

# myCGS

## User Manual

### CHAPTER 3



## 'Remittance' Tab



A CELERIAN GROUP COMPANY

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# CHAPTER 3

## 'Remittance' Tab

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## 'Remittance' Tab

**NOTE:** In support of the CGS “Going Green” efforts, paper Remittance Advices will not be mailed to providers registered in myCGS.

### 'Remittance' Tab

The 'Remittance' tab allows users to view and print remittance advices for claims processed by CGS. Once you have signed into myCGS, select the “Remittance” tab by clicking on it.

**Reminder:** Provider Administrators have access to all tabs within myCGS. Provider Users only have access to those tabs granted by their Provider Administrator. If you are a Provider User and the 'Remittance' tab is grayed out, but you believe you need access to the 'Remittance' Tab, you should contact your Provider Administrator.

The 'e-Remittance Lookup' screen will appear.

### Accessing Remittances

To access remittances, you can choose to view remittances for the last 30 days, or for a specific date range. The remittance selection screen defaults to the 'Last 30 Days' option. If you want to access remittances for a specific time period, select the “Select Specific Range” option, and enter a date (MM/DD/CCYY format) in the Date Range field(s). The date range will default to 45 days from the beginning date. You can choose a shorter date range, but you cannot choose a date range of more than 45 days.

Remittances are readily available for approximately one year. If you need to retrieve remittances over one year old, myCGS may experience a delay. CGS does not guarantee access to remittances that are older than one year.

Once you have chosen the date/date range for remittances you want to view, click 'Submit.' All remittances that match your request will appear under “Lookup Results.”



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**e-Remittance Lookup**

To view a remit, click on the link options next to the date you wish to view

Lookup Results	
Date	PDF
07/03/2012	
06/28/2012	
06/26/2012	
06/21/2012	
06/20/2012	
06/19/2012	
06/16/2012	

[New Lookup](#)

### Sorting Remittances

You may sort the remittances listed by clicking on the 'Date' column header.

Home Claims **Remittance** Eligibility Financial Tools Support Admin My Account

**e-Remittance Lookup**

To view a remit, click on the link options next to the date you wish to view

Date	PDF
07/03/2012	
06/28/2012	
06/26/2012	
06/21/2012	
06/20/2012	
06/19/2012	
06/16/2012	

[New Lookup](#)

### Viewing and Printing Remittances

To view your remittance, click on the Portable Document Format (PDF) link that corresponds with the remittance you want to view.

Home Claims **Remittance** Eligibility Financial Tools Support Admin My Account

**e-Remittance Lookup**

To view a remit, click on the link options next to the date you wish to view

Date	PDF
07/03/2012	
06/28/2012	



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Once your remittance is displayed, you can print the remittance by clicking on the “print” icon in the menu of your Acrobat Reader.

**Note:** If you do not have Acrobat Reader software, you can download (<http://get.adobe.com/reader/?open>) it at no cost.