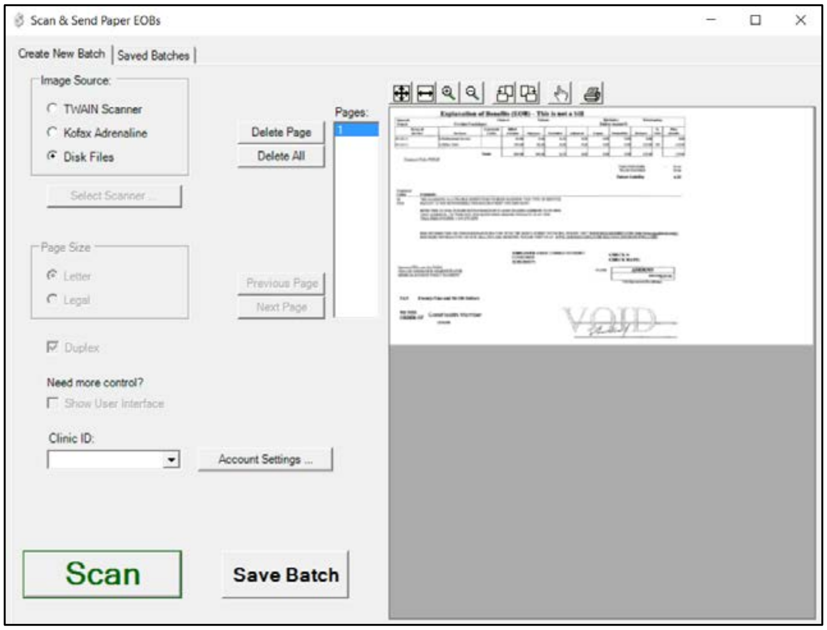
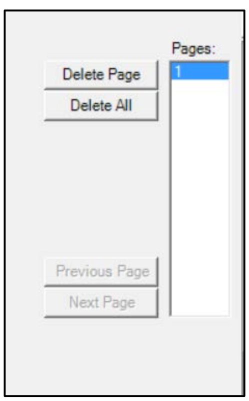
eSolutions
8215 W. 108th Terrace, Overland Park, KS 66210
Office: 866.633.4726 | Fax: 913.780.4126
www.esolutionsinc.com

EOB Max Documentation Scan and Send Process

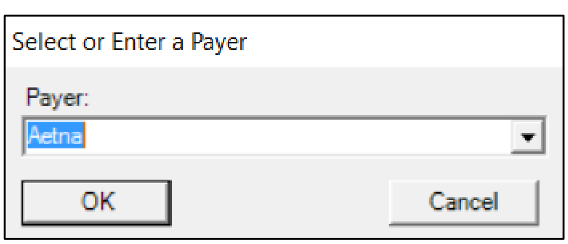
Once you have followed the steps in the ***EOB Max Setup*** document and the scan completes, it will display like this:



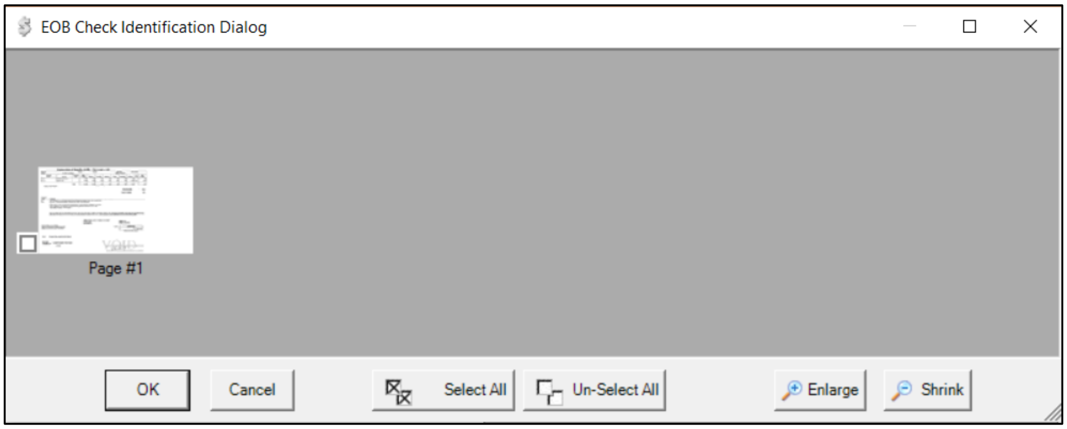
You can view other pages if there are multiple pages scanned; or you can delete pages if needed.



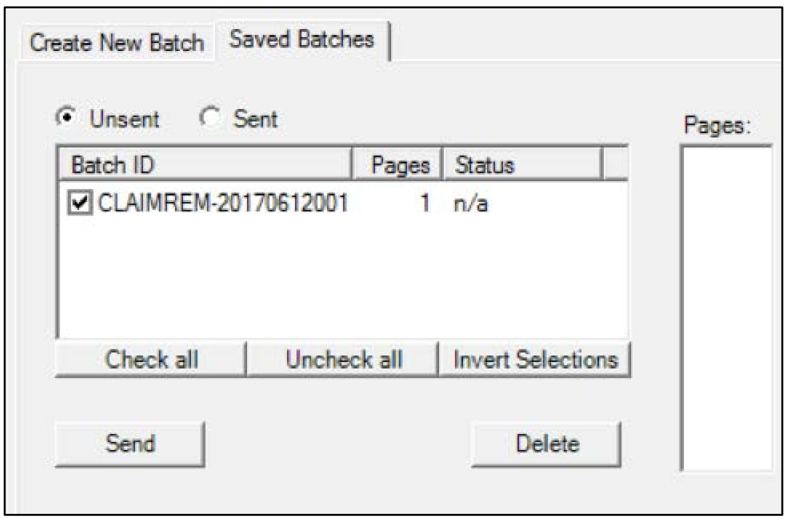
Once you are satisfied with the pages that have been scanned in, click **Save Batch** to name the file. You may name the batch as needed, i.e.; Payer Name, Date, User, etc.…



Once you click **OK**, it will take you into the Check ID Dialog. You may then click **OK**.



You may send batches that have been saved by going to the **Saved Batches** tab. With the **Unsent** radio button checked, select all necessary batches (or individual batches, if needed) and click the **Send** button near the bottom.



If you want to view previously sent batches, click the **Sent** radio button.