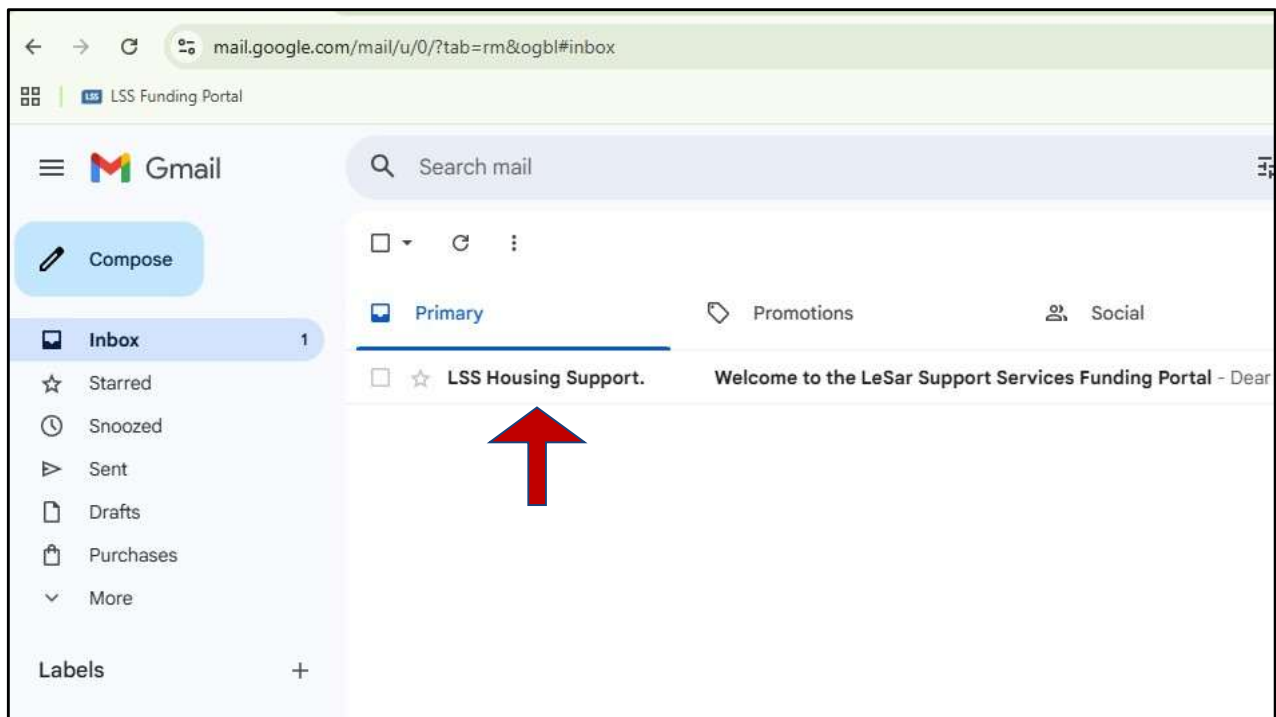
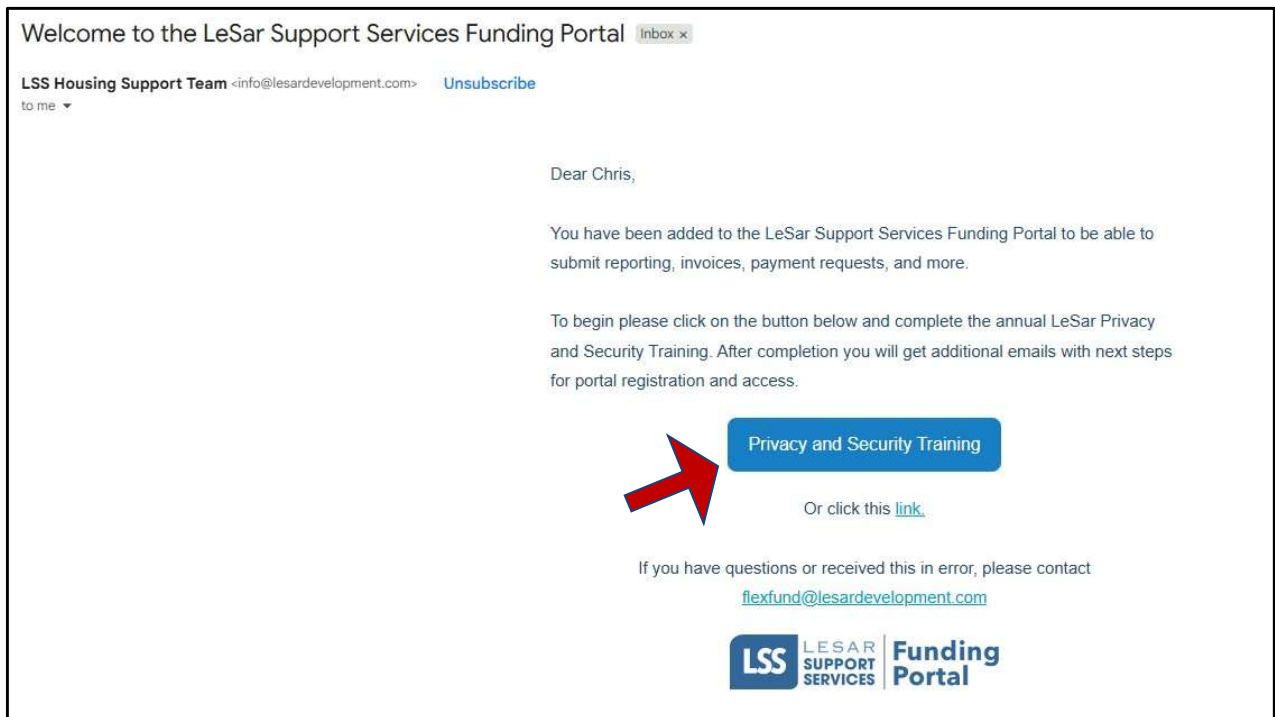




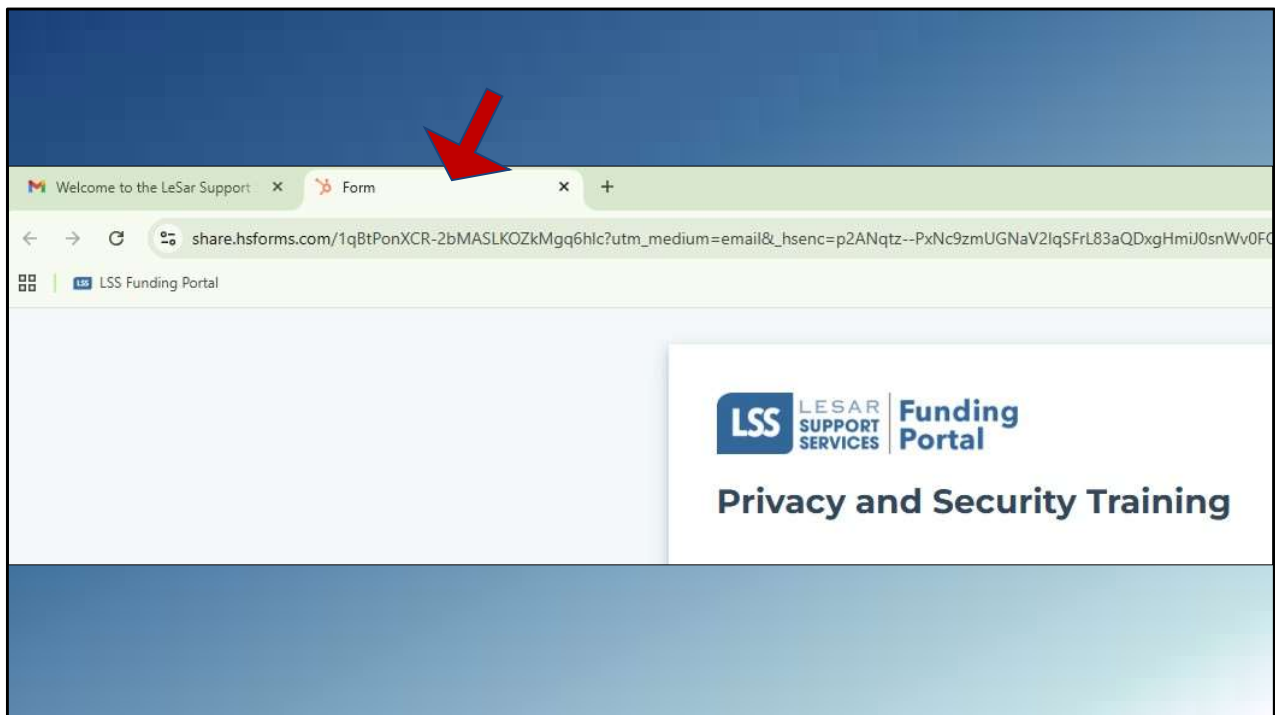
Hello, welcome to the walk through for the Funding Portal Initial Registration and Payment Request Submissions, also known as Ticket Submissions.



You will receive an automated email from our Housing Support Team inviting you to register with the new portal. If you did not receive this email, please check your spam folder. Reach out to us if you still do not see a registration email from LSS Housing Support.



This welcome email will have a button and or a link to the LeSar Annual Privacy and Security Training. This training must be completed every year to maintain access to the Funding Portal.



Clicking on the button or the link will open the Privacy and Security Training in a new tab in your browser .


LSS LESAR SUPPORT SERVICES **Funding Portal**

Privacy and Security Training

Thank you for your role in an Anthem/Elevance-related program. As part of our due diligence to protect the privacy and security of Anthem/Elevance members, all providers serving these health plan members and using the LeSar Support Services Funding Portal must complete this annual training to gain full access to the LeSar Portal.

If you have any questions regarding this form, please do not hesitate to reach out to us at: flexfund@lesardevelopment.com.

Step 1: Watch the training video
Please watch the Privacy and Security Training video to completion. Once completed, move to step 2.



Step 2: Download and review the training document
Please download and review the [HIPAA Basics for Providers](#) document. Once completed, move to step 3.

Step 3: Acknowledgement *
Once you have viewed the video and downloaded and reviewed the HIPAA Basics for Providers document, please click this button. Once completed, select submit. If you have any questions regarding the information included on this form, please contact us at flexfund@lesardevelopment.com.

Email *


Submit

Please watch the provided video and download and review the HIPAA Basics for Providers PDF. Once you have completed these 2 steps, you will need to Acknowledge you have done so and input your email. Once you do this, you will be able to click on the submit button at the bottom.

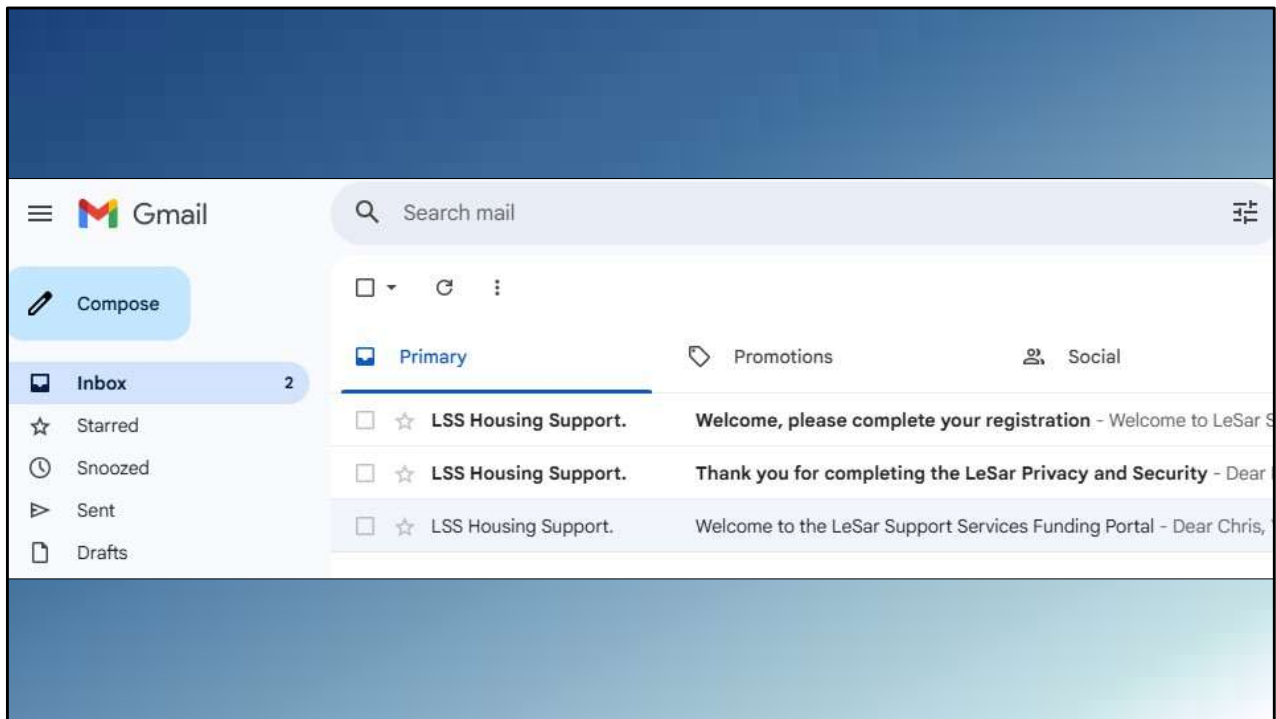
Privacy and Security Training Complete

This training is good for one year, at which time you will need to complete it again to continue submitting applications.

Thank you,
Housing Support Program Administrator
LeSar Support Services
Email questions to: flexfund@lesardevelopment.com



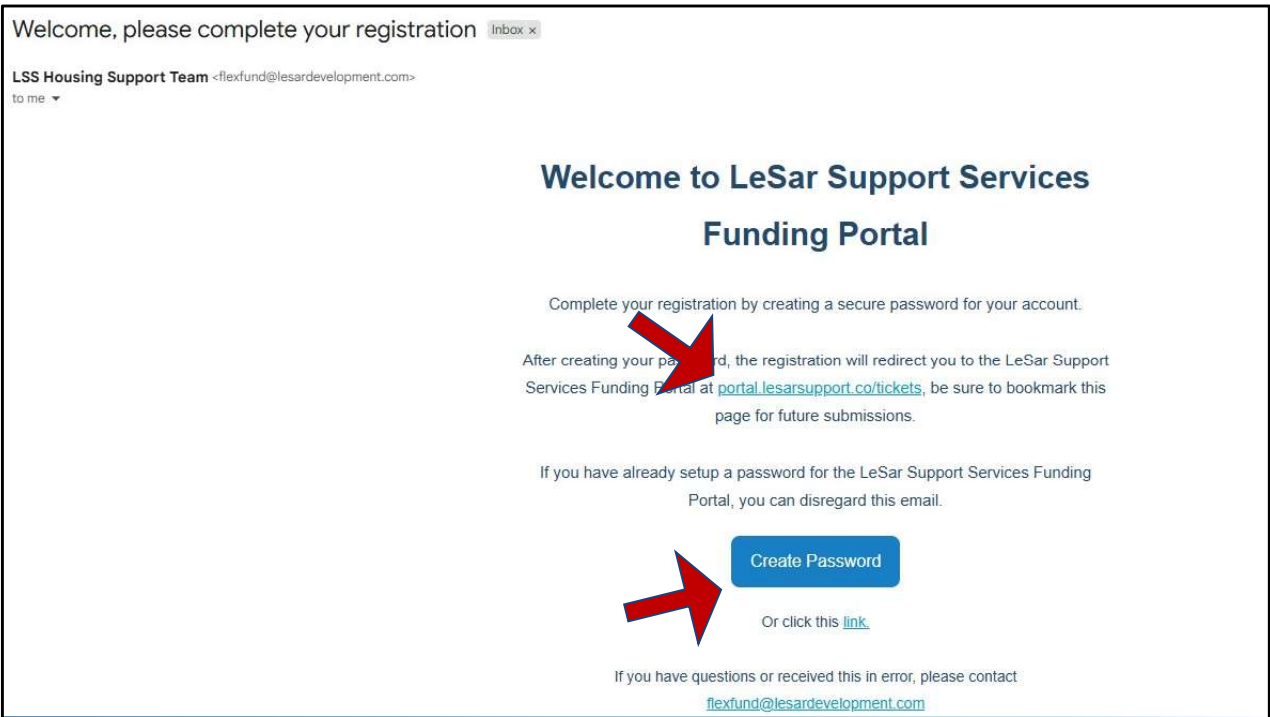
You should see a screen congratulating you for completing the annual training. If you are still using the portal in a year's time, you will receive instructions to retake it at that time.



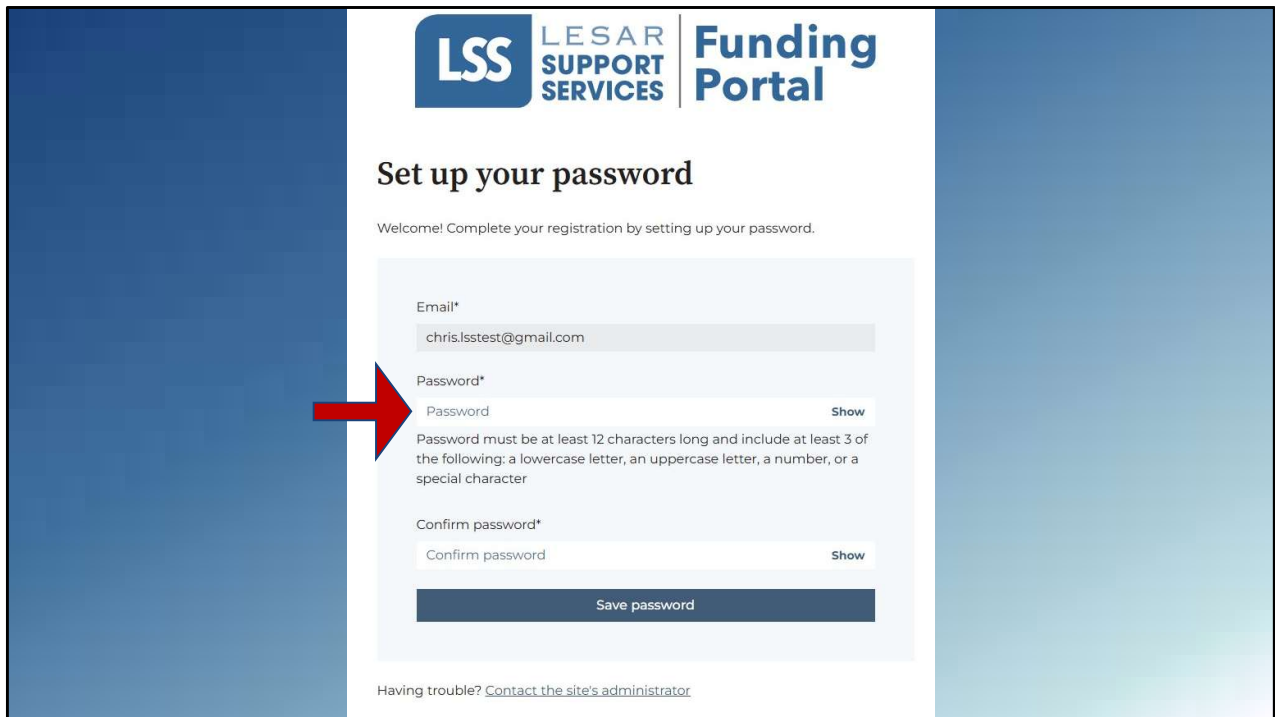
After completing the Privacy and Security Training, you will receive 2 more automated emails in your inbox from our Housing Support Team.



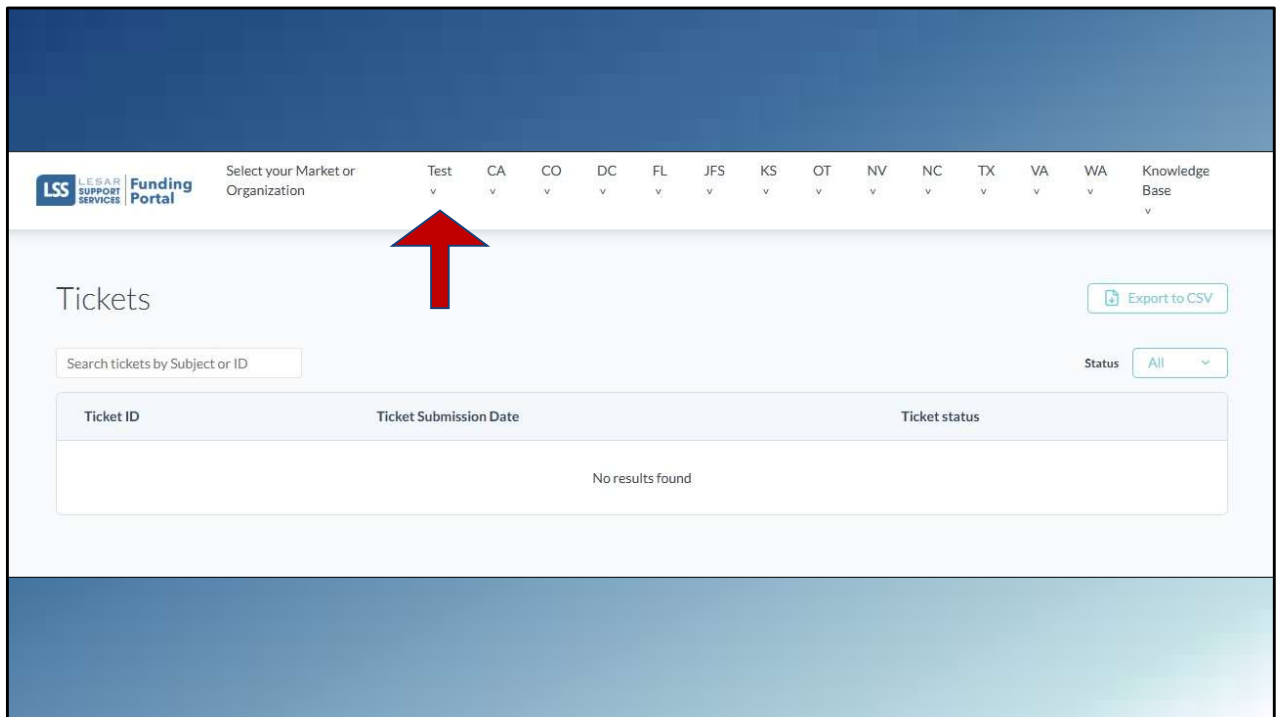
The first email confirms that you completed the training.



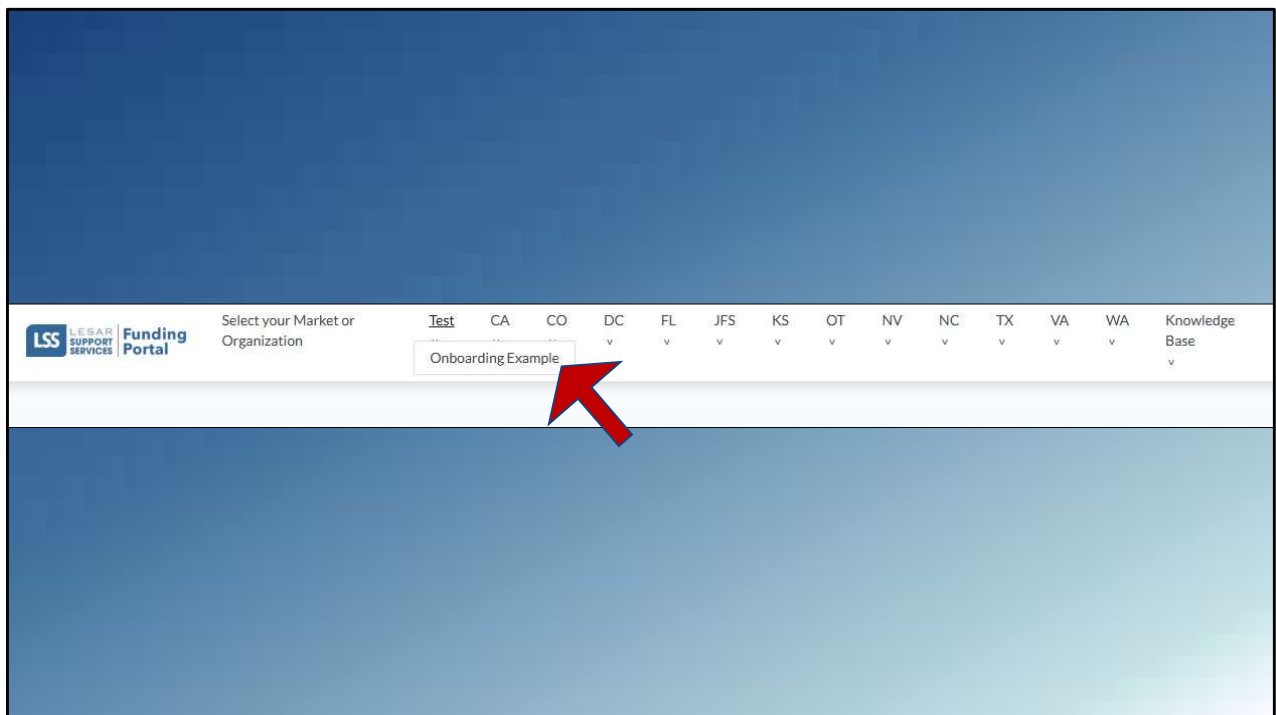
The second email will provide a button and or a link to complete your Funding Portal registration. This email will also provide the web address for the Funding portal, it is Portal.LeSarSupport.Co/Tickets. Be sure to save this address to your favorites bar for quick access later.



Your email should pre-populate but please check it is correct. Then make sure to enter a strong password and confirm it as well before clicking on Save Password. Doing so will redirect you to the Funding Portal automatically.



Here is the home page. At the top of the screen you will see drop downs for different markets and organizations. You may select the drop down associated with your market to access the Ticket Form. In the top right you will see the Knowledge Base which provides the Privacy and Security Training and Frequently Asked Questions sections. In the FAQ is the Acceptable documents list, this walk through you are viewing, and a section the Housing Support Staff will populate with Questions and Answers on an ongoing basis.



To submit a ticket, select the market/organization and the form you wish to submit.

LSS LESAR SUPPORT SERVICES Funding Portal

EX Payment Request

Email*

chris.lstest@gamil.com

Member/Client First and Last Name*

Test McTesterson

Funds Being Requested/Total Authorized Amount*
(Include expedited fee, if applicable)

100000

Fund Recipient (Company Name or First Name/Last Name)*
(As displayed on Line 1 of W9)

Land Lord

Phone number to provide recipient
Best contact for the fund recipient to call if they have questions. This number will be included on the memo line of the check.
Note: LeSar cannot directly disclose PHI/PII to recipients.

us +1 (619) 236-0660

Method of Payment:*

Request funds for:*

- Application Fee
- Rental Assistance
- Security Deposit
- Utility Assistance
- Other

The email at the top should auto fill with your email. There are fields for inputs like member information, amount requested, etc. Required fields have a red asterisk, the request will not submit without these data fields populated.

Method of Payment:*

Search

Check

ACH/Direct Deposit

Online Order

Upload W-9 for the payee (the person/company receiving payment)*

Choose File | Land Lord W9.png

Upload complete

Supporting Documentation*

Choose File | Lease Agreement.png

Upload complete

Additional Supporting Documentation, as needed

Choose File | No file chosen

Additional Supporting Documentation, as needed

Choose File | No file chosen

Additional Supporting Documentation, as needed

Choose File | No file chosen

Additional Notes

Rent is \$50,000
Deposit is \$50,000

Next

Most forms have a drop down to choose method of payment. If you choose check delivery and need it expedited, the total amount will need to include the expedited cost. Online Orders are not available in every market. Be sure to upload W9s and supporting documents. Please note, uploaded documents CANNOT contain Member PII or PHI in the document name.

Check Option

Address to send (Street Address or PO Box)*
Please NOTE: Payments to P.O. Boxes Can Only Be Sent Via Standard Delivery. IF Expedited Is Needed, a Non-P.O. Box Address Is Required.

987 Apartment St

City*
Townsend

State*
Alaska

Zip Code*
99999

Is this an expedited check?*

Yes
 No

Previous Next

If you selected check for the payment method, be sure to fill out all information and select a delivery option.

Check Option

Address to send (Street Address or PO Box)*
Please NOTE: Payments to P.O. Boxes Can Only Be Sent Via Standard Delivery. IF Expedited Is Needed, a Non-P.O. Box Address Is Required.

987 Apartment St

City*
Townsend

State*
Alaska

Zip Code*
99999

Is this an expedited check?*

Yes
 No

Choose delivery option

Search

Overnight (\$24.99)
2-Day (\$19.99)

You have 3 delivery options for checks, Overnight delivery, 2-day expedited, or standard if you select no to the expedited check option. Please note delivery speed is related to the date the Housing Support Staff processes the payment. Holidays and weekends also add time to deliveries.

When choosing ACH Direct Deposit, please double check the information provided matches the direct deposit document you upload. For this payment option the Housing Support staff need either a voided check or a letter from the bank with all information listed on the screen here.

For those markets that can request online orders, please be sure to fill out all information correctly especially delivery address and phone number, double check for apartment, unit, suite, and office numbers. If there are special delivery options such as “Leave with front office,” be sure to include this in the Notes section.



Once you have submitted the form you will see this confirmation screen and will receive a follow-up email confirming submission.



Please submit any questions to FlexFund@LeSarDevelopment.com

If you have any questions about the information provided here, the portal and submissions, or if a submitted request needs to be changed or deleted please feel free to reach out to us at FlexFund@LeSarDevelopment.com and one of our Housing Support Staff will assist you further.