**Provider Profile Screen:**

![New Jersey ECC Provider Profile](Image)

**Click on AGREEMENTS.**
A list of children’s CASE NUMBERS, AGREEMENTS AND NAMES will appear. Find the name and click on THE AGREEMENT NUMBER it will take you to the next step.
Click on THE HIGHLIGHTED IN YELLOW AGREEMENT
1. PRINT THIS PAGE! & Submit with Discrepancy Form.

2. Next click on: TRANSACTION
1. Enter the dates of the point of service for example: 10/13/2019 to 10/26/2019.
2. Enter the 7 digit case number that can be found at the top of the page. Click on
3. SEARCH.
This page will appear and is the TRANSACTIONS that have ERRORS and were not paid.

2. PRINT THIS PAGE & Submit with Discrepancy Form.
Go back to Provider Profile Screen. Hover over Reports and click on Provider payment Inquiry.
Click on the **Settlement** Date Needed and click on **SELECT**.
Find the Child’s Name but only click on the Blue Colored CASE # next to the child’s name.
This page will appear.

3. PRINT THIS PAGE & Submit with Discrepancy Form.