

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

Sponsor Portal Users Guide

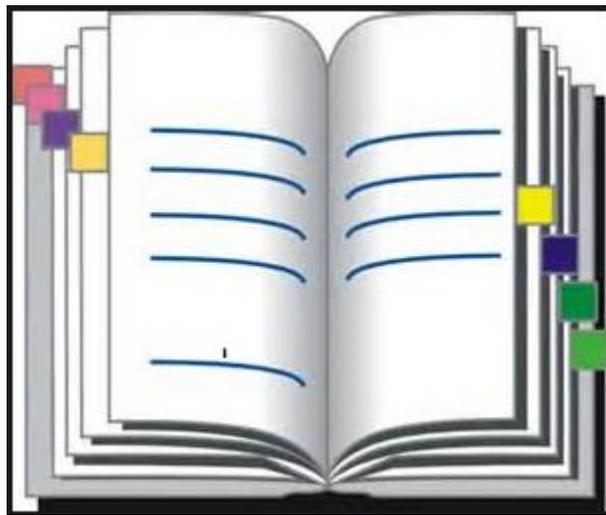


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Processing Deferred Invoices

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
- The 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 CGDP 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 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 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: 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 users of the Portal will enter the Parent Organization 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.

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"/>

Contract Number	Reporting Period
H5__0	201404

- 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 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: 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.

- 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: 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

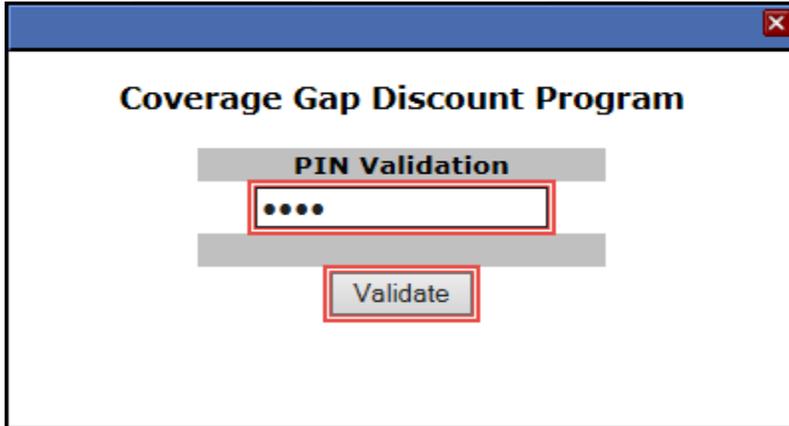
Payment Information

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 Defer check box is available 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.

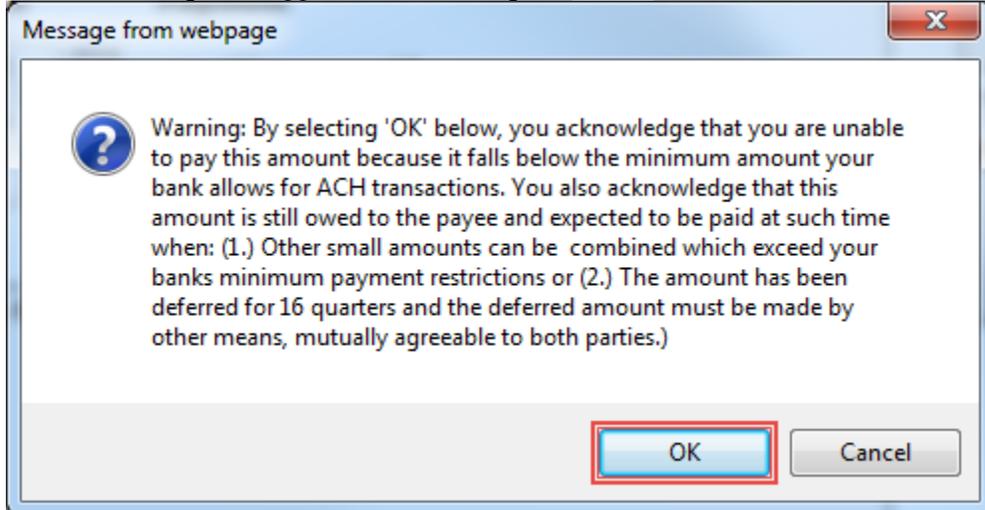
Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two entities.

- 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.



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.

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

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.

Payment Information for H5_0
 Total Invoiced \$4.87
 Total Received \$0.00
Total Deferred \$4.87
 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

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 display 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.

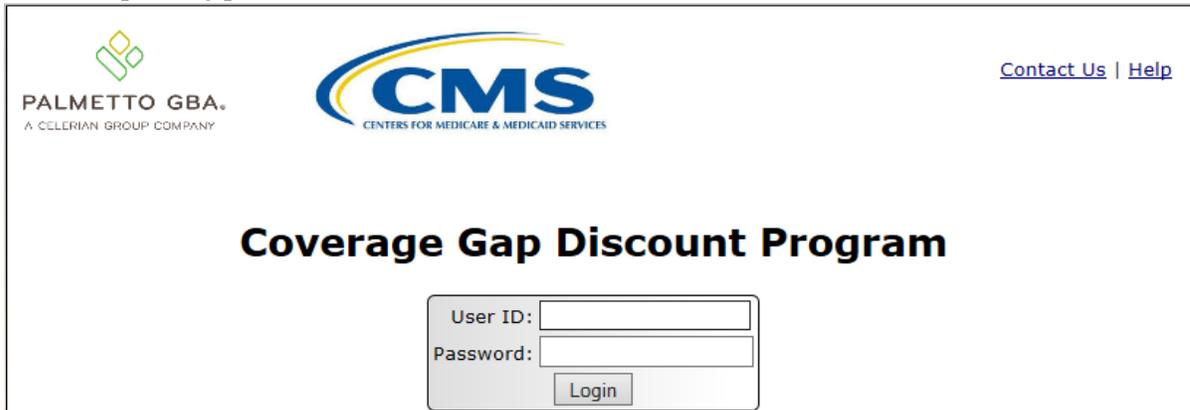
In this scenario, the Total Available amount of all invoices is greater than the Portal’s default amount so all invoice line items are eligible for payment processing and not deferment.

Remember: 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 users of the Portal will enter the Parent Organization 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.

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"/>

Contract Number	Reporting Period
H7__1	201503
H7__1	201404

- 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.

Sponsor Portal Coverage Gap Discount Program

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 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

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

- 5) 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"/>		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

Payment Initiation Upload

Pending Transactions

P 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: 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 CGDP Portal initiates a lump sum debit from Sponsor 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**.

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 Defer check box is available 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.

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

Coverage Gap Discount Program

PIN Validation

••••

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

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 'H0...0'. Below the navigation bar, there are tabs for 'Home', 'Payments', 'Completed', 'Receipts', 'Reports', and 'Disputes'. The main heading is 'Sponsor Portal CGDP Payments'. A filter bar shows 'Invoice Reporting Period: 201504' and 'Payments due: 03/10/2016'. Below this, there are dropdown menus for 'P Number' (set to 'ALL'), 'Parent Org. ID' (set to 'H0...0'), and 'Contract Number' (set to 'H7...1'). There is an 'Initiate All' checkbox. A table with columns 'P Number', 'Invoiced Amount', 'Previous Deferred Amount', 'Payment/Failed Date', 'Initiate Payment', 'Defer', 'Failed', and 'EFT ID' is shown, with a message stating 'There are no more remaining invoice line items for the quarter.' Below the table is an 'Update All' checkbox and a 'Submit' button. To the right, a 'Payment Information' summary box shows: 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), and Total Available (\$0.00). Below this is a 'Payment Initiation Upload' section with a 'Browse...' button and an 'Upload' button. At the bottom, a 'Pending Transactions' table shows 4 items with columns 'P Number', 'Authorization Amt', 'Date Submitted', 'Payment Date', and 'Stop Payment'. The 'Payment Date' column for all items is highlighted in red. A 'Stop Payment(s)' button is located at the bottom right of this table.

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.							

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 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 Manufacturers. No payable invoices are available.

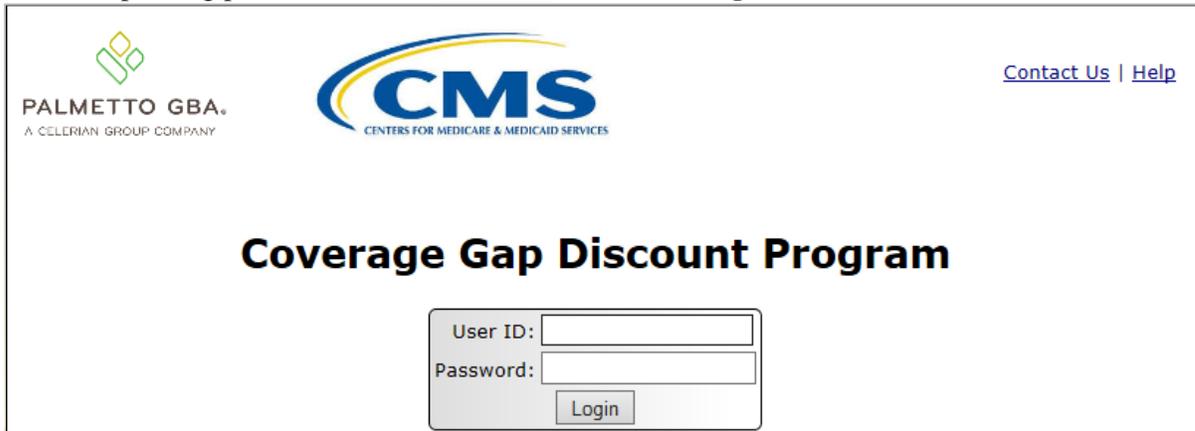
In this scenario, the prior period deferred items require processing in the current period, however, the current period does not have any payable invoices. The Total Available amount of all invoices is less than this Sponsor’s bank ACH minimum threshold of \$5.00 USD, so all invoice line items are eligible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

- 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.

Parent Org. ID	Invoice Type	Contract Number	Reporting Period	Status	1 - 2 out of 2
H0_0	Quarterly	S5_2	ALL	ALL	

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

Parent Org. ID: H0__0
Invoice Type: Quarterly
Contract Number: S5932
Reporting Period: ALL
Status: ALL

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

- 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: Contract Number: ALL Reporting Period: ALL

Contract Number **Reporting Period**

There is an invoice report for the selected Contract

- 5) 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.

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__055__2
P1__3	\$0.00	\$6.11	12/08/2015	<input type="checkbox"/>	<input 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

Payment Initiation Upload

Pending Transactions

P 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 Previous Deferred Amount invoice line items that fall below the CGDP Portal 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.

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

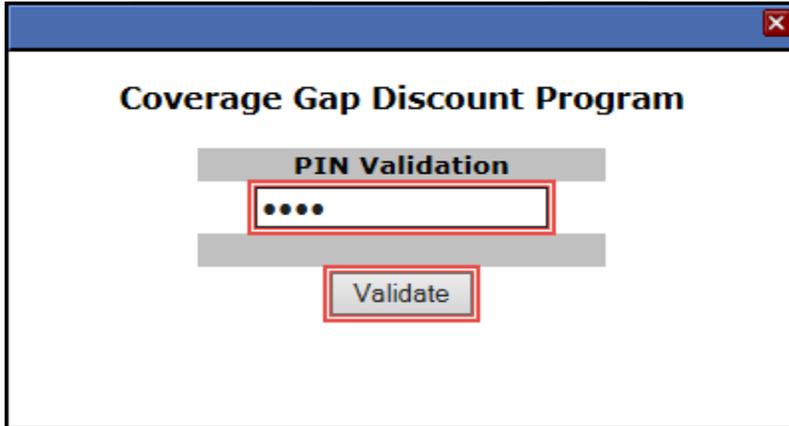
Remember: Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. If the Sponsor's banking institution can process the amount displayed for an invoice item, the Sponsor **should not** utilize the Defer process for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

- 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**.

Note: Selecting Defer is **only** applicable when the Defer check box is available **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.

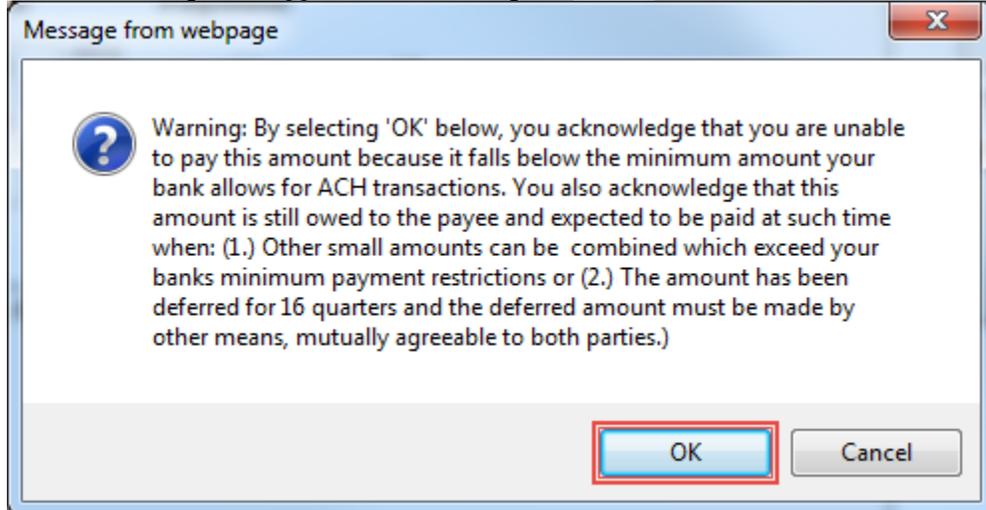
Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two entities.

- 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 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 Previously Deferred and Total Available fields for updated amounts.

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
 Browse... Upload

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

Invoice Type **Contract Number** **Reporting Period** **Status** **Select**
 Quarterly S5__2 201503 N/A
 Quarterly S5__2 201502 Successful

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

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.

Sponsor Portal CGDP Completed Payments

Invoice Reporting Period: 201502¹

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__055__2
P1__3	\$6.11	12/08/2015	Deferred	CG15021__355__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

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 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.

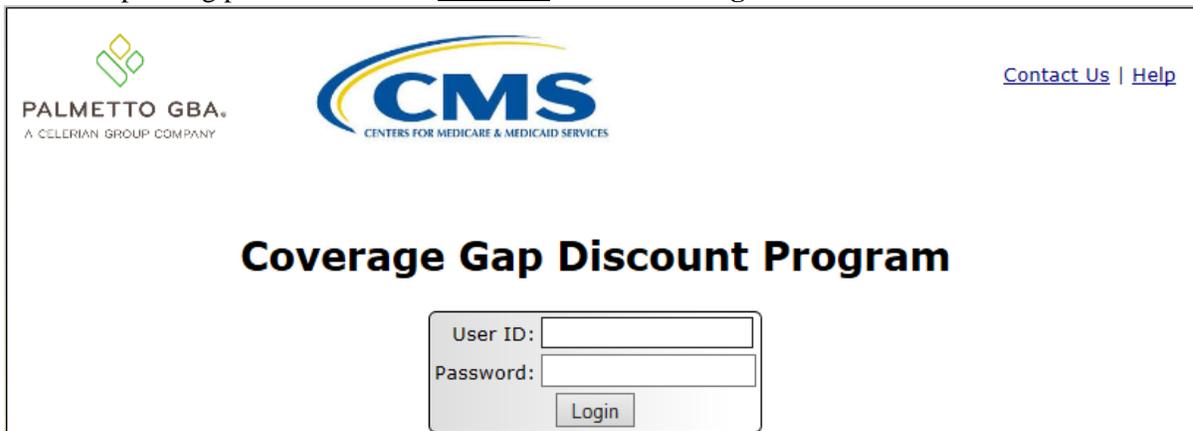
In this scenario, the prior period deferred items require processing, even though the current period has no invoices distributed for payment or receipt. The Total Available amount of all invoices is less than this Sponsor’s bank ACH minimum threshold of \$5.00 USD, so all invoice line items are eligible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

- 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, 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

- 4) Populate the **Select** radio button for the reporting period with the updated status of Incomplete, displayed in red font, and then select the **Payments** tab to view the invoice line items for the specific 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
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
	S5_2	201503

- 5) 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

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

Pending Transactions

P 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 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 type="checkbox"/>		CG15021__0S5__2
P1__3	\$6.11	\$0.00	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>		CG15021__3S5__2

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

Remember: 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.

- 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**.

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

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

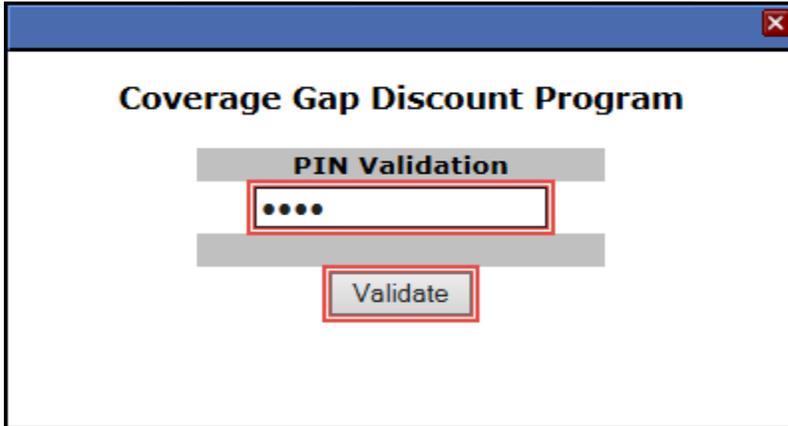
Pending Transactions

P 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 Sponsor's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

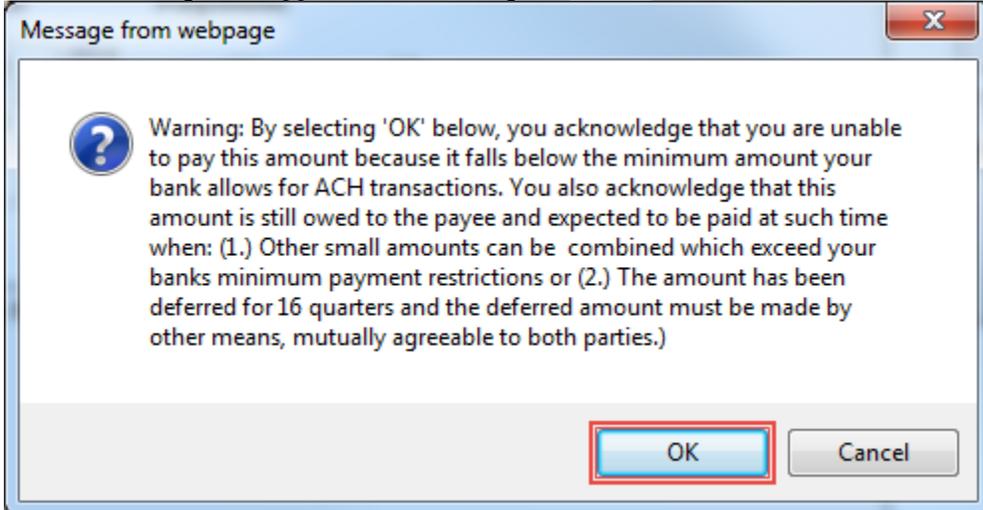
Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two entities.

- 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 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. 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.

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

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.

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
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

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

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

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	S5...2	201502	Successful	<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: Contract Number ALL | Reporting Period 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.