# View, Assign, and Purchase Payment Codes

Login to CELS:

1. From the CELS home page, click **LOGIN TO PROVIDER ACCOUNT**.

2. Enter your login credentials on the **Keystone Key** screen and click **LOGIN**.

# Providers can purchase payment codes which can then be assigned to future applicants. An applicant can then apply the payment code when creating and submitting their application.

Note: There is no systematic communication to notify an individual when you have assigned or unassigned a payment code. Rather, the assign/unassign feature allows organizations to track the assignment of payment codes internally. It is the responsibility of the organization to notify individuals when a payment code has been assigned/unassigned. Once a payment code is provided to an individual, there is nothing systematically in place to stop them from using the payment code should the organization choose to unassign the payment code.

# Payment Codes Overview Table

# The Payment Codes Overview table displays the ten most-recent payment codes across provider organizations.

1. From the **Home** screen, scroll down to see the **Payment Codes Overview** table and review the following payment code details:
   * Payment Code ID
   * Purchased Date
   * Purchased By
   * Status (Assigned/Disabled/Unused/Used)
   * CEL’s Application ID
   * Applicant Name
   * Date Used

# Payment Codes Dashboard

# Providers can search for and view Unused, Assigned, Disabled, or Used Payment Codes using the Payment Codes dashboard.

# From the Payment Codes Overview table, click the View Payment Code Dashboard button.

# Enter the search criteria to perform your search:

# Payment Code ID

# Payment Code Status

# Purchased From Date

# Purchased To Date

# Purchased By First Name

# Purchased By Last Name

# Click Search.

# Assign a Payment Code (Payment Codes Overview Table)

# Payment codes can be assigned from the Payment Codes Overview table or from the Payment Codes screen.

# From the Payment Codes Overview table, scroll through the available Payment Code IDs.

# Click the Assign hyperlink for the Payment Code you wish to assign.

# If the desired Payment Code does not appear in the Payment Codes Overview table, click the View Payment Code dashboard.

# Use the Search Parameters on the Payment Codes screen to locate the desired Payment Code ID., then click the Assign hyperlink.

# The Assign Payment Codes dialog box contains a free-form text box to enter payment code assignment information.

# Click Save.

# The Payment Code dashboard displays, and the Payment Code now has an eyeball icon in the Action column.

# Click the eyeball icon to view the Assign Payment Codes dialog box and confirm the assignment information.

# Assign a Payment Code (Payment Codes Screen)

# If the desired Payment Code does not appear in the Payment Codes Overview table, click the View Payment Code dashboard.

# Use the Search Parameters on the Payment Codes screen to locate the desired Payment Code ID., then click the Assign hyperlink.

# Use the Assign Payment Codes dialog box text box to enter payment code assignment information.

# Click Save.

# The Payment Code dashboard displays, and the Payment Code now has an eyeball icon in the Action column.

# Click the eyeball icon to view the Assign Payment Codes dialog box and confirm the assignment information.

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**For further assistance on *Provider Payment Codes,* please refer to the Chatbot on the CELS Site,** [**www.pelican.state.pa.us/cels**](http://www.pelican.state.pa.us/cels)**.**