H2__1
H4__3	\$1.56	12/08/2015	Deferred	CG15021__4H4__3
H5__4	\$0.32	12/08/2015	Deferred	CG15021__4H5__4

The 'Possible Statuses' section on the right explains:

- 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 at the bottom 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."

13) To verify the status of the reporting period, return to the **Home** tab to view the **Status** field.

The screenshot shows the CMS Coverage Gap Discount Program portal. At the top, there are logos for Palmetto GBA and CMS, along with navigation links and a user login status. Below the navigation tabs, the main heading is 'Manufacturer Portal Coverage Gap Discount Program'. A search filter box contains 'Corporate ID' (XP1__4), 'Invoice Type' (ALL), 'P Number' (ALL), 'Reporting Period' (ALL), and 'Status' (ALL). Below this is a table with one row: Quarterly, P1__4, 201502, Successful, and a radio button. To the right, a welcome message and a legend for statuses (Available, Failed, Incomplete, Pending, Successful) are displayed. At the bottom right, a section titled 'Reporting Periods with no invoice line items' shows a table with one row: P1__4, 201503.

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