

How to Create an Operator Login For a New Employee

ePAY Healthcare

ePAY Access and Authority:

In order to create an Operator Login for a new employee, you must have certain security rights within your ePAY system. If you attempt to create an Operator Login and are not granted the access to complete the process, please call ePAY Support and we can set this up for you!

Your ePAY Support Team - we are here for you!

- ▶ 1-888-640-7815
- ▶ support@epayhealthcare.com

How to Create an Operator Login For a New Employee

1. Login to the ePAY portal.
2. Click on 'System Setup' on the left hand side of the page.
3. Under 'Operator Information' click on 'Operators.'
4. Click on 'Add New Record.'
5. Fill in 'Operator' field. This will be the operator's login for ePAY. Generally it is the employee's first name, or first name and first initial of last name.
6. Fill in the 'Name' field. First Name then Last Name.
7. Click on the drop down box beside 'Group Code.' Select either 'Admin' or 'Cashier.'
8. Click on the drop down box beside 'Department Code.' Select 'MAIN.'
9. Enter in the new employee's email address then click 'Save.'
10. You will then be prompted to 'Change Password' for the new operator login. Enter a password at least 8 characters long including at least two non-letters (exp: password123).
11. Click 'Change Password.'
12. Your new employee is now set up within ePAY.

Saving a Patients' Payment Method for Future Payments While Taking a Patients' Payment in Office

ePAY Healthcare | Change Client: [Dropdown] | Home | Help | Sign Out

Active Patients | ePLAN | Point of Service | Reports

System Setup | Demo Database Renee Wells - CCCDEMO_RW

Quick Find [Input] [Search]

Home
Cashiering
Quick POS
Find Transactions
Batch Maintenance
Online Service Manager
Imports
System Setup
ePAY Portal Setup
Promotion Setup
Voice Authorization
Event Log Viewer
eRefund Customer Summary
End-of-Day
eBILL
Checkout

Basic Setup Advanced Setup

Collapse All

- Customer Information [Expand]
 - [Customers](#)
- Item Information [Expand]
 - [Item Codes](#)
 - [Term Codes](#)
- Payment Information [Expand]
 - [Payment Codes](#)
- General Ledger Information [Expand]
 - [G/L Accounts](#)
- Operator Information [Expand]
 - [Operators](#)
- Station Information [Expand]
 - [Stations](#)
- Miscellaneous [Expand]
 - [Holidays](#)

Operators

Demo Database Renee Wells - CCCDEMO_RW

- Quick Find
- Home
- Cashiering
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- Find Transactions
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- Online Service Manager
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Operator

Name

Disabled

Group Code

Department Code

Merchant Code

Email

ID Card

Last Login

Last Failed Login

Failed Login Count

Last Password Change

Email is required for a request to change password automatically.

Scan ID card to be stored for supervisor authorization.

[Show Allowable Activities](#)

Click Save to update changes. Click Reset to load last saved data.

Home Page

Great Basin Surgical Center - GBS

Quick Find

Home

Cashiering

Quick POS

Find Transactions

Batch Maintenance

Online Service Manager

Imports

System Setup

ePAY Portal Setup

Promotion Setup

Fulfill Orders

Voice Authorization

Event Log Viewer

Refund Approval

eRefund Customer Summary

Operator: IDCCARRIE Department: IDC Station: 000 Client: GBS

- Your last login was on Wednesday, June 3, 2015 at 11:43:50 AM.
- Your password expires in 77 days. Click [here](#) to change it.
- To change your secret question click [here](#).

Actual Date:
Wed., Jun. 3, 2015

Business Date:
Wed., Jun. 3, 2015

Messages

[Your Customer Resource Center offers training, marketing, and more.](#) Enter epay123 as the password.

Today's Activity

Transaction Count: 0
Amount Received: \$0.00
Payment Plan Enrollments by Staff: 0
Payment Plan Enrollments by Patient: 0

You can find training guides and more by clicking on this link and entering the password epay123.



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info@epayhealthcare.com

ePAY Customer Resource Center

ePAY is pleased to provide you with the following resources to support your goals to collect payments from patients early in the process and with less work:

[Marketing Tools](#)

[Training Guides](#)

[Frequently Asked Questions](#)

[Credit Card Swipers to Process Office Payments](#)

[Upgrade Details & Training Information on ePAY Enhancements](#)

[Webinar Information](#)

[Security](#)

Click here to view all ePAY training guides