Print Remittance

You will no longer receive Remittances by mail once your Provider Portal account is approved and CLR# attached. Remittances will be available on the Provider Portal when your PBFs are in 'Paid' status. Remittances are stored in the Provider Portal for your convenience or you may print them for record-keeping purposes.

1. Click on Print Remittance in the left navigation menu.

2. Enter the **Payment Date From** and **Payment Date To**.
   - Note that these are payment dates (when payment was received), not payment periods (when the child attended).
   - Example: Today is 4/11/2016
     - I have submitted my March 2016 PBFs and received payment, but I'm not sure of the payment date
     - I can enter the **Payment Date From** as 4/1/2016 and the **Payment Date To** as 4/11/2016
     - This will display any payments received in April.

3. Click on the **Select** checkbox next to the desired Provider Name
   - You also may select all providers by clicking the box at the top of the column.
4. Click the **View Selected** button.
   - A grid displays with the total payment amount for any payment made during the entered time period.
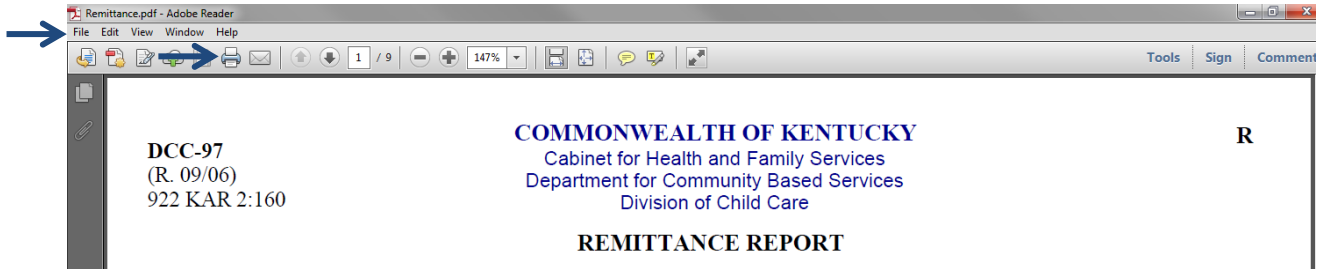
Print Remittance

5. Click on the **Print** button at the bottom of the page.
   - The page will refresh to the Print Remittance default page after clicking **Print** or if you click **Cancel**
6. A pop-up box will display.
7. Click **Open** and the PBF(s) will open in a new window.

Do you want to open or save **Portal PBF.pdf** (36.4 KB) from **apps2test.chfsinet.ky.gov**?   → | Open | Save | ▼ | Cancel | ✕

8. You can print or click File for additional options.

Remittance.pdf - Adobe Reader
File   Edit   View   Window   Help

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COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services
Division of Child Care

REMITTANCE REPORT

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*If you need assistance with these steps, please contact the **KICCS HelpDesk**.*
Local: *502-564-0104 Option 6*
Toll Free: *866-231-0003 Option 6*
Email: *CHFS.KICCSHelpDesk@ky.gov*