Electronic Reporting System (ERS) Vendor Portal Manual

V2.2
April 2022

Background:
On April 1,2022, vendors will <u>not</u> be able to use the old <u>VRContracts@mail.nysed.gov</u> or <u>VRContracts@nysed.gov</u>. This system will become inoperative for future report submissions.

LOGGING INTO ERS

Only ACCES-VR approved vendors who have an established user account in the Electronic Reporting System (ERS) Vendor Portal will be able to log in. If a vendor does not yet have a login and password please fill out the <u>User Request Form</u>**.**
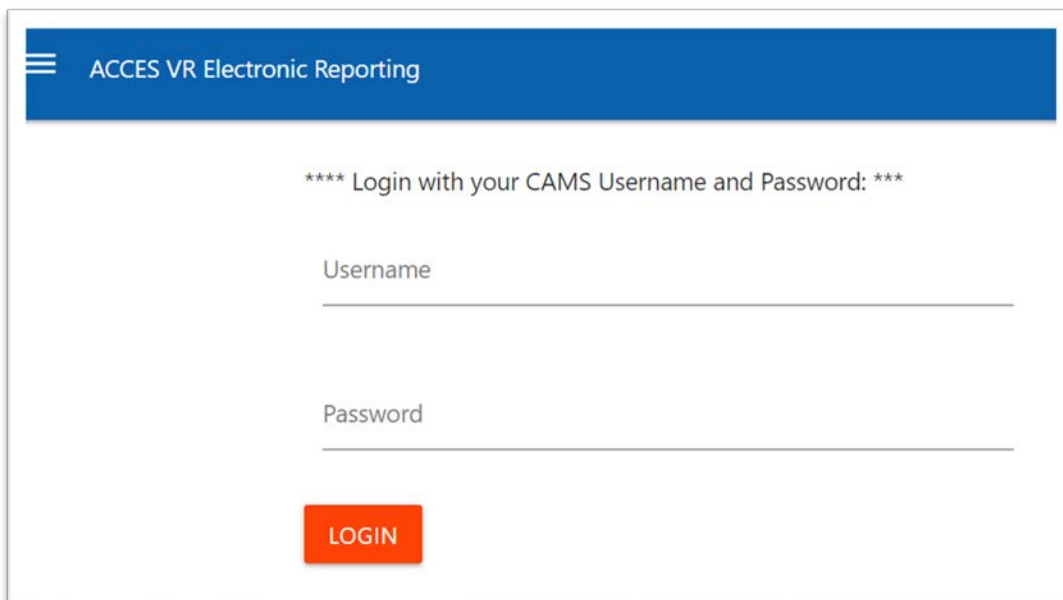
1) Using Google Chrome (strongly recommended) as your web browser, go to:

https://eservices.nysed.gov/erweb/
Please note, Internet Explorer is not compatible with the ERS.

2) Enter the ERS username and password that have been provided to you.
3) Select the login button.
   <u>Please make sure your login page looks like the screenshot below:</u>

4) The Welcome screen will appear. To ensure security, ACCES-VR has enabled Multi-Factor Authentication. The vendor must verify the information and then select the "Send Authentication Code" button.
5) Once the vendor receives the authentication code via the email provided on the User Request Form, enter the authentication code.
6) Select the Validate Authentication Code button.

<u>If you experience any issues logging in, please contact VRCAMSQ@NYSED.GOV</u>

Uploading Reports

Once successfully logged in, vendors have the ability to search for authorizations by CAMS IDs.

1. Enter the CAMS ID for the participant's report that will be uploaded (circled in red below).

2. Once a CAMS ID is entered, a list of authorizations for that participant will be displayed by Authorization Number and Case Service Code. Find the Authorization Number and Case Service Code for the report that will be uploaded.

3. Select the corresponding Deliverable Report Month and Deliverable Report Year from the drop down. *Please Note:* *Deliverable Report Month and Year are for when the service was provided, <u>not when the report is being uploaded to the system</u>.*

AUTHORIZATION NUMBER	CS CODE	Deliverable Report Month	Deliverable Report Year	
2161957	921X	Feb ▾	2022 ▾	Choose File No file chosen

4. Select *Choose File* and navigate to the report to be uploaded and select Open. Once the report name is displayed to the left of the *Choose File* button, select *UPLOAD DOCUMENTS* in the lower right to attach the file.

   Please Note: Do not upload any type of zipped files.

AUTHORIZATION NUMBER	CS CODE	Deliverable Report Month	Deliverable Report Year	
2161957	921X	Feb ▾	2022	Choose File Mercury 4940.pdf

UPLOAD DOCUMENTS

5. <u>Only one report per authorization can be uploaded at a time</u>. If an authorization and case service code requires multiple documents to be uploaded, please follow steps 4 and 5 for each report that needs to be uploaded.

6. Once the reports are uploaded, they will appear below the authorization and case service code. You will have the ability to remove any report *prior* to ACCES-VR staff rating the report.

AUTHORIZATION NUMBER	CS CODE	Deliverable Report Month	Deliverable Report Year		
2161957	921X	Jan ▾	2021 ▾	Choose File No file chosen	
File On Record (Name, Report Period, Date Received, VRC Rating)	data.xlsx	FEB 22	02/02/2022	UNRATED	REMOVE
File On Record (Name, Report Period, Date Received, VRC Rating)	Mercury 4940.pdf	FEB 22	02/02/2022	UNRATED	REMOVE

7. Once the ACCES-VR Staff rate the uploaded report(s), vendors will no longer be able to remove anything that was uploaded.

AUTHORIZATION NUMBER	CS CODE	Deliverable Report Month	Deliverable Report Year	
2161957	921X	Jan ▾	2021 ▾	Choose File No file chosen
File On Record (Name, Report Period, Date Received, VRC Rating)	data.xlsx	FEB 22	02/02/2022	NEEDS IMPROVEMENT (PAYMENT DENIED)
File On Record (Name, Report Period, Date Received, VRC Rating)	Mercury 4940.pdf	FEB 22	02/02/2022	SATISFACTORY (PAYMENT ALLOWED)

8. If payment is denied and the report is rated as *NEEDS IMPROVEMENT*, a new report must be uploaded using the process described in steps 4 and 5.

Please note:

The following reports/documents can be uploaded to the ERS portal utilizing the identified case service codes and processes in the table below. All other standard reports/documents should be uploaded to their corresponding authorization number and case service code.

Report/Document Types		
Resume	**Case Service Codes:** **929X, 935X**	**Upload the resume with the associated case service code using the _same_ authorization number for the corresponding month.**
Intensive Services Plan	**Case Service Code:** **572X**	**Upload the Intensive Services Plan with the associated case service code using the _same_ authorization number for the corresponding month.**
MPAR	**Case Service Codes:** **929, 935X, 931X, 936X**	**Upload the MPAR with the same authorization number as the report that is being submitted.**
MPSE	**Case Service Codes:** **572X, 573X, 574X**	**Upload the MPSE with the same authorization number as the report that is being submitted.**
Paystubs/Employer Certification	**Case Service Codes:** **933X, 582X, 576X, 574X**	**Upload the Paystub(s)/Employer Certification with the same authorization number as the report that is being submitted.**
Community Work Experience	**Case Service Codes:** **958X**	**Upload the copy of the Paystub(s)with the same authorization number as the report that is being submitted.**