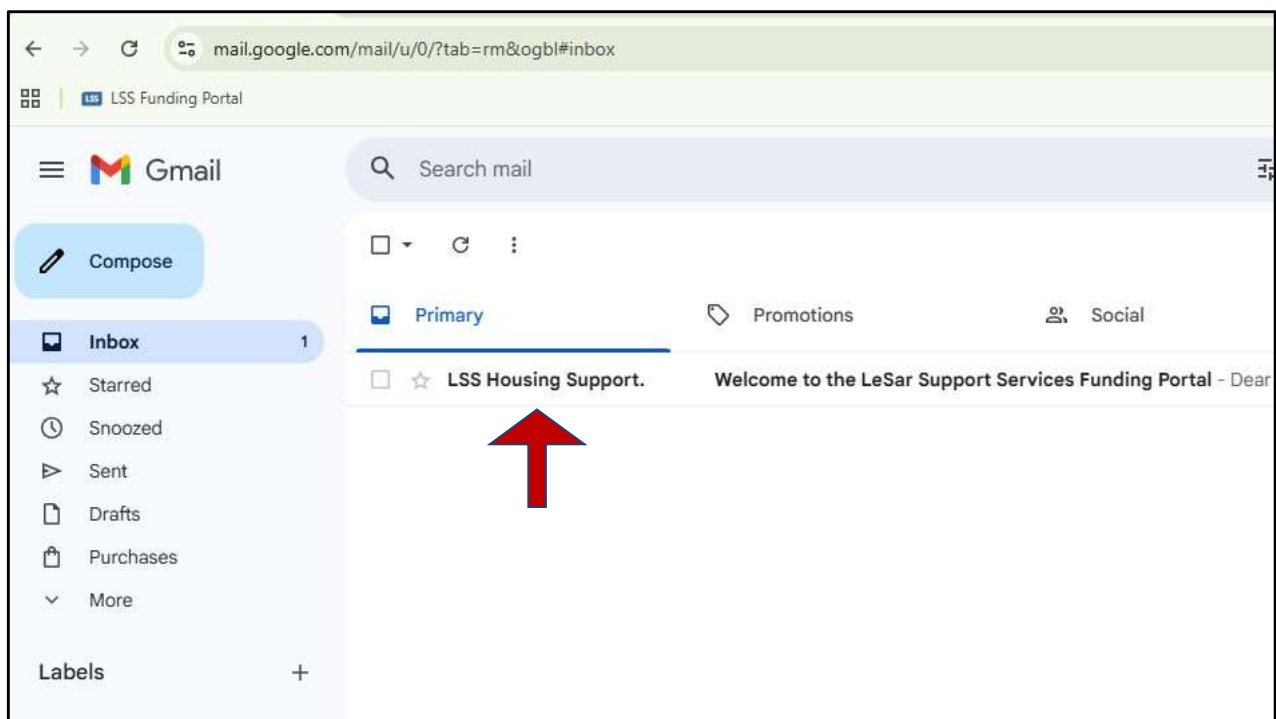
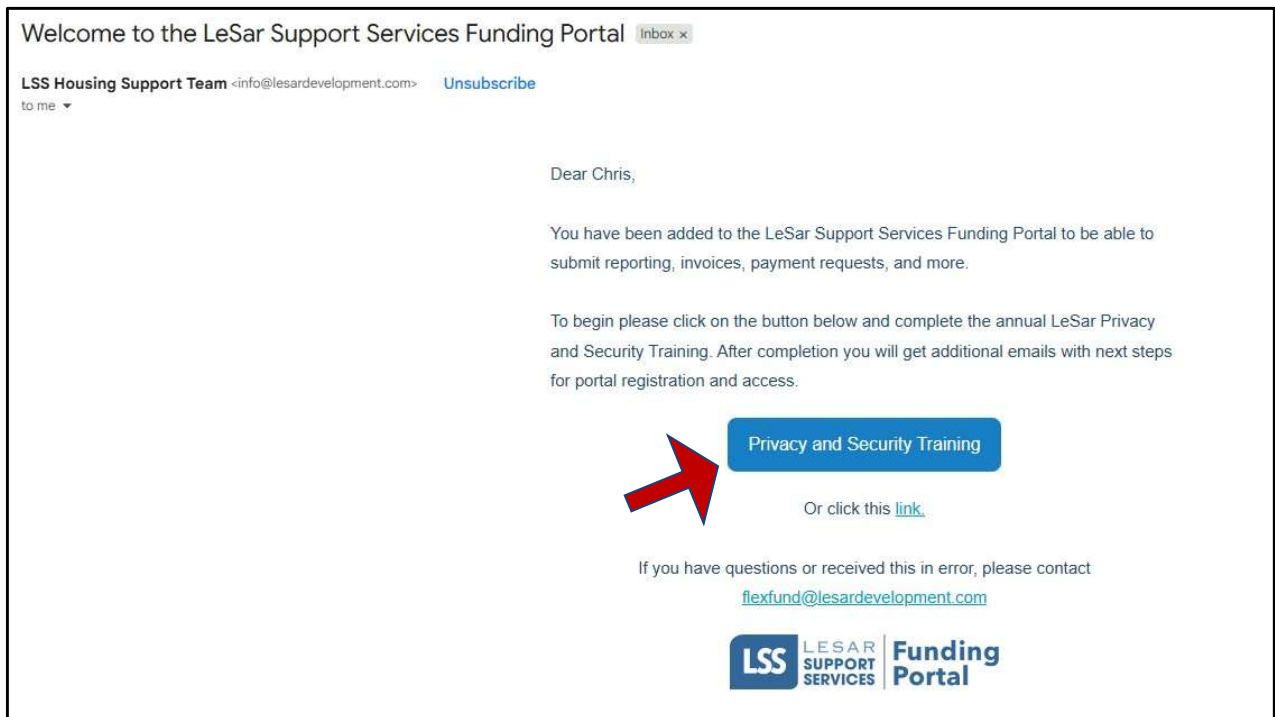




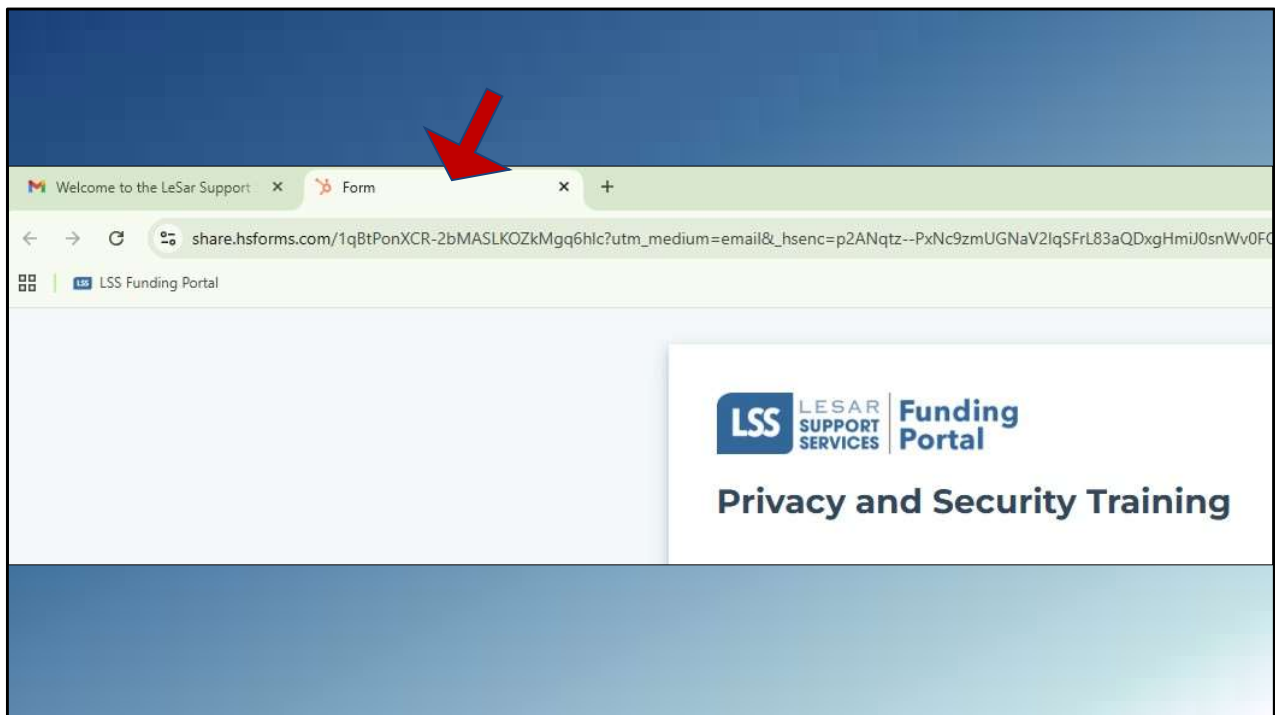
Hello, welcome to the walk through for the Funding Portal Initial Registration, and Reporting and Invoicing Submissions, also known as Ticket Submissions.



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 *

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.

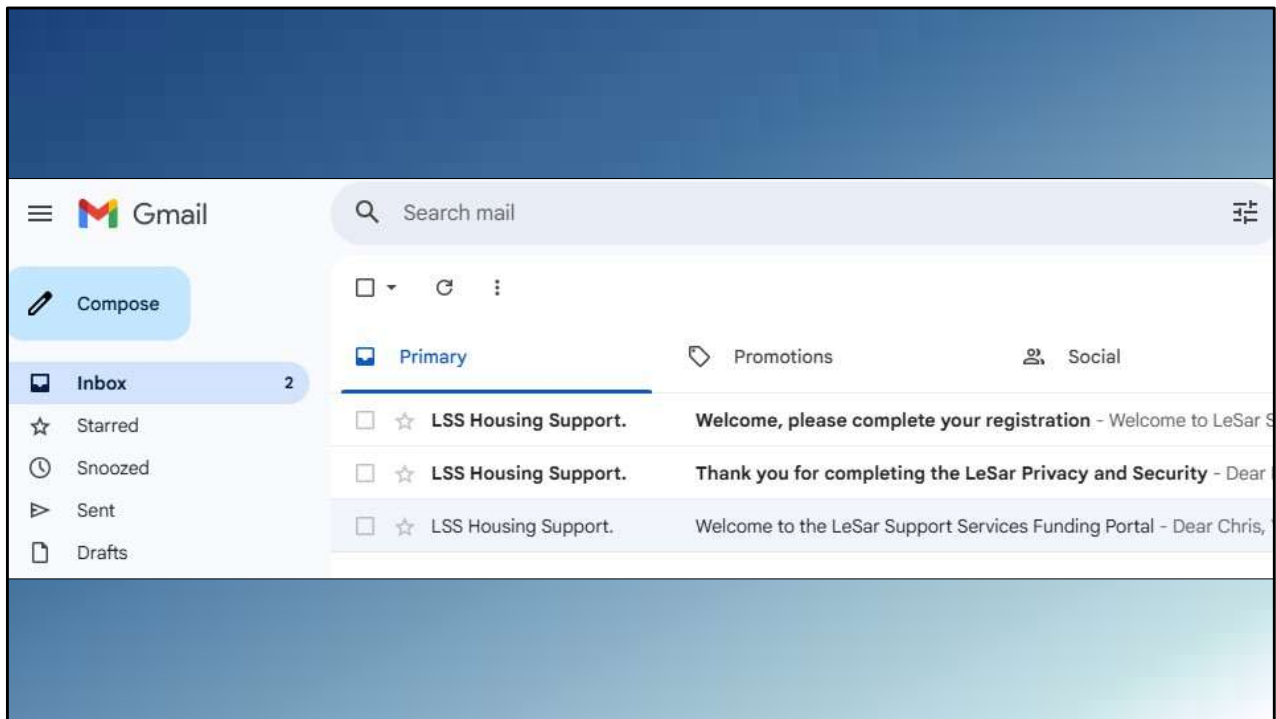
Privacy and Security Training Complete

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



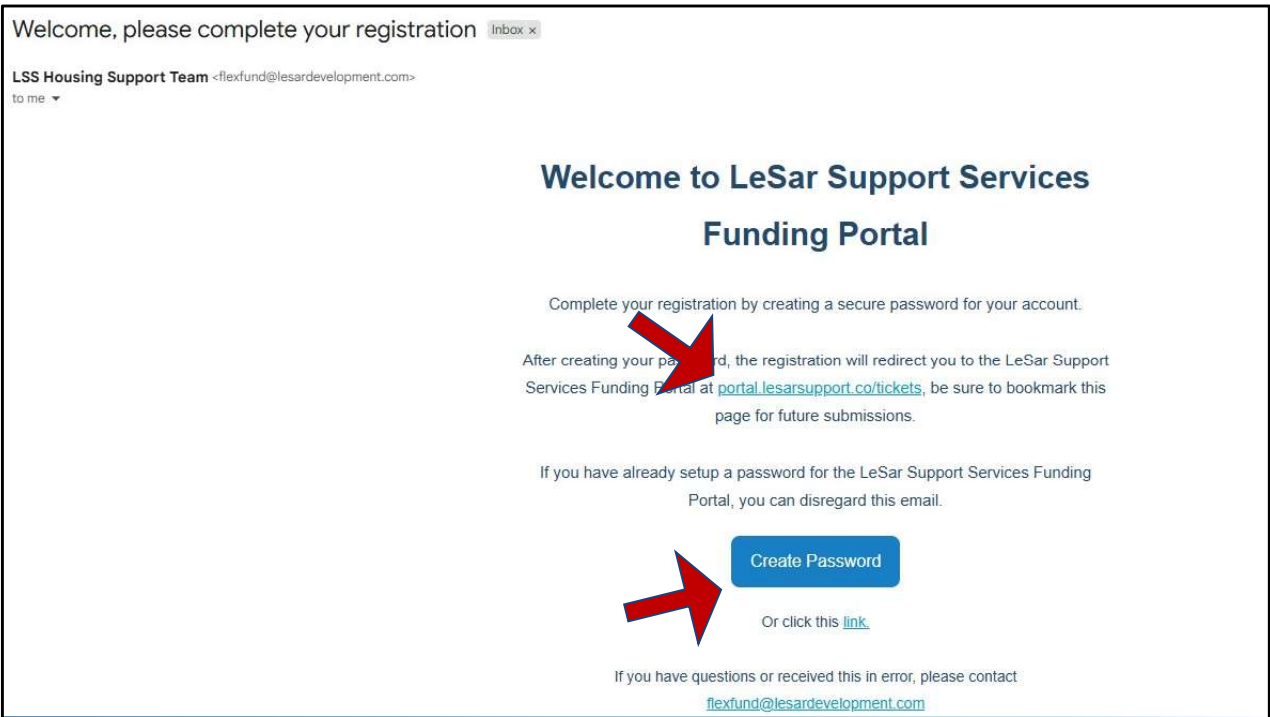
You should see a screen congratulating you for completing the annual training. If you are still using the portal in a year's time, you will receive instructions to retake it at that time.



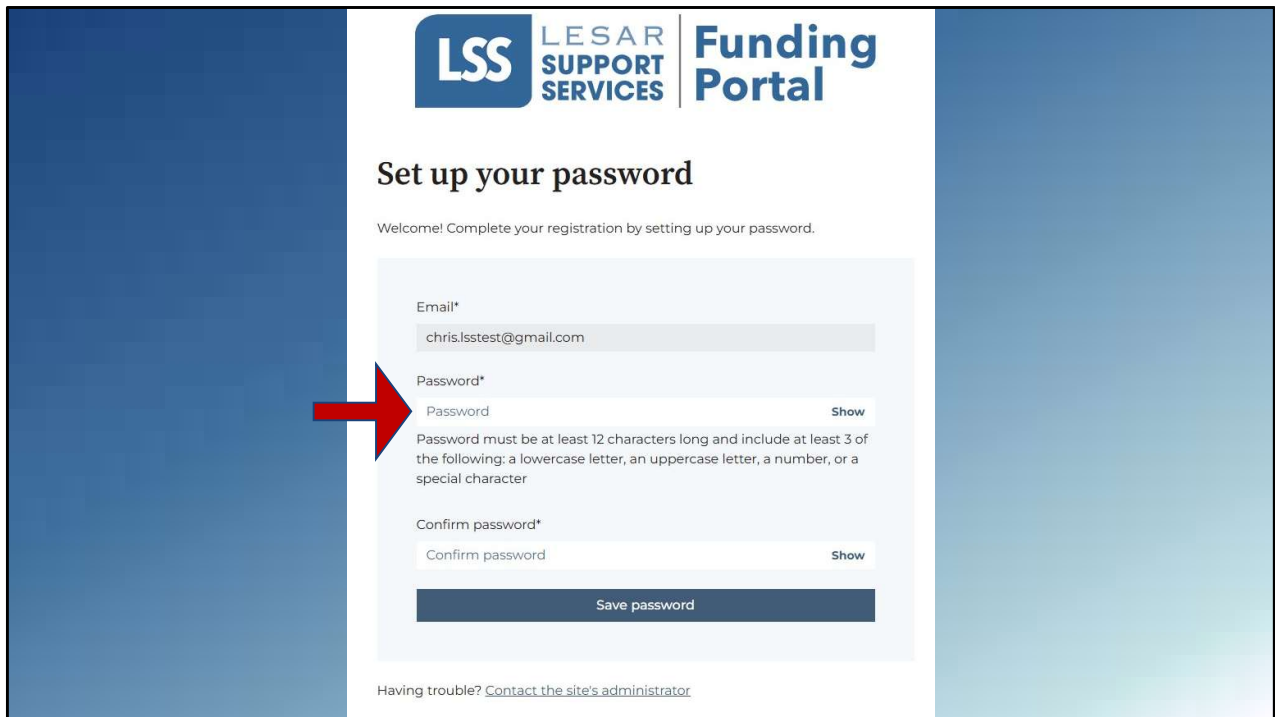
After completing the Privacy and Security Training, you will receive 2 more automated emails in your inbox from our Housing Support Team.



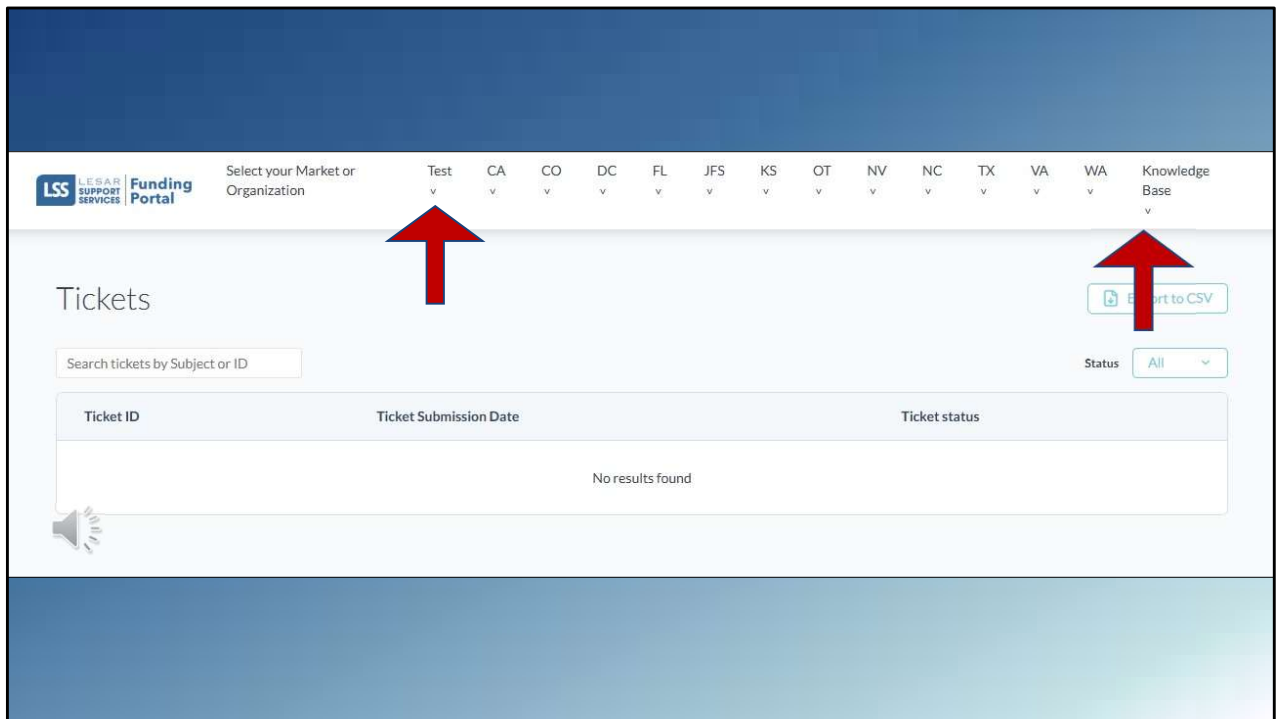
The first email confirms that you completed the training.



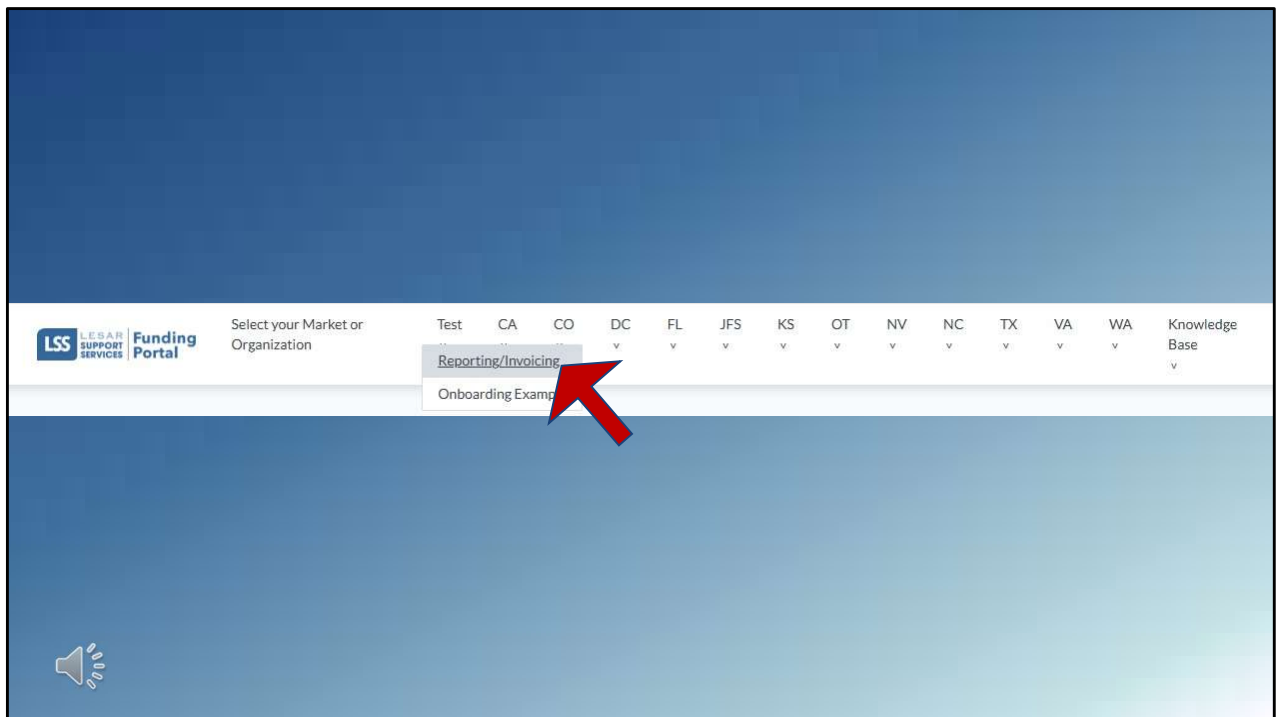
The second email will provide a button and or a link to complete your Funding Portal registration. This email will also provide the web address for the Funding portal, it is Portal.LeSarSupport.Co/Tickets. Be sure to save this address to your favorites bar for quick access later.



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.



Now to submit a report, invoice, or payment request, select your market or organization drop down and click on the Reporting/invoicing link.

LSS LESAR SUPPORT SERVICES Funding Portal

Reporting/Invoicing Portal

Please select your appropriate market below and submit for either/or invoicing and quarterly reports. Thank you!

Email*

Select Market

Reporting/Invoicing Ticket

True

Next

After you've selected the reporting/invoicing link you'll be brought to this form and its first page. Here will input your email and select the appropriate market.

Market Name

Program Name/Organization

Date of Invoice

Total Invoice Amount

Invoice Documentation

Total Program Spend for Quarter or Month

Year To Date Spend

Supporting Documentation for Spend

Additional Documentation (As Needed)

Do you need to submit reporting?

Is this your organization's first invoice?

Previous Submit

The first drop down is to select program name or organization. Although none of the fields are required, please fill out the information here to avoid any delays in payment or reporting. If this is your organizations' first invoice you will select 'yes' in the 'is this your organizations first invoice' this will direct to a step to create a payment profile which will be reviewed later. If you are only invoicing you may select submit now. If you are also reporting quarterly data you will select yes on "do you need to submit reporting".

Do you need to submit reporting?

Yes
 No

What Quarter is this report for?

Number of members referred to the program

Number of households/members served by the program

Number of members/ member households placed into permanent housing

Total # of households/members prevented from experiencing homelessness this month

Number of members completing satisfaction surveys

Number of members reporting being satisfied with housing services

Number of members reporting improvement in overall wellbeing

Is this your organization's first invoice?
 Yes
 No

Once you select “yes” you need to submit reporting the reporting fields associated with your organization or program will appear. Once these fields are inputted you may select submit.

Payment Profile Set-up

A one-time account set-up for your organization's payment profile

Organization's W-9
 No file chosen

Method of payment requested

Bank Name

ACH Account Routing

ACH Routing Number

Name on bank account

Upload a copy of a voided check for the payee that displays the routing number and accounting number.
 Or confirming letter from bank with account information listed.
 No file chosen

Address to send

If this is your organization's first invoice you will need to create a payment profile. This is done by uploading a W-9 and selecting check or ACH payment. If check is selected, you will need to provide an address for the check delivery. If ACH payment is selected, we need the banking information listed here as well as a voided check or bank letter that includes the banking information listed on this screen.

Dear Representative,

Thank you for the submitted application.

Please Note: This message confirms receipt of funding requests only and is not confirmation of approval or processing of payment. Our housing support team will review the submission in the next 24 - 48 hours. A confirmation email with Ticket ID and next steps will follow.

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



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.