Accessing remittance inquiry

To access remittance inquiries, follow the steps below:

1. Log in to the Availity Portal.
2. Access the Remittance Inquiry Tool via the Payer Spaces option from the top navigation.
3. Choose Simply Healthcare Plans, Inc. from the Payer Spaces drop-down box.
4. Select Applications, then select Remittance Inquiry.
5. Choose your organization and tax ID from the drop-down box. You can search using check/electronic funds transfer (EFT) or by issue date range by selecting either **Check/EFT Number** or **Issue Date Range**. After entering the appropriate information, select **Search**.

- Note that this image is by **Check/EFT Number**.

6. To search by **Issue Date Range**, either select the provider from the **Express Entry** drop-down menu or enter the NPI, indicate the date range, and then select **Search**.
7. From the *Remittance Inquiry Results* page, the results can be sorted by provider name, issue date, check/EFT number or check/EFT amount.

![Remittance Inquiry Results](image)

**Additional information**
- Remit images are available for all members.
- Remits of over 50 pages will return the first 50 pages for viewing.
- To view all pages, download or print the remit.
- Search in span of seven days and up to 15 months back.
- To conduct a remittance inquiry, access to *View Claims Status Inquiry* is needed.