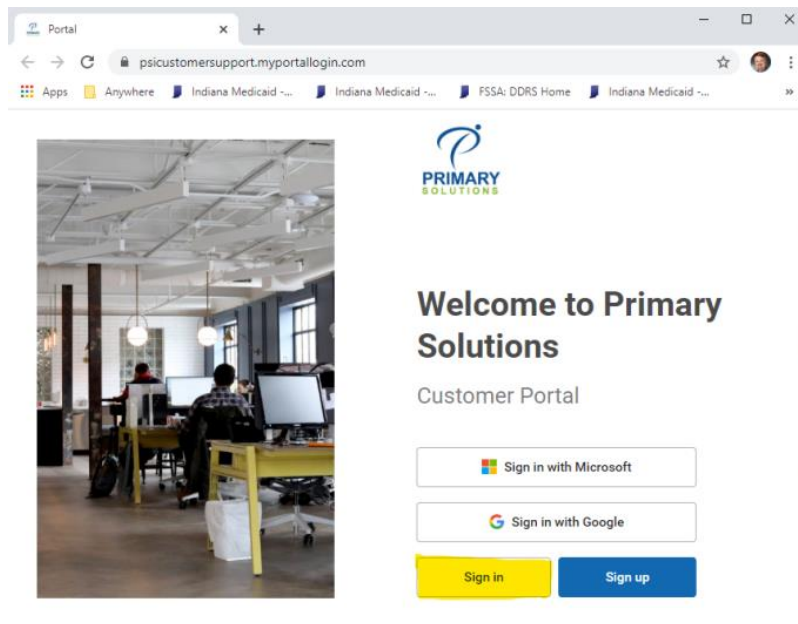


Customer Portal

Submitting Billing

Logging On

1. Using your Internet browser, browse out to <https://psicustomersupport.myportallogin.com>.
2. Click on the Sign in button near the bottom of the screen.



3. Provide your email address on the next screen, then select "Next".



Sign in to your account.

Email

josh.kramp@primarysolutions.net

☐ Keep me signed in [Forgot Password](#)

Don't have an account? [Sign Up](#)

NEXT

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4. Provide your password on the next screen, then select “Login”.



Sign in to your account.

Email

josh.kramp@primarysolutions.net

Password

.....|

☐ Keep me signed in [Forgot Password](#)

Don't have an account? [Sign Up](#)

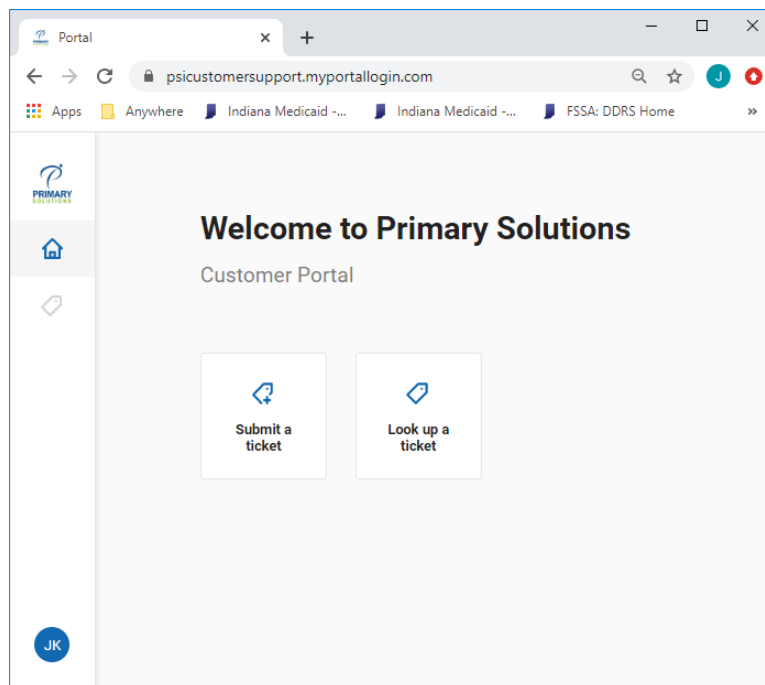
BACK **LOGIN**

[About](#) [Privacy](#) [Contact Us](#)

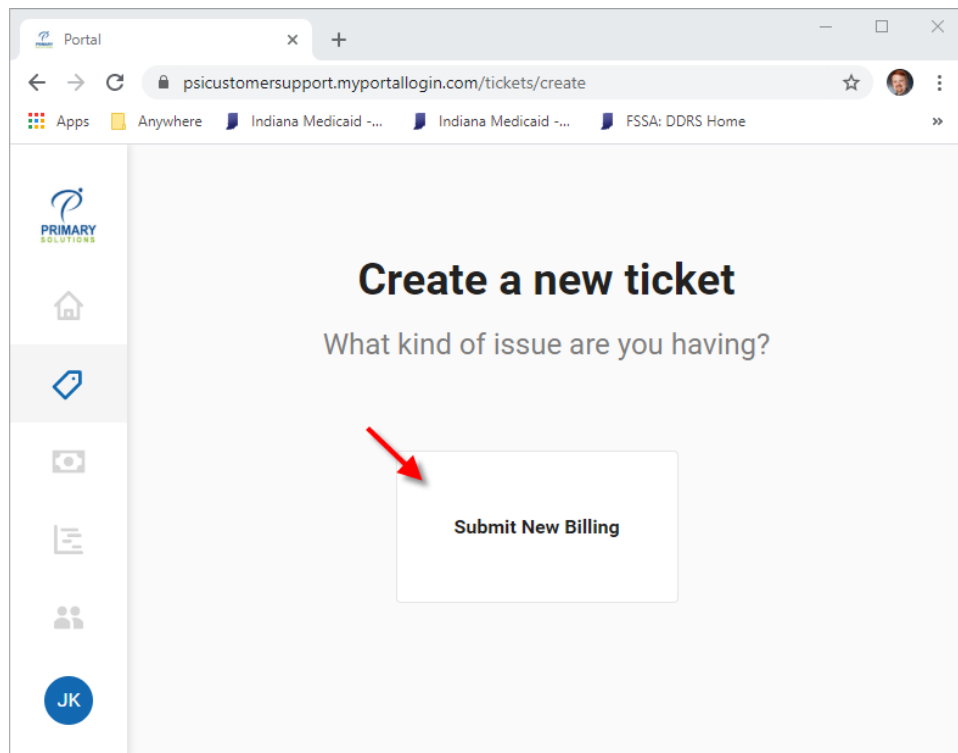
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Submitting Billing

1. Click on the “Submit a Ticket” button found on the home screen.



2. Select “Submit New Billing” in the next screen.



3. In step 1, indicate the type(s) of billing being submitted, the date range for the billing, any notes you'd like to share with us, and attach your billing files. Once this is done, click on the Submit button.

A screenshot of the 'Submit New Billing' form, labeled 'Step 1 of 1'. The form contains several sections: 'Billing Types (Select All That Apply) *' with checkboxes for 'Homemaker/Personal Care' (checked), 'Day Services', 'H/PC Transportation', 'Non-Medical Transportation', 'Targeted Case Management', and 'Money Management'; 'Billing Start Date' with a date picker showing 'Sun, 5/3/2020'; 'Billing End Date' with a date picker showing 'Sat, 5/9/2020'; 'Notes' with a text area containing 'I'm providing services to a new individual - please contact me for more details.'; and 'Attach Files *' with a list of attached files: 'IMG-2597.JPG' and 'April+2020+billing.docx', along with an 'Attach' button. A red arrow points to a blue 'Submit' button at the bottom right.

- After submission, you will see a confirmation screen that contains information about your submission including a ticket (reference) number and a summary of your submission.

Ticket #48059

New Billing Submission

Submitted 10:53 AM - 5/14/2020
Contact [Josh Kramp](#)

Status: [Billing Received by Deadline](#)
Technician: Unassigned



[Send](#)



Attachment

[April+2020+billing.docx](#)

7 seconds ago



Attachment

[IMG-2597.JPG](#)

8 seconds ago



Josh Kramp

Billing Types (Select All That Apply)
Homemaker/Personal Care

Billing Start Date
Sunday, May 3, 2020

Billing End Date
Saturday, May 9, 2020

Notes
I'm providing services to a new individual - please contact me for more details.

Attach Files
[IMG-2597.JPG, April+2020+billing.docx]

12 seconds ago

5

v.1 Created 6.1.2020