

Attachment B: Getting Set Up with the Financial Executor Portal

The Washington Health Care Authority has contracted with Public Consulting Group (PCG) to serve as the statewide financial executor for the Medicaid Transformation Project. PCG has created a web-portal for partner organizations where payments will be issued from.

While the North Sound ACH does not manage this portal, we can help get the process started by doing the initial registration of your organization. Subsequent steps will occur by email between your organization and the Financial Executor.

To ensure that the email is sent to the correct person, we need the information requested below. We will use this information to set up your initial account in PCG's Financial Executor web portal.

Once the initial account is set up with PCG, which includes a process of verifying your tax ID number with the IRS, your designated point of contact will receive an email to complete your organization's registration in the portal. To complete the registration process, you will need to provide:

- Bank account information, if your organization wishes to receive payments by direct deposit.
- Payee information and address, if your organization wishes to receive payments by physical check.

If you are registered with the portal through work with another Accountable Community of Health (ACH), you will **not** be asked to register twice or have multiple accounts; PCG will track payments issued under different ACH projects. To get started, please identify:

1) **Public, private or tribal organization name:** _____

CRITICAL: Please enter official business name as recognized by the Internal Revenue Service.

2) **Employer Identification Number:** _____

You may know this as your EIN, TIN or FEIN.

3) Point of Contact: (this person must be someone who has the authority to respond to "click" agreements on the Financial Executor portal)

First Name: _____ **Last Name:** _____

Email Address: _____ **Phone Number:** _____

If you have questions, please contact Hillary Thomsen, at (360) 543-8858.

You may return this form by:

- 1) Attachment to an email to Hillary@NorthSoundACH.org;
- 2) FAX (360-933-3653); or
- 3) Via physical mail to:

North Sound ACH
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Bellingham, WA 98227