

Locating Provider EFT Account ID CBMS & ebtEDGE

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.

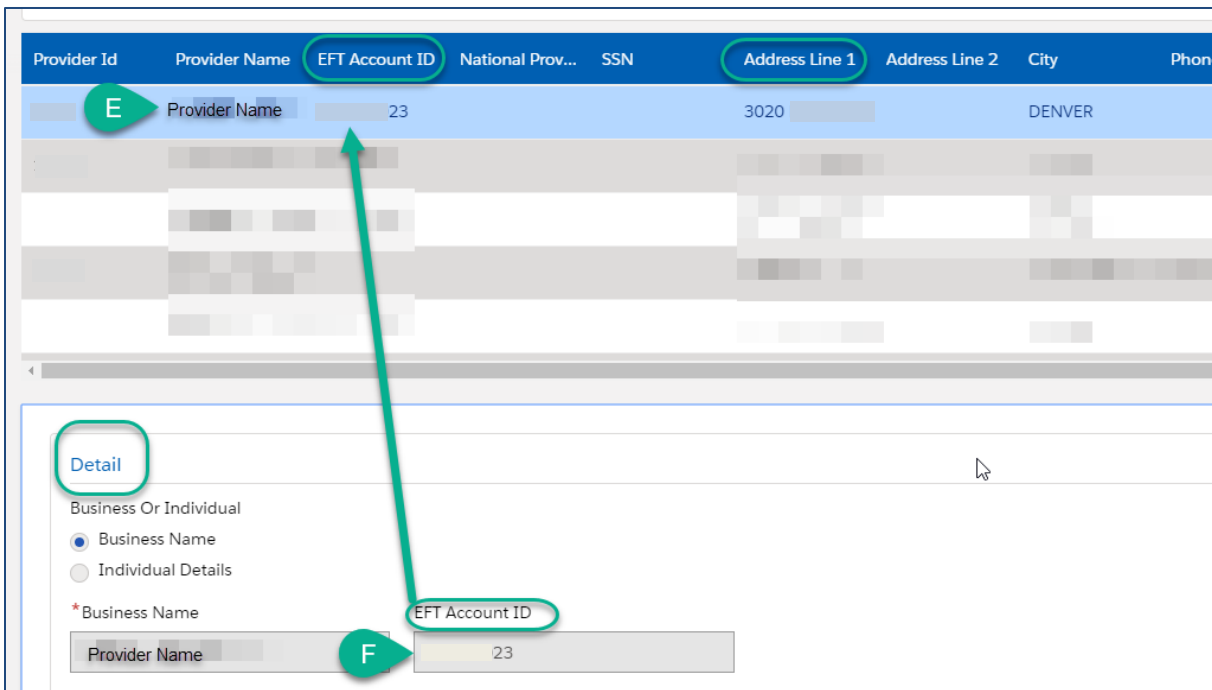
Locate & Verify the Provider in CBMS and ebtEDGE

Step 1: Locate Provider EFT Account ID in CBMS

Top Navigation:

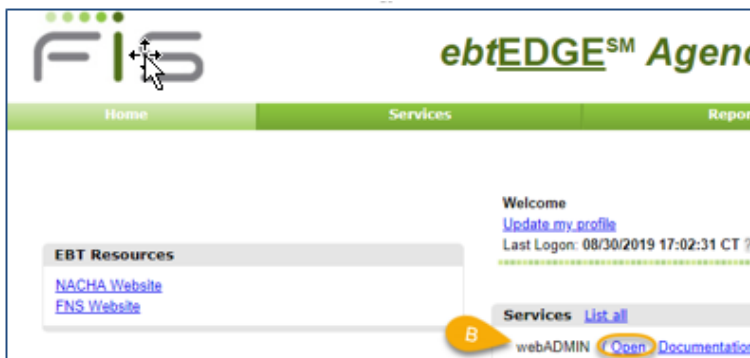
- A. Click Search
- B. Click Provider
- C. Enter Provider Name in Business Name field
- D. Select Search
 - Results will display in the Summary section
- E. Select the Provider, use address to help if there are multiple
 - The details will display, verify provider details to ensure you have selected the appropriate record
- F. Document the EFT Account ID

The screenshot shows the 'Search' page in the 'COLORADO Benefits Management System'. The top navigation bar includes 'CBMS', 'Search', 'Application', 'Case', 'Benefits', 'Work Programs', 'Follow Up Activities', 'System Functions', and 'Security Information'. The main navigation bar includes 'Inquire on Individual', 'Application', 'Buy-In Summary', 'PEAK Inbox', 'Case Information', 'Case Address', 'Case Com', 'Provider', 'EDMS Doc Upload', 'View RRR Detail Listing', and 'TPL History'. The 'Search Criteria' section has two tabs: 'Business Name' (selected) and 'Individual Details'. The 'Business Name' section includes fields for 'Business Name' (with callout C), 'EFT Account ID', and 'National Provider ID'. Below these are fields for 'Last', 'First', 'Middle', and 'Suffix'. The 'Tax Information' section includes 'Business Category', 'SSN', and 'Tax Status'. The 'Location' section includes 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Zip'. At the bottom, there is a 'Phone Number' field and a 'Search' button (with callout D).



Step 2: Verify Banking Information in ebtEDGE

- 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
- From the ebtEDGE Agency Home screen, select Open under webADMIN
- Enter the EFT Account ID lead with a “P”. Example: Pxxxxxxx23
- Click Search



Client Search OR [Transaction Search](#)

Enter either Card #, Case #, Account #, or Name to Search.

Card #:

Case #:

Account #:

Optional ID:

SSN: (Do not include dashes.)

Auth #:

Last Name: (2 character min)

Exact Last Name Match

First Name: (1 character min)

Exact First Name Match

- E. Did you get a result?
 - o Yes, click on the Direct Deposit Link, go to next step (F)
 - o No, this means the provider is new to the ebtEDGE system, see step G
- F. Verify banking information with the Provider. Is banking information correct?
 - o Yes, proceed with processing payment to the provider in CBMS
 - o No, go to next step (G)
- G. 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
 - o 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.

Case Information [Back to Case / Client List](#) Refresh

Account # :	23	Name:	[REDACTED]	Access	Available
Agency:	CODHS	Client Status:	ACTIVE	Cash:	PRIMARY 0.00
Case #:	23	Card # :	[REDACTED]	FS:	PRIMARY 0.00

Case Client Card Benefit

Information E [Direct Deposit](#) [Repayments](#)

Direct Deposit
Enter new bank information to update or click Disable Direct Deposit.

Case # 23 User ID: CO
Modified: 12/24/2018

Routing/Transit # : [REDACTED]
Account # : [REDACTED]
Account Type: CHECKING
Bank Name: [REDACTED]
Memo: [REDACTED]
Status: Enabled

Verify Bank Information with Provider

Disable Direct Deposit Update Cancel

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.

- A. 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**
- B. Include your name and phone number so the State EBT Program knows who to contact if there are any questions or issues.

- C. Provide the form to the provider to complete and return to the State EBT Program.
 - o 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.

**Provider Direct Deposit Enrollment Form
For Colorado Cash Assistance Benefits**

PROVIDER NUMBER REQUIRED FOR ENTRY (if you are unsure of your provider number please reach out to your local county office)

Child Care (CC)	Foster/Adoptive (CW) (5+ digits)	CBMS CW/TANF & AF-Burial (9 digit EFT Number) <input type="text"/>
LEAP (LE)	CORE, CASE (CW3) (5+ digits)	CBMS Nursing Home (NH) (5+ digits)
Name of person completing this section: <input type="text"/>		Phone (include area code) <input type="text"/>

Locate Provider Payment Details in ebtEDGE

- A. From the ebtEDGE Agency Home screen, select **Open** under webADMIN
- B. Enter **P** and the **EFT Account ID Number** from CBMS in the **Case #** field
- C. Click **Search**
- D. Verify you found the correct Provider by reviewing name and address

Client Search OR [Transaction Search](#)

Enter either Card #, Case #, Account #, or Name to Search.

Card # : <input type="text"/>	Last Name: <input type="text"/> (2 character min)
Case #: <input type="text" value="23"/>	<input type="checkbox"/> Exact Last Name Match
Account #: <input type="text"/>	First Name: <input type="text"/> (1 character min)
Optional ID: <input type="text"/>	<input type="checkbox"/> Exact First Name Match
SSN: <input type="text"/> (Do not include dashes.)	
Auth # : <input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>

- E. Click on the **Benefit Tab** to see all payments sent to the Provider in the last 60 days or click on **Transaction Search this Case** to see all transactions sent February 2018 to current.
 - o The Auth # in the Benefit Tab can be compared to the Benefit # field in the Maintain Issuance Detail screen in CBMS.

Case Client **Benefit**

[Direct Deposit](#) [Repayments](#)

Case Information

Creation Date: 01/12/2000	Case Status: ACTIVE	Tran Search this Case
Cash Distribution Method: DIRECT DEPOSIT	Agency: CODHS	
	Case Area ID: 0707 - BOULDER	

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Transaction History

- 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.
- Transaction history will default to one month but you can change the dates then click search if you need additional data
- 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.

Transaction Search [Back To Case](#)

Enter either Card #, Case #, FNS #, Store #, or Account # to Search..

Card #:	<input type="text"/>	Date Range:	1 Month ▾
Case #:	23	Start Date/Time:	01 / 01 / 2018 (MM/DD/YYYY) 00:00 (HH:MM)
FNS #:	<input type="text"/>	End Date/Time:	08 / 30 / 2019 (MM/DD/YYYY) 23:59 (HH:MM)
Store #:	<input type="text"/>	Results by Date:	<input checked="" type="radio"/> Descending <input type="radio"/> Ascending
Account #:	<input type="text"/>	Tran Type:	EBT
Auth #:	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Transaction Search Results [Print All Results Found](#)

Date / Time	Req Amt	Comp Amt	Surcharge Amt	Fee Amt	Ending Balance
10/08/2018 18:32	1500.00	1500.00	0.00	0.00	Cash: 0.00 FS: 0.00
View Detail	Type: DDR Rev/Rej Code: Location:	FNS # : Store # :	Card # : Terminal ID:		
10/08/2018 12:29	1500.00	0.00	0.00	0.00	Cash: 0.00 FS: 0.00
View Detail	Type: BAUTH Rev/Rej Code: Location:	FNS # : Store # :	Card # : Terminal ID:		

Transaction Information [Back to Results](#)

Date / Time	Req Amt	Comp Amt	Surcharge Amt	Fee Amt	Ending Balance	Extended Search:
10/08/2018 18:32	1500.00	1500.00	0.00	0.00	Cash: 0.00 FS: 0.00	<input checked="" type="radio"/> Card # : <input type="radio"/> Case # : 123 <input type="radio"/> FNS # : <input type="radio"/> Store # : <input type="radio"/> Account # : 123 <input type="button" value="Search"/>
Type: DDR Terminal ID: Rev/Rej Code:						

Detail Information

Transaction ID:	Transaction Source: BATCH
Transaction Code: F3110	Clerk ID:
Entry Mode: UNSPECIFIED	Store Name:
Tran Type Description: DIRECT DEPOSIT RELEASE	Location:
Terminal Sequence # :	Terminal Type:
Terminal Date/Time: 01/01/0001 00:00	Host Date/Time: 10/08/2018 19:32
Settlement Date: 10/09/2018	Cashback Amt: 0.00
Voucher # :	Rev/Rej Reason:
Approval # :	Store and Forward: No
Retrieval Ref #:	Processor:

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Direct Deposit Detail

Bank Name: WELLS FARGO	Return Reason:
Bank Routing Number:	ACH Desc: Client Name
Bank Account Number:	

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Authorization Summary

Auth #	Program	Case #	Auth A	Auth B	Auth C
35CO	053002	Pt 23	1500.00	1500.00	0.00

[Click here to go back to the case screen](#)

Revision History

Version	Date	Name	Revision Notes
1	3/2018	EBT	Created
2	8/2018	Brandi Martinez	Updated with new CBMS screenshots
3	1/2020	Brandi Martinez	Removed "burial" as this is correct for all EFT paid providers in CBMS besides Nursing Homes/Facilities