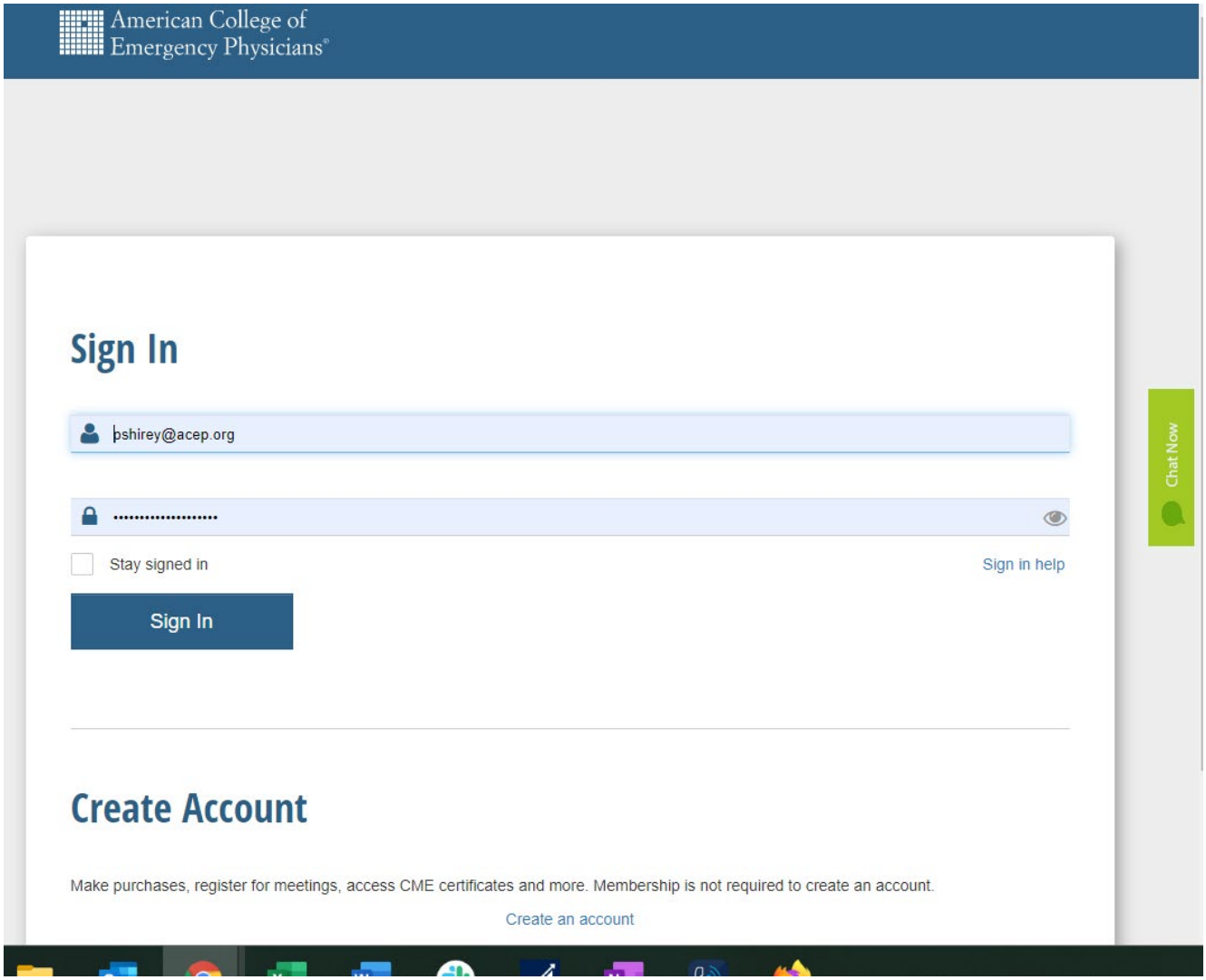
ACEP Group Billing Portal User Manual

In a web browser, go to https://webapps.acep.org/membership/groupportal/#/dashboard

Sign in using your ACEP web site credentials. If you don't have an ACEP web account, click on the Sign in help link and set up an account.

If you need help logging in, please email acepgroupbilling@acep.org or call our member care team at 844-381-0911 Monday – Friday 8am – 5pm CT. You can also click on the green Chat Now button at the right to chat with a Member Services Rep to help you get logged in.

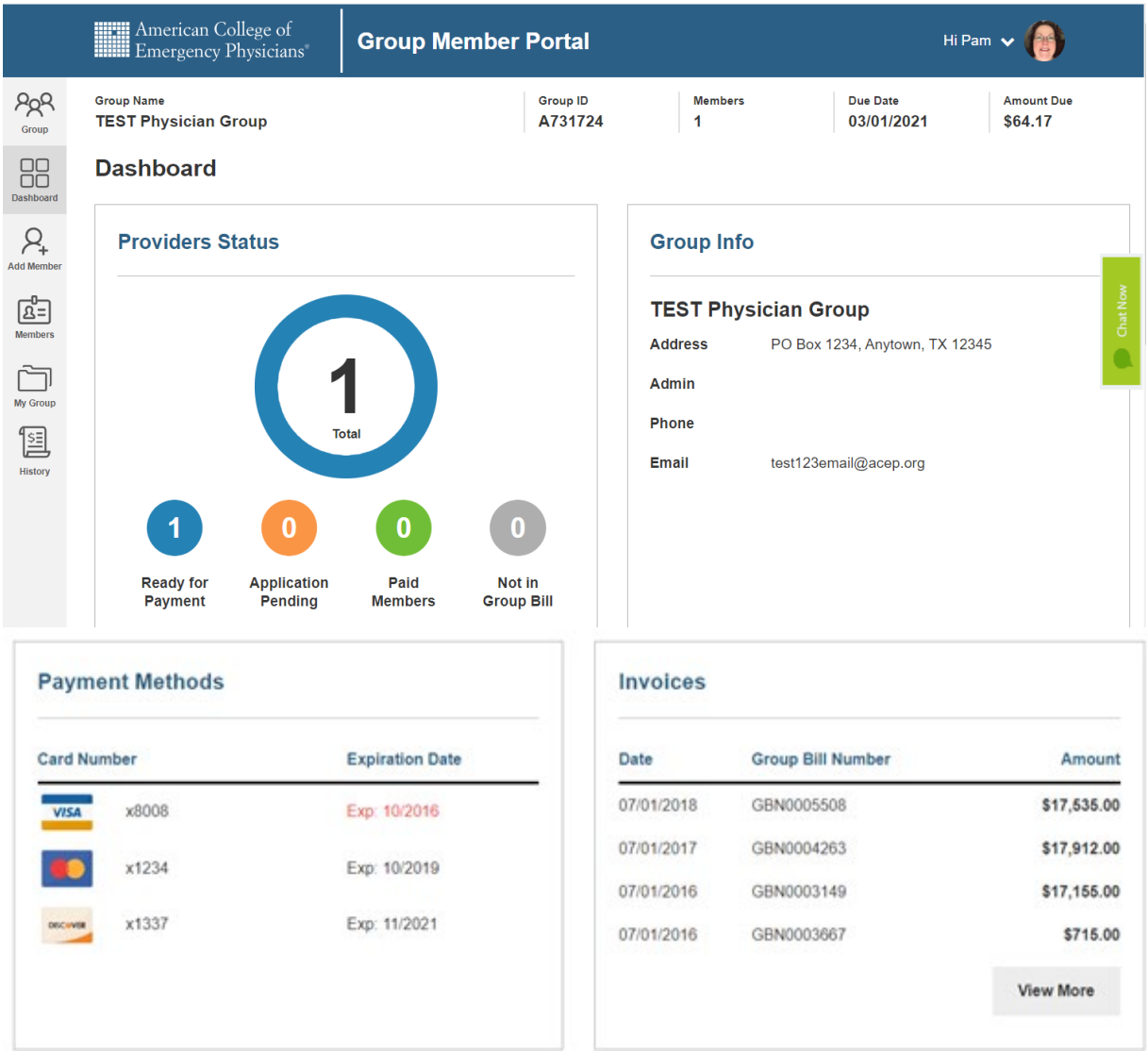


**Note: the very first time you log in, it may re-direct to the ACEP home page. If it does, close your browser, open another one and go back to the original link:

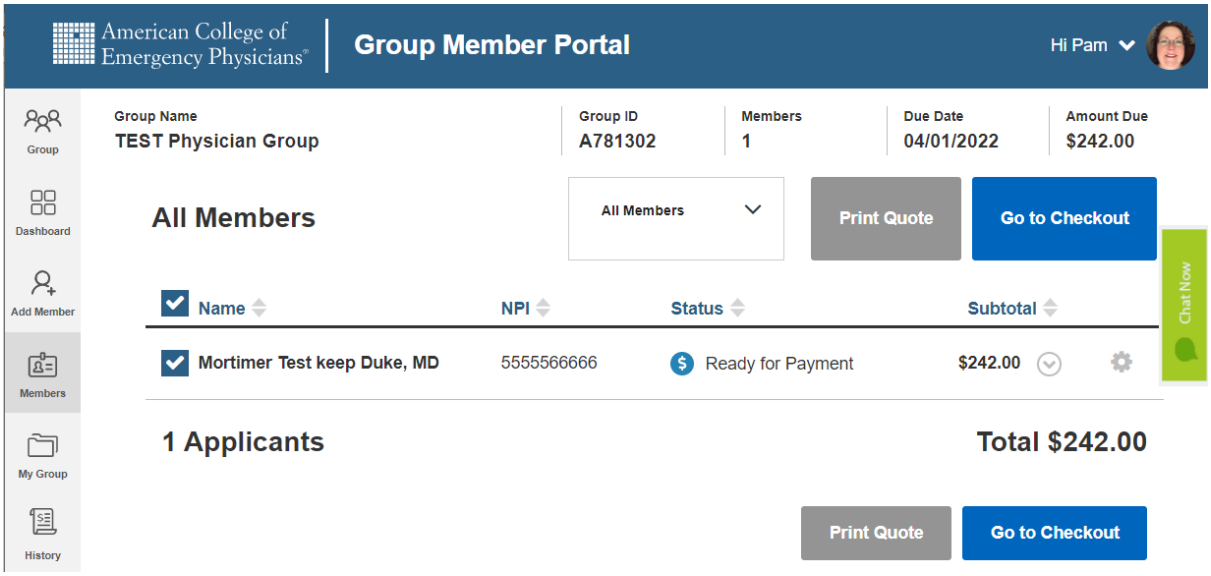
https://webapps.acep.org/membership/groupportal/#/dashboard

When the page first launches, it will default to the “Group” icon and list your group. If you have more than one group, they will all be listed. Click on the name of the group you want to view.

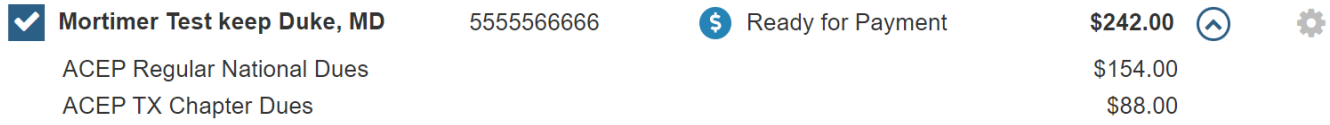
This will take you to the “Dashboard” which is the second icon on the left. The Dashboard provides a snapshot of the date the invoice is due, the amount due, the number of physicians in the group and their status, group information, saved payment methods and a history of the group’s invoices.



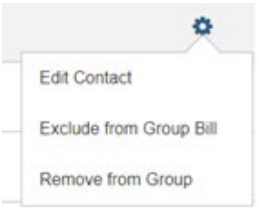
Click on the “Members” icon (4th icon on the left), to view the physicians in the group.



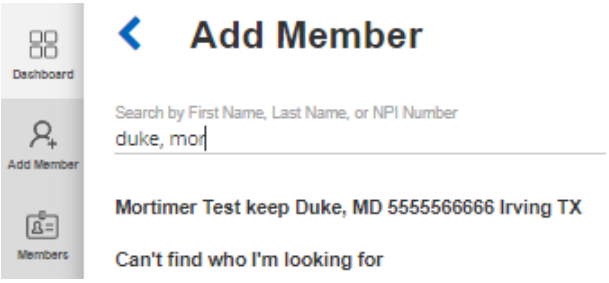
If you click the arrow to the right of the dollar amount, it will show the national and chapter dues and any section dues.



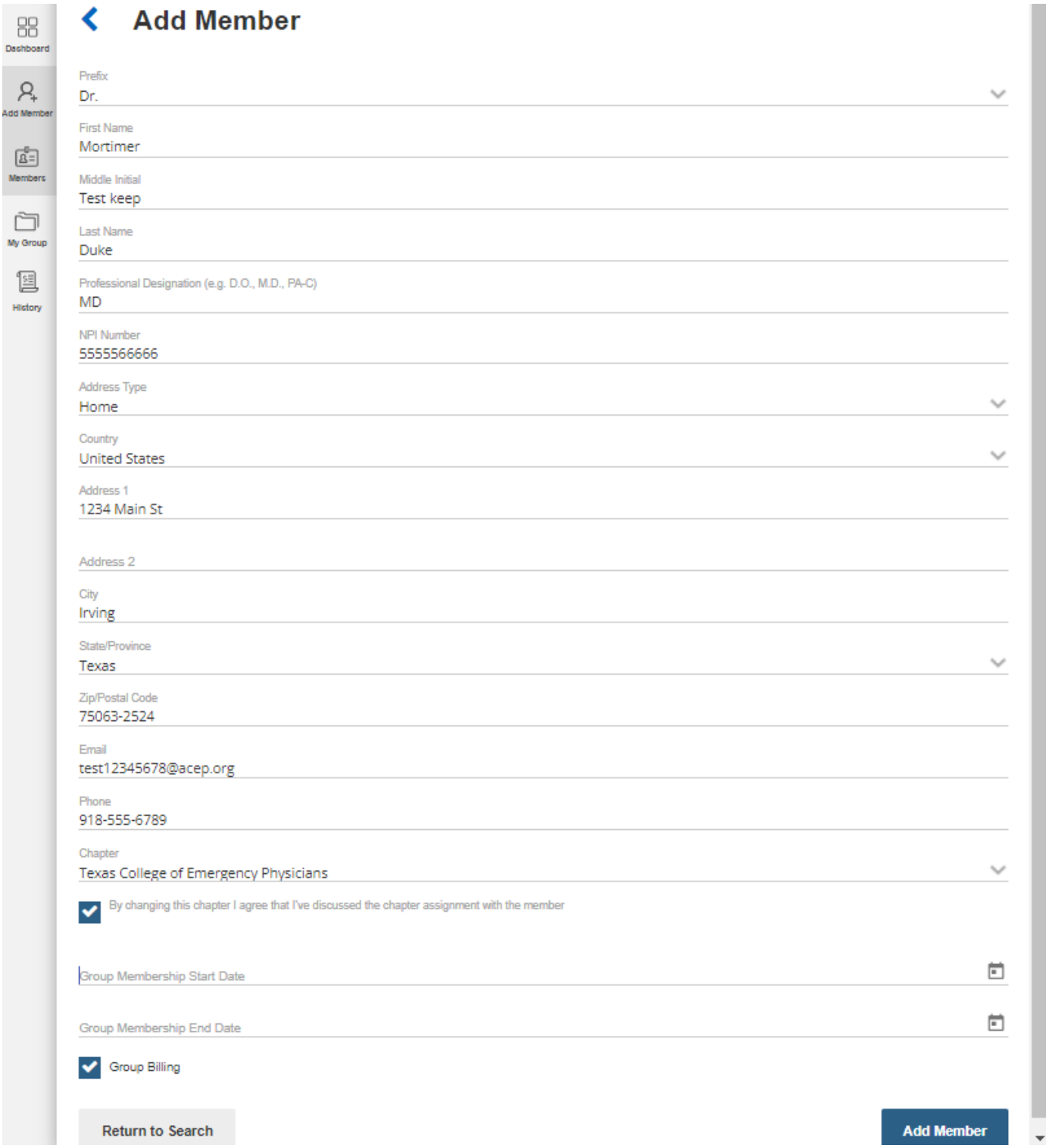
You may add or remove members in this list from the group or the bill as necessary by clicking on the gear icon to the right of the name.



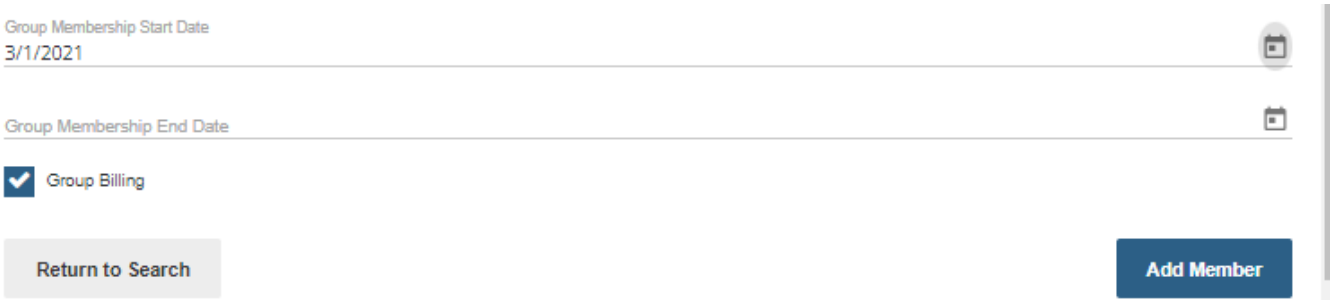
The “Add Member” icon allows you to add a member to the group billing. Type in a name on the search line to add the member. You may also search by NPI number or email address.



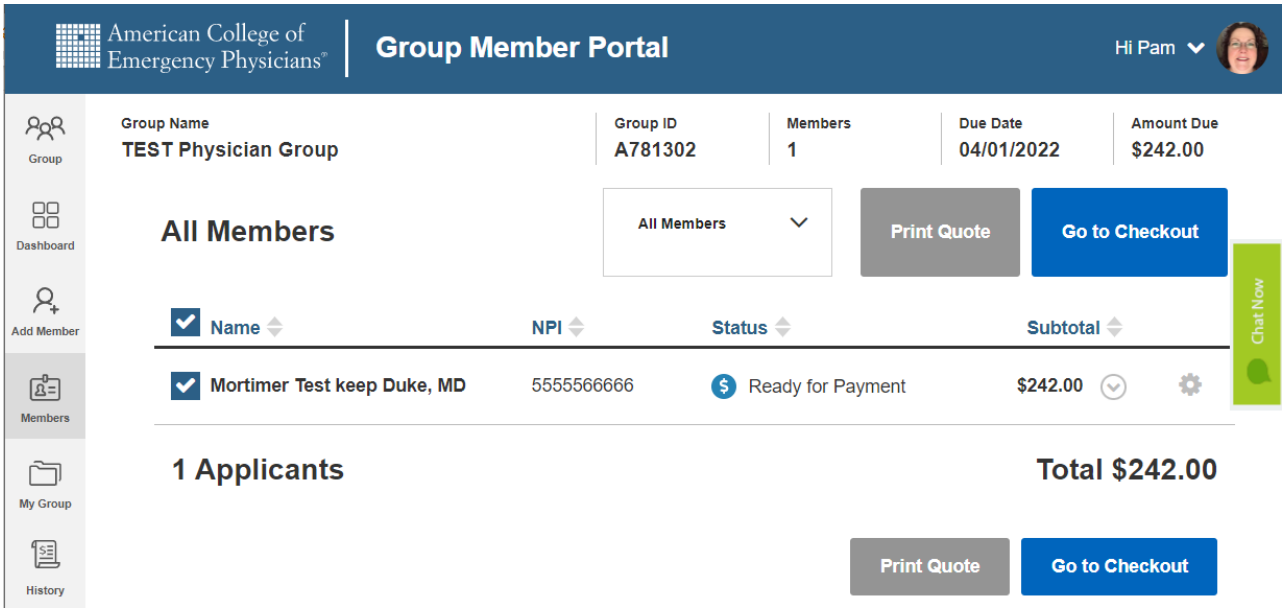
Once you find the person you are looking for, click on the name and another screen appears. If needed, you can make updates to their record such as address and email address changes. Note that you may need to also change the chapter if they have moved from another state.



At the bottom, enter the date you want the billing to start in the “Group Membership Start Date” field, then click the “Add Member” button to add them to the group. The “Group Membership End Date” field is not used.

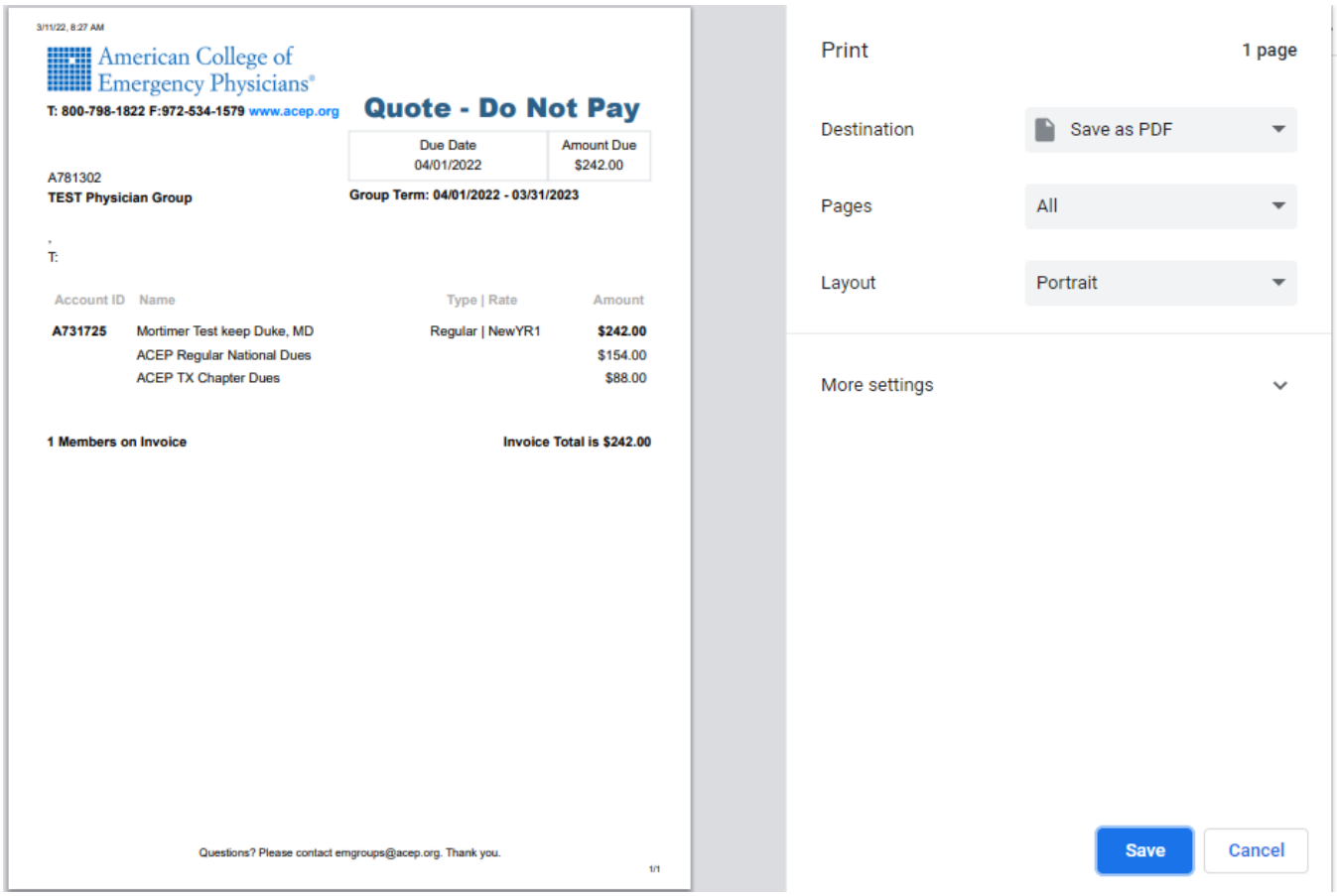


Click on the Membership Icon to return to the list of members.



Click on the Print Quote button to generate a quote that will show the term of the billing, total amount due, due date, and list each member with details of their dues and the number of physicians on the invoice. This can be saved as a PDF file or printed.

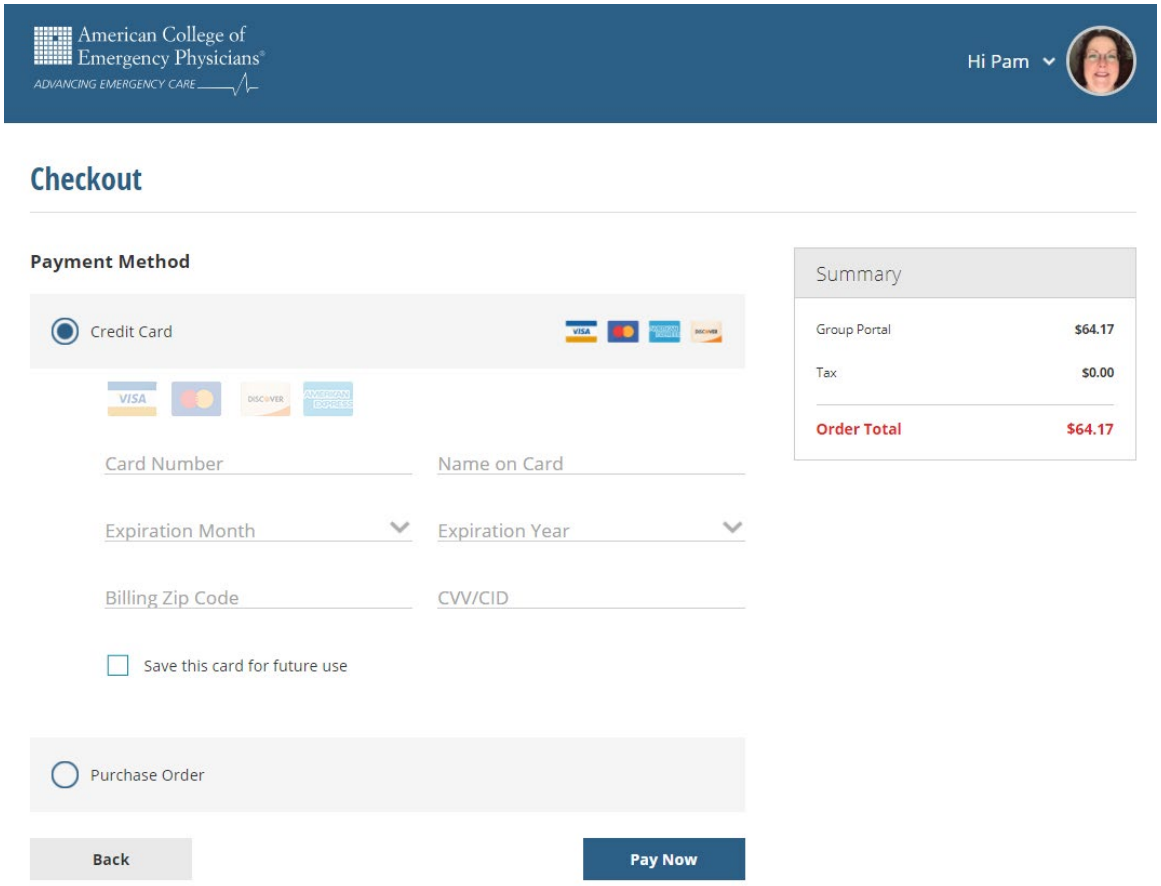
Please note this is not the final invoice, but an opportunity for you to check to see if you have made all the required changes.



When you are sure the quote is correct, click on the Go to Checkout button.

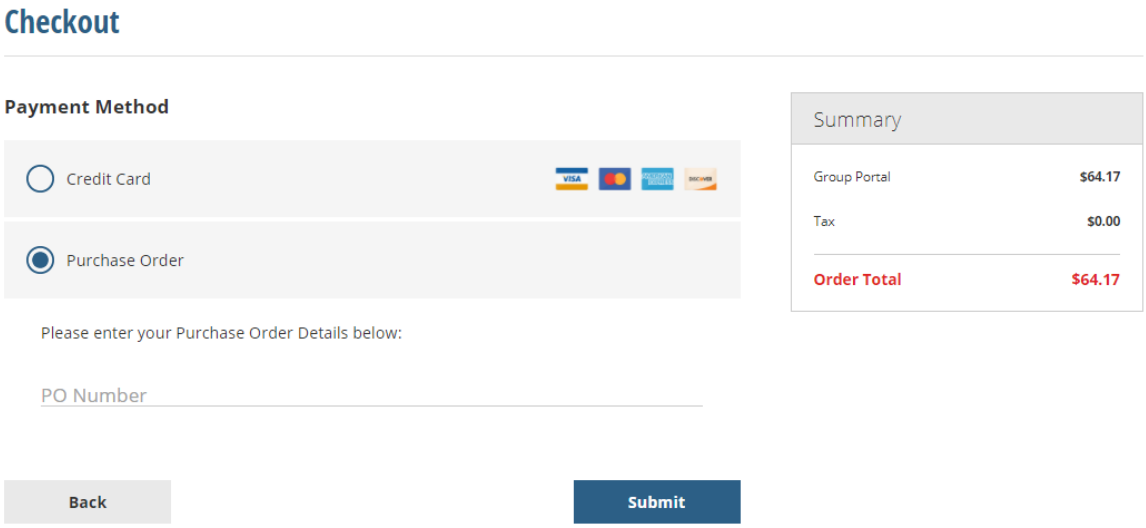
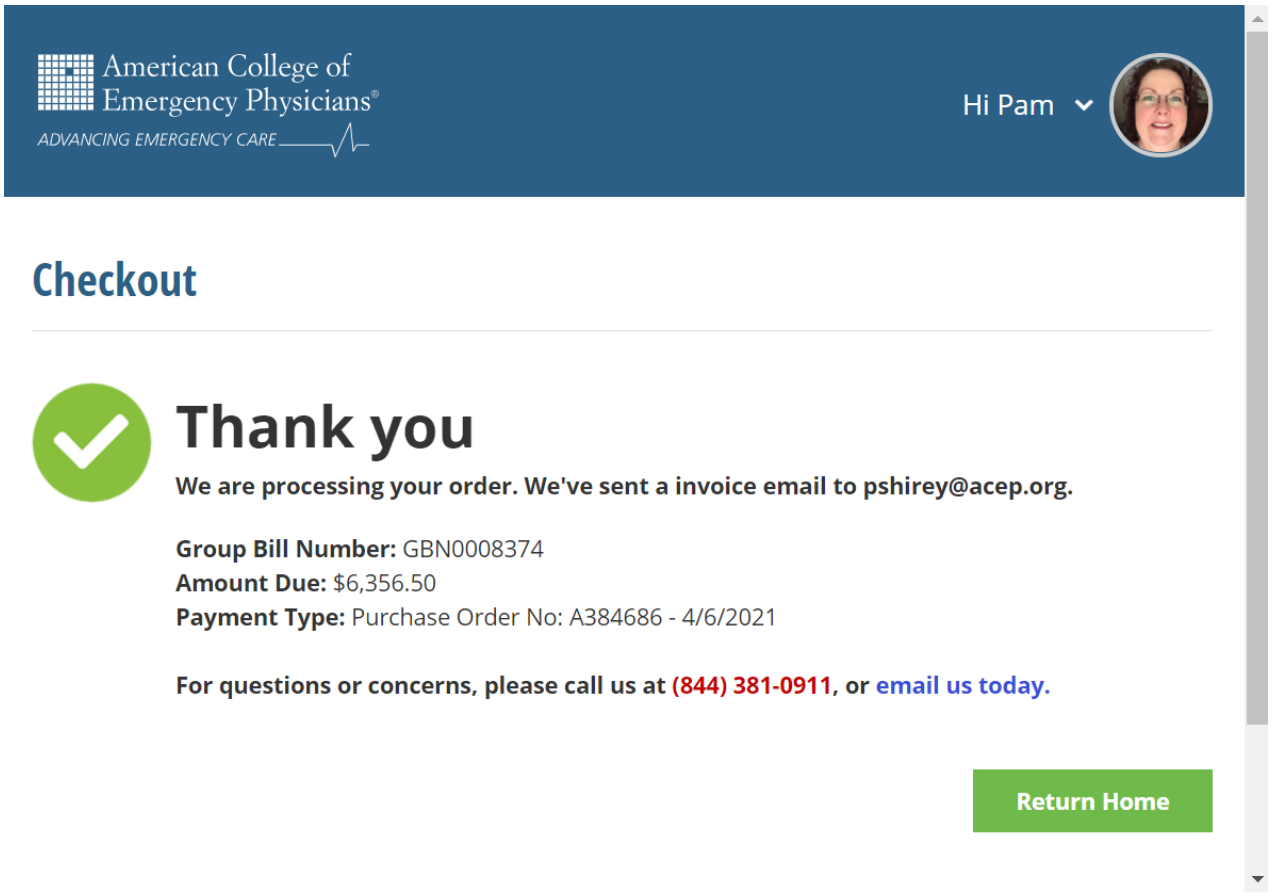
Go to Checkout

If you are paying by credit card, enter your card information in the top section and click the Pay Now button. You'll have the option to save your credit card information, so you won't have to enter it again. Our system encrypts your card information for your security.



The screen will display a message stating your payment has been made. You will receive an emailed receipt. This may take several minutes.

If you'd like to pay by check or electronic payment (ACH), select Purchase Order. If you don't use purchase orders, just enter the date then click the Submit button.



The screen will display a message stating your order was processed. You will receive an emailed invoice. This may take several minutes.