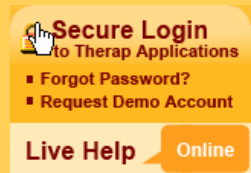


Log onto Therap

1. Go to www.TherapServices.net
2. Click on the **Secure Login** link on top of the page
3. Enter your Provider Admin **Login Name** (with '-adm' postfix), **Password**, and **Provider Code**

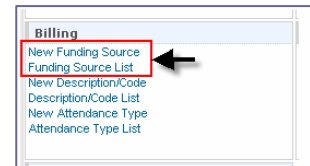
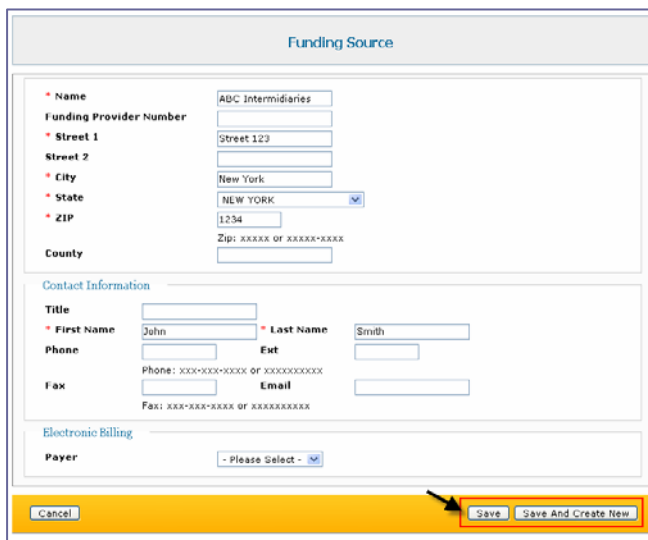
You will have access to all Provider Administration options from your FirstPage



You will see Funding Source links in the **Billing** area on your FirstPage.

Create New Funding Source

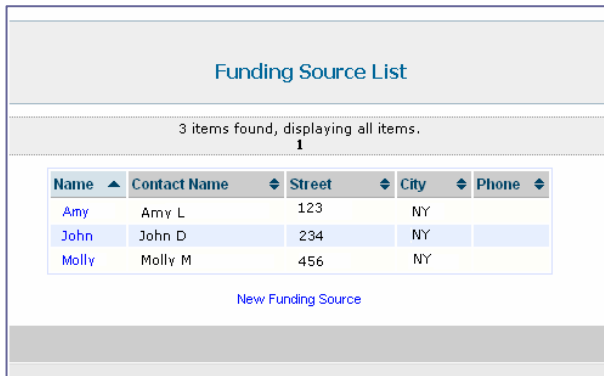
- Click on the **New Funding Source** link in the **Billing** area on your FirstPage.
- On the 'Funding Source' page, enter information in the relevant fields. You must enter information in the 'required fields' marked with an asterisk (*)
- If you want to use Electronic Billing, you also need to select a 'payer' from the **Payer** dropdown menu in the **Electronic Billing** section.

- Click on the **Save** button. If you want to create more funding sources, click on the **Save And Create New** button.

Update/Delete a Funding Source

- Select the **Funding Source List** link in the **Billing** area on your FirstPage.
- On the 'Funding Source List' page, select the Funding Source you want to update/delete from the list. The 'Funding Source' page will appear.



Name	Contact Name	Street	City	Phone
Amy	Amy L	123	NY	
John	John D	234	NY	
Molly	Molly M	456	NY	

[New Funding Source](#)

- Make necessary changes on this page and click on the **Update** button. To delete the funding source, click on the **Delete** button.

