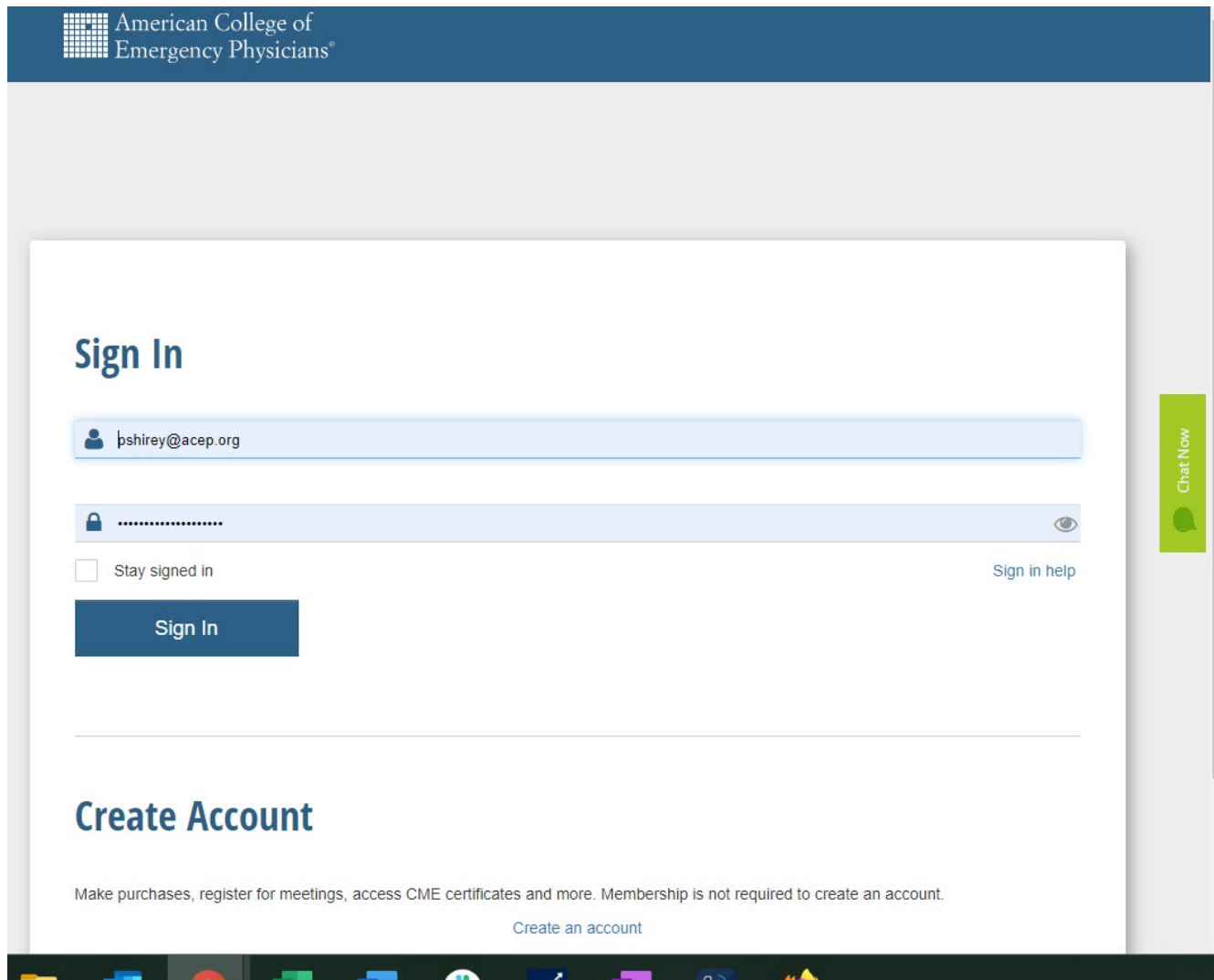


ACEP Group Billing Portal User Manual

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.



The screenshot shows the ACEP Group Billing Portal Sign In page. At the top left is the ACEP logo and the text "American College of Emergency Physicians®". The main content area is titled "Sign In" and contains a form with the following elements:

- A text input field for the email address, containing "pshirey@acep.org".
- A password input field with a lock icon on the left and an eye icon on the right to toggle visibility.
- A checkbox labeled "Stay signed in".
- A "Sign in help" link.
- A blue "Sign In" button.

Below the sign-in form is a "Create Account" section with the text: "Make purchases, register for meetings, access CME certificates and more. Membership is not required to create an account." and a "Create an account" link. On the right side of the page, there is a green vertical button labeled "Chat Now".

****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.

Group Member Portal | American College of Emergency Physicians | Hi Pam

Group Name: TEST Physician Group | **Group ID:** A731724 | **Members:** 1 | **Due Date:** 03/01/2021 | **Amount Due:** \$64.17

Dashboard

Providers Status

- 1** Ready for Payment
- 0** Application Pending
- 0** Paid Members
- 0** Not in Group Bill

Group Info

TEST Physician Group

Address: PO Box 1234, Anytown, TX 12345

Admin:

Phone:

Email: test123email@acep.org

Payment Methods

Card Number	Expiration Date
VISA x8008	Exp: 10/2016
MASTERCARD x1234	Exp: 10/2019
DISCOVER x1337	Exp: 11/2021

Invoices

Date	Group Bill Number	Amount
07/01/2018	GBN0005508	\$17,535.00
07/01/2017	GBN0004263	\$17,912.00
07/01/2016	GBN0003149	\$17,155.00
07/01/2016	GBN0003667	\$715.00

[View More](#)

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

American College of Emergency Physicians | **Group Member Portal** | Hi Pam

Group Name: TEST Physician Group | **Group ID:** A781302 | **Members:** 1 | **Due Date:** 04/01/2022 | **Amount Due:** \$242.00

All Members | **Print Quote** | **Go to Checkout**

Name	NPI	Status	Subtotal
Mortimer Test keep Duke, MD	5555566666	Ready for Payment	\$242.00

1 Applicants | **Total \$242.00**

Print Quote | **Go to Checkout**

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

<input checked="" type="checkbox"/>	Mortimer Test keep Duke, MD	5555566666	Ready for Payment	\$242.00	⬆	⚙
	ACEP Regular National Dues			\$154.00		
	ACEP TX Chapter Dues			\$88.00		

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.

- Edit Contact
- Exclude from Group Bill
- Remove from Group

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.

Add Member

Search by First Name, Last Name, or NPI Number

duke, mor

Mortimer Test keep Duke, MD 5555566666 Irving TX

Can't find who I'm looking for

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.

Dashboard

Add Member

Members

My Group

History

Add Member

Prefix
Dr.

First Name
Mortimer

Middle Initial
Test keep

Last Name
Duke

Professional Designation (e.g. D.O., M.D., PA-C)
MD

NPI Number
5555566666

Address Type
Home

Country
United States

Address 1
1234 Main St

Address 2

City
Irving

State/Province
Texas

Zip/Postal Code
75063-2524

Email
test12345678@acep.org

Phone
918-555-6789

Chapter
Texas College of Emergency Physicians

By changing this chapter I agree that I've discussed the chapter assignment with the member

Group Membership Start Date

Group Membership End Date

Group Billing

[Return to Search](#) [Add Member](#)

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.


Group Membership Start Date
3/1/2021

Group Membership End Date

Group Billing

[Return to Search](#) [Add Member](#)

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

American College of Emergency Physicians® | **Group Member Portal** | Hi Pam 

Group TEST Physician Group | **Group ID** A781302 | **Members** 1 | **Due Date** 04/01/2022 | **Amount Due** \$242.00

All Members | [All Members](#) | [Print Quote](#) | [Go to Checkout](#)

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> NPI	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Subtotal
<input checked="" type="checkbox"/> Mortimer Test keep Duke, MD	5555566666	Ready for Payment	\$242.00

1 Applicants | **Total \$242.00**

[Print Quote](#) | [Go to Checkout](#)

[Chat Now](#)

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.

3/11/22, 8:27 AM

**American College of
Emergency Physicians®**
T: 800-798-1822 F: 972-534-1579 www.acep.org

Quote - Do Not Pay

Due Date	Amount Due
04/01/2022	\$242.00

A781302
TEST Physician Group
Group Term: 04/01/2022 - 03/31/2023

T:

Account ID	Name	Type Rate	Amount
A731725	Mortimer Test keep Duke, MD	Regular NewYR1	\$242.00
	ACEP Regular National Dues		\$154.00
	ACEP TX Chapter Dues		\$88.00

1 Members on Invoice Invoice Total is \$242.00

Questions? Please contact emgroups@acep.org. Thank you.

1/1

Print 1 page

Destination Save as PDF

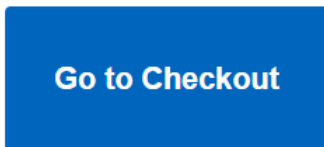
Pages All

Layout Portrait

More settings

Save Cancel

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



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.



Checkout

Payment Method

Credit Card

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Card Number _____ Name on Card _____

Expiration Month _____ Expiration Year _____

Billing Zip Code _____ CVV/CID _____

Save this card for future use

Purchase Order

Back

Pay Now

Summary	
Group Portal	\$64.17
Tax	\$0.00
Order Total	\$64.17

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.

Checkout

Payment Method

Credit Card

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Purchase Order

Please enter your Purchase Order Details below:

PO Number _____

Back

Submit

Summary	
Group Portal	\$64.17
Tax	\$0.00
Order Total	\$64.17

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



Checkout



Thank you

We are processing your order. We've sent a invoice email to pshirey@acep.org.

Group Bill Number: GBN0008374

Amount Due: \$6,356.50

Payment Type: Purchase Order No: A384686 - 4/6/2021

For questions or concerns, please call us at **(844) 381-0911**, or [email us today](#).

[Return Home](#)