


Managing your ACEP/EMRA Residency Program Billing Through the Online Portal



In a web browser go to <https://webapps.acep.org/membership/grouportal/#!/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 residencies@acep.org or call our member care team at 888-817-ACEP, Monday – Friday 8am – 5pm CT. You can also click on the green Chat Now button at the right to chat with a Member Care Rep to help you get logged in.

Sign In

 bmarek

☐ Stay signed in [Sign in help](#)

Sign In

Create Account

Make purchases, register for meetings, access CME certificates and more. Membership is not required to create an account.

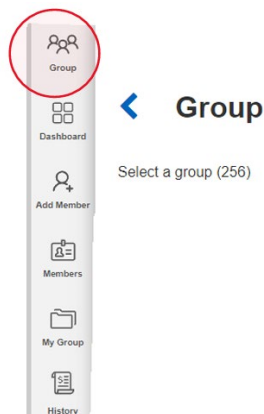
[Create an account](#)

Need assistance? [Contact us](#)

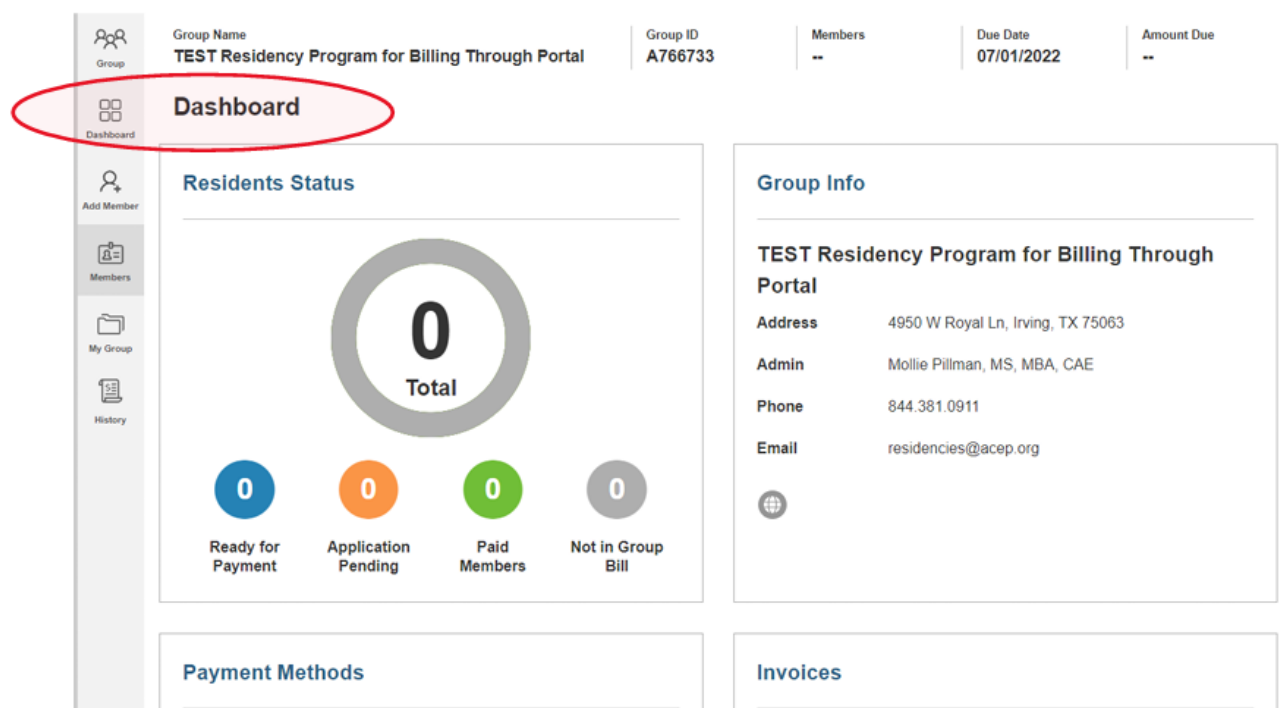
****Note:** the very first time you log in, it may re-direct to the ACEP home page. If it does, close your browser, open another one and go back to the original link:

<https://webapps.acep.org/membership/grouportal/#!/dashboard>

When the page first launches, it will default to the “Group” icon and list your Residency Program.



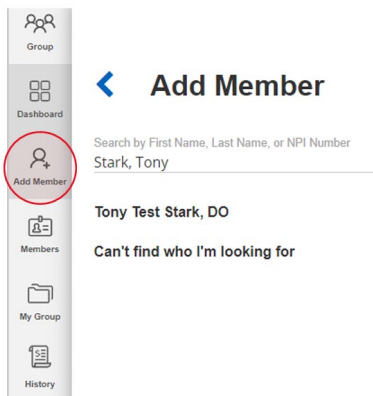
Click on “Dashboard” which is the second icon on the left. The Dashboard gives a snapshot of the date the invoice is due, the amount due, the number of residents in the program and their status, residency program information, saved payment methods and previous invoices.



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

Adding Residents

To add a resident to your program, click “Add Member” and type in the last name, a comma, then first name i.e. Stark, Tony. If you see their name, click on it and a new window will open. You may update their address and phone number if needed. If you don’t see their name in the list, click “Can’t find who I’m looking for” and you can add them.



Add the person’s contact information, residency start date as July 1 of the current year, and the end of date as June 30 of their graduation year, then click “Add Member”.

Add Member

Members

My Group

History

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

MD

NPI Number

Address Type

Home

Country

United States

Address 1

123 Avengers Ave

Address 2

City

Irving

State/Province

California

Zip/Postal Code

75063

Email

stanlee@none.com

Phone

123-456-7890

Group Membership Start Date

7/1/2022

Group Membership End Date

6/30/2025

☒ Group Billing

Return to Search

Add Member

Click on the “Members” icon (4th icon on the left) to return to the list of the residents associated with your program. Click on the arrow to the right of the dollar amount and you’ll see a breakdown of ACEP, EMRA and Chapter dues.

Group

Dashboard

Add Member

Members

My Group

History

Group Name

TEST Residency Program for Billing Through Portal

Group ID

A766733

Members

2

Due Date

07/01/2022

Amount Due

\$210.00

All Members

All Members

Print Quote

Go to Checkout

| <input checked="" type="checkbox"/> | Name | NPI | Status | Subtotal |
|-------------------------------------|------------------------------|-----|-------------------|----------|
| <input checked="" type="checkbox"/> | Stan Test Lee, MD | | Ready for Payment | \$105.00 |
| <input checked="" type="checkbox"/> | Tony Test Stark, DO | | Ready for Payment | \$105.00 |
| | ACEP Candidate National Dues | | | \$45.00 |
| | EMRA Active National Dues | | | \$60.00 |
| | ACEP CA Chapter Dues | | | \$0.00 |

2 Applicants

Total \$210.00

Print Quote

Go to Checkout

Click on "Print Quote" to review your residents by grad year, breakdown of their dues, and the total amount due. The total number of residents is printed at the bottom of the last page.

Note this is not a final invoice, but an opportunity for you to confirm that everything is correct.



T: 800-798-1822 F: 972-534-1579 www.acep.org

Quote - Do Not Pay

A766733

TEST Residency Program for Billing Through Portal

4950 W Royal Ln
Irving, CA 75063
T: 844.381.0911

Group Term: 07/01/2022 - 06/30/2023

Due Date
07/01/2022

Amount Due
\$210.00

| Grad Year | ACEP ID | Name | Type Rate | Amount |
|-----------|---------|------------------------------|-------------------|----------|
| 2025 | | | | |
| | A781334 | Stan Test Lee, MD | Active Resident | \$105.00 |
| | | ACEP Candidate National Dues | | \$45.00 |
| | | EMRA Active National Dues | | \$60.00 |
| | | ACEP CA Chapter Dues | | \$0.00 |
| | A778365 | Tony Test Stark, DO | Active Resident | \$105.00 |
| | | ACEP Candidate National Dues | | \$45.00 |
| | | EMRA Active National Dues | | \$60.00 |
| | | ACEP CA Chapter Dues | | \$0.00 |

2 Members on Invoice

Invoice Total is \$210.00

Payment Options

You may pay online via credit card. Or if you would like to pay with a check or electronic transfer (ACH) you can obtain the final invoice.

First click on the “Go to Checkout” button.

Group Name: TEST Residency Program for Billing Through Portal

Group ID: A766733

Members: 2

Due Date: 07/01/2022

Amount Due: \$210.00

All Members

| Name | NPI | Status | Subtotal |
|---------------------|-----|-------------------|--------------------------------------|
| Stan Test Lee, MD | | Ready for Payment | \$105.00 |
| Tony Test Stark, DO | | Ready for Payment | \$105.00 |
| | | | ACEP Candidate National Dues \$45.00 |
| | | | EMRA Active National Dues \$60.00 |
| | | | ACEP CA Chapter Dues \$0.00 |

2 Applicants

Total \$210.00

Print Quote

Go to Checkout

Credit Card: Enter your card information and click the “Pay Now” button.

American College of Emergency Physicians

Hi Bonita

Checkout

Payment Method

☒ Credit Card

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 | \$210.00 |
| Tax | \$0.00 |
| Order Total | \$210.00 |

You'll get this confirmation screen and your residents' records will be updated with their new expiration dates. You'll receive a receipt via email which may take several minutes to arrive.

Checkout



Thank you

We are processing your order. We've sent a confirmation email to msmith@acep.org.

Group Bill Number: GBN0008943

Amount: \$289.00

Payment Type:  *****4113

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

[Return Home](#)

Checks or Electronic Transfers (ACH): Choose "Purchase Order" and either type in a PO number if your program uses purchase orders, or type in the date and the name of your program. Then click "Submit"

Checkout

Payment Method

☐ Credit Card



☒ Purchase Order

Please enter your Purchase Order Details below:

PO Number
3/14/2022 & Your Program's Name Here

[Back](#)[Submit](#)

Summary

| | |
|--------------------|-----------------|
| Group Portal | \$210.00 |
| Tax | \$0.00 |
| Order Total | \$210.00 |

Once submitted you'll see this confirmation message on your screen. Your residents' records will be updated with their new expiration dates. The final invoice will be emailed to you which 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](#)