You will no longer submit paper-copies of your PBFs to request payment once your Provider Portal account is approved and CLR# attached. PBFs will be available electronically on the View/Process PBFs screen in the Provider Portal. You do have the ability to print your PBFs for record-keeping purposes. There are 3 options for printing PBFs from the Provider Portal:

- Printing PBFs that need to be completed for payment
- Printing PBFs by payment period
- Searching for and printing a PBF for a specific child

Printing PBFs that need to be completed for Payment

- 1. Select a provider on the Provider Portal Home screen
- 2. Click on Print PBFs in the left navigation menu

Kentucky.gov KENTUCK CABINET FOR KENTUCKY INTE	HEALTH AND FAMILY SERVICES GRATED CHILD CARE SYSTEM	KIC	CS Provider Portal (Release 5.35.0)	KY Agencies KY Servic Welcome, steph.dcc@externaltest.testcit.te
Home	Assigned Providers		Home	Need HELP About CHFS Contact Us My Account Sign Ou
PBFs	Provider Name	CLR	Address	Туре
Print PBFs	Test Provider I	L369522	Test Address 1	Licensed Type I
Print Descriptions	Test Provider II	L369528	Test Address 2	Licensed Type I
Remittance	Test Provider III	L368835	Test Address 3	Licensed Type I
Provider	Test Provider IV	C54969	Test Address 4	Certified
Imo	Test Provider V	R76463	Test Address 5	Registered In Provider Home
Renewal/Change App.	Test Provider VI	C57416	Test Address 6	Certified
	Workbasket			
		Filter By: Select One	✓	

- 3. This screen defaults to PBFs that need to be processed.
 - No Information Found will display if no PBFs are awaiting processing
 - To print one or more specific PBFs, click on the **Select** box beside the child's name.
 - You also may select all PBFs by clicking the box at the top of the column.
- 4. Click on the **Print Selected** button on the bottom of the page.

PRIT PBFS PBF Results PBF Results												
Select	<u>Child Name</u>	Payment Period	PBF Status	Locked	PBF Status Date							
	Ciss62, Cnc	Jan 2016	NewPBF	No	3/28/2016							
	Ciss62, Cnc	Dec 2015	NewPBF	No	3/28/2016							
	Ciss62, Cnc	Nov 2015	NewPBF	No	3/28/2016							
	Ciss62, Cnc	Oct 2015	NewPBF	No	3/28/2016							
	Ciss62, Cnc	Sep 2015	NewPBF	No	3/28/2016							

- 5. A pop-up box will display.
- 6. Click **Open** and the PBF(s) will display in a new window.



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



Printing PBFs by Payment Period

- 1. Select a provider on the Provider Portal Home screen
- 2. Click on **Print PBFs** in the left navigation menu.

Kentucky.gov KENTUCK CABINET FOR	HEALTH AND FAMILY SERVICES	KIC	CS Provider Portal (Release 5.35.0)	KY Agencies KY Servic Welcome, steph.dcc@externaltest.testcit.te				
- KENTOCKT MITE	GRATED CHIED CARE STATEM			Need HELP About CHFS Contact Us My Account Sign Ou				
Home			Home					
View/Process	Assigned Providers							
PBFs	Provider Name	CLR	Address	Туре				
Print PBFs	Test Provider I	L369522	Test Address 1	Licensed Type I				
Print Description	Test Provider II	L369528	Test Address 2	Licensed Type I				
Remittance	Test Provider III 🥒	L368835	Test Address 3	Licensed Type I				
Provider	Test Provider IV	C54969	Test Address 4	Certified				
Imo	Test Provider V	R76463	Test Address 5	Registered In Provider Home				
Renewal/Change App.	Test Provider VI	C57416	Test Address 6	Certified				
	Workbasket							
		Filter By: Select One	• •					

- 3. This screen defaults to PBFs that need to be processed.
 - No Information Found will display if no PBFs are awaiting processing
- 4. Click the radio button next to Search to display search options.

Print PBFs									
	PBFs to be processed Search								
PBF Results									
	No Information Found								
	Print Selected								

- 5. Enter the From Date (Month and Year) and the To Date (Month and Year).
 - You are limited to a six-month timeframe.
 - You may use the calendar next to these fields to select the month and year. •
 - You may leave all other fields blank. •
- 6

•	Click Search .		TIP: Additional criteria may								
							be entered to refine and				
	Print PBFs					OPBFs to be processed Search	limit the search results.				
	Child First Name:		,			Child Last Name:	PBF Status: Select One 🗸				
	*From Date (mm/yyyy):	4	20	16	Þ	*To Date (mm/yyyy): Search Clear Search Cancel Search					
		Jan	Feb	Mar	Apr	Print Selected					
	ivacy Disclaimer Individual	May	Jun	Jul	Aug		Copyright © 2009 Commonwealth of Kentucky All rights reserved				
	, , , , , , , , , , , , , , , , , , , ,	Sep	Oct	Nov	Dec		······				
		То	day: Ap	ril 8, 201	16						

- 7. To print one or more specific PBFs, click on the **Select** box beside the child's name.
 - You also may select all PBFs by clicking the box at the top of the column.

Select	<u>Child Name</u>	Payment Period	<u>PBF Status</u>	Locked	PBF Status Date		
	Ciss62, Cnc	Mar 2016	NewPBF	No	3/31/2016		
	Ciss62, Cnc	Feb 2016	Paid	No	3/28/2016		
	Ciss62, Cnc	Jan 2016	NewPBF	No	3/28/2016		

TIP: If these steps are taken after processing the PBFs, the exceptions you entered will display on the printed form.

- 8. A pop-up box will display.
- 9. 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 ×
--	------	-----------------

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

	🔁 Po	ortal PE	8F.pdf -	Adobe	Read	der																												
\rightarrow	File	Edit	View	Windo	w	Help																												
	Image: Image												n																					
	Provider Name: Cissell Partnership Billing Period: Jan 2016 CLR Number:												er: L	36883	5																			
	Ű			Ciss6	2, Cn	c					Case	Numb	oer: 31	2477		Schee	lule:								_									
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	- 24 -	25	26	27	28	29	- 30	31
					2	2	1	1	1	1	1	2	2	1	1	1		1	2	2	1	1	1	1	1	2	2	1	1		1	1	2	2

Searching for and Printing a PBF for a Specific Child or Payment Period

- 1. Select a provider on the Provider Portal Home screen
- 2. Click on **Print PBFs** in the left navigation menu.

Kentucky.gov KENTUCK CABINET FOR KENTUCKY INTE	HEALTH AND FAMILY SERVICES	KICO	CS Provider Portal (Release 5.35.0)	KY Agencies KY Servic Welcome, steph.dcc@externaltest.testcit.te						
Home		Need HELP About CHFS Contact Us My Account S Home								
View/Process PBFs	Assigned Providers Provider Name	CLR	Addross	Type						
Print PBFs Print	Test Provider I	L369522	Test Address 1	Licensed Type I						
Remittance	Test Provider III	L368835	Test Address 3	Licensed Type I						
Info	Test Provider IV Test Provider V	C54969 R76463	Test Address 4 Test Address 5	Certified Registered In Provider Home						
Renewal/Change App.	Test Provider VI	C57416	Test Address 6	Certified						
	Workbasket	Filter By: Select One	▼ V							

- 3. This screen defaults to PBFs that need to be processed.
 - No Information Found will display if no PBFs are awaiting processing •
- 4. Click the radio button next to **Search** to display search options.

Print PBFs	
	OPBFs to be processed O Search
PBF Results	
	No Information Found
	Print Selected

- 5. Enter the child's name (First Name and/or Last Name)
- 6. Enter the From Date (Month and Year) and the To Date (Month and Year).
 - You are limited to a six-month timeframe.
 - You may use the calendar next to these fields to select the month and year. •
 - You may leave all other fields blank.
- 7.

Click Search .		TIP: Additional criteria may
		be entered to refine and
Print PBFs	OPBFs to be processed Search 	limit the search results.
Child First Name:	Child Last Name:	PBF Status: Select One 🗸
*From Date (mm/yyyy):	*To Date (mm/yyyy):	
∢ 2016	Search Clear Search Cancel Search	
Jan Feb Mar /	Print Selected	
May Jun Jul A ivacy Disclaimer Individual:	lug	Copyright © 2009 Commonwealth of Kentuck All rights reserved
Sep Oct Nov I	Dec	
Today: April 8, 2016		

8. To print one or more specific PBFs, click on the Select box beside the child's name. You also may select all PBFs by clicking the box at the top of the column.

	PBF Results													
	Select	Child Name	Payment Period	PBF Status	Locked	PBF Status Date								
		Ciss62, Cnc	Mar 2016	NewPBF	No	3/31/2016								
Ť	▶ 🗆	Ciss62, Cnc	Feb 2016	Paid	No	3/28/2016								
		Ciss62, Cnc	Jan 2016	NewPBF	No	3/28/2016								
	Print Selected													

TIP: If these steps are taken after processing the PBFs, the exceptions you entered will display on the printed form.

- 9. A pop-up box will display.
- 10. Click **Open** and the PBF(s) will open in a new window.



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



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