



Locating Provider EFT Account ID CBMS & ebtEDGE

CBMS | Process Manual | Revised: January 6, 2026

OVERVIEW

The Provider EFT Account ID is a unique payment ID number generated by CBMS. Each Provider location should have a separate ID number. This number is used to send payment to ebtEDGE. In ebtEDGE this is the Case# created for the Provider; the EFT Account ID is also known as the Provider Number. The Provider should have one account in CBMS that all county offices can select for payment.

Locate & Verify the Provider in CBMS and ebtEDGE

Step 1: Locate Provider EFT Account ID in CBMS

1. Click Search
2. Click Provider
3. Enter Provider Name in Business Name field
4. Select Search
 - a. Results will display in the Summary section
5. Select the Provider, use address to help if there are multiple
 - a. The details will display, verify provider details to ensure you have selected the appropriate record
6. Document the EFT Account ID

Step 2: Verify Banking Information in ebtEDGE

1. The county eligibility worker should login to www.ebtEDGE.com to verify that there is updated banking information before selecting and issuing a payment to a provider. This will ensure that the provider receives payment to the correct account and in a timely manner.

2. From the ebtEDGE Agency Home screen, select Open under webADMIN
3. Enter the EFT Account ID lead with a “P”. Example: Pxxxxxxx23
4. Click Search
5. Did you get a result?
 - a. **Yes**, click on the Direct Deposit Link, go to next step (F)
 - b. **No**, this means the provider is new to the ebtEDGE system, see step G
6. Verify banking information with the Provider. Is banking information correct?
 - a. **Yes**, proceed with processing payment to the provider in CBMS
 - b. **No**, go to next step (G)
7. If the Provider does not have banking information or it is incorrect, give them a Provider Direct Deposit Enrollment Form to fill out, see **Step 3**
 - a. Please do not share banking details with anyone over the phone. Please ask the Provider to give you the details and then you can confirm if that is what we have on file.

Step 3: Provider Direct Deposit Enrollment Form

If a provider does not have banking or contacts the county to add or change their banking information you will need to complete the top portion of the Provider Direct Deposit Enrollment Form.

1. Enter the EFT Account ID Number from CBMS in the CBMS CW/TANF & AF Burial (EFT Account ID) field on the Provider DD Enrollment Form
2. Include your name and phone number so the State EBT Program knows who to contact if there are any questions or issues.
3. Provide the form to the provider to complete and return to the State EBT Program.
4. There are three options listed on the bottom of the form. The preferred/fastest method is email. A copy of a voided check or bank letter is also required.

Locate Provider Payment Details in ebtEDGE

1. From the ebtEDGE Agency Home screen, select Open under webADMIN
2. Enter P and the EFT Account ID Number from CBMS in the Case # field
3. Click Search
4. Verify you found the correct Provider by reviewing name and address
5. Click on the Benefit Tab to see all payments sent to the Provider in the last 60 days or click on Tran Search this Case to see all transactions sent February 2018 to current.
 - a. The Auth # in the Benefit Tab can be compared to the Benefit # field in the Maintain Issuance Detail screen in CBMS.

Transaction History

1. The ACH Transaction History will display two records for each payment. One will be labeled BAUTH which shows when the benefit file was received from CBMS and the other will be labeled DDR which is when the direct deposit was released to the Provider's bank.
2. Transaction history will default to one month but you can change the dates then click search if you need additional data
3. If you click on view detail you can see:
 - a. The name of the client
 - b. The bank account information the payment was sent to
 - c. The Benefit Auth Number that can be compared to the Benefit # field in the Maintain Issuance Detail screen in CBMS.

ACCESSIBILITY

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