



Instructions for Online Account Submission

Welcome to our NEW account submission software. You will find it user friendly and it offers an easy way to submit accounts, send us documents related to account submissions and create reports on account activity.

Step 1....If you have submitted accounts online BEFORE August 1,2014, you will need to contact PCS to reset your username and password.

We suggest (not required) that you use an email address as the username. The password must be 8 characters, with upper/lower case, a number AND a character (!@#\$%^&)...example... Money1@money.

You can set up more than one user in your office or a different user (login) for different divisions within your company that will allow you to view all accounts and create reports.

Step 2....When PCS supplies you with your username and password.....Log onto client access...

<https://www.recover-net.com/procosvc/>

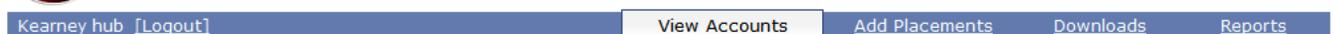


Welcome to the Professional Collection Service account submission system.
To use this system, you must have the online account set-up by PCS. If you used the online system BEFORE 7-1-2014, it may need to be reset. Please contact us at 308-237-2161 for a new online account or to reset your account. Thank you!

Step 3.... Opening screen (tab) is “View Accounts”. You can do a search for the account you want to access using the search fields OR click on one of the other tabs....Add Placement...Downloads....Reports

Account Tab Instructions

For an account search, use your customer’s name, the customers PCS assigned account #, the account # you assigned to your customer, SSN or date listed. If you don’t have this info you have the option of running a report (see that information Step 6). You can also search using the status or legal drop down boxes to the right.



Use this box to find a specific account.

Leave this BLANK to see all accounts with a link to the account info screen

Select criteria
Leave this blank to see all based on the selection criteria

Add Placements Instructions....Red asterisks are required fields but enter as much info as you can...hit submit... on the next screen you can ADD another placement OR edit/delete the previous placement



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Placement Form Upload Files

No pending placements to review.

Add Placement

Add Placement

*Last Name: Phone: (No Hyphen)
 *First Name: Your Customer #:
 *Address 1: Last Payment Date: (MM/DD/YYYY)
 Address 2: *Last Charge Date: (MM/DD/YYYY)
 *City/State/Zip *Amount:
 Employer: Routing Number:
 Employer Phone: (No Hyphen) Account Number:
 Date of Birth: (MM/DD/YYYY) Check Number:
 SSN: (No Hyphen) Check Date: (MM/DD/YYYY)
 Spouse: Return Type:
 Spouse SSN: (No Hyphen)
 Patient Name: Precollect:
 Additional Info 1: Additional Info 2:

* are required fields

Submit Cancel

Upload files tab allows you to add invoices, statements, and other documents for placements. You can then review any of your downloads on the download tab



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Placement Form Upload Files

| Last Name | First Name | Client's ID | Last Payment | Amount | Action |
|-----------|------------|-------------|--------------|--------|--------|
| test | testing | | | \$1.00 | |

Add Placement

Annotations:
 - Red arrow points to 'Upload Files' tab: Upload files tab
 - Red arrow points to 'Downloads' tab: Edit or delete the placement
 - Red arrow points to 'Add Placement' button: Add another placement

Reports... Simply go to the Reports tab and create a report to save on your desktop.

If you have questions, please contact us! (308) 237-2161 info@procosvc.com