- Login to the Carisk portal
- Click on Bills
- Scroll down to Create a Bill
- Identify the bill type
- Select the service facility from the dropdown
- Select the rendering provider
- Select the payer
    - You can cross reference the payer listing to search by payer ID or
    - Type in the name of the payer in the Payer Name box on the website
    - Click on Look Up Payers
    - Choose payer that has an address next to it that matches the address listed on the bill (if there is an electronic version of the payer, use this instead)
        - If a payer does not exist (either electronic or matching address), a payer will have to be created
            - To create a payer, click on the Help tab
            - Click on contact support
            - For support type, click on the drop down and choose Add New Payer ID (For Mailing Only)
            - Fill in the Payer Name, Address, City, State, and Zip
            - Choose the claim type that matches the bill that is needing the payer
            - Choose the state jurisdiction that matches what is on the bill that is needing the payer (if there is no state listed, choose all states)
            - Click submit
            - A new payer ID will be emailed to you by the support team
- Click create
- A page resembling a paper bill will appear
    - Fill in all required fields
    - Then, scroll to the bottom of the page and click on Supporting Documentation section
    - Click on browse and locate the supporting document file
    - Click Upload Attachment
- After the above is complete, click on save and submit

Commonly Used Payer IDs:

- NY State Insurance Fund (NYSIF) = NYSIF1508 (NY WC)
- Geico = Geico (auto, all states except NY)
- Geico = GNY01 (auto, NY only)
- Sedgwick = E0964 (WC / NY WC)
- PMA = E9429 (WC / NY WC)
- Liberty Mutual = EX1058 (auto)
- Liberty Mutual = E9314 (WC / NY WC)
- Corvel = E4110 (auto, WC, NY WC)
- Progressive = E1139 (auto)
- State Farm = E3276 (auto)
- Allstate = PE005 (auto, NJ only)
- Allstate = E1069 (auto, all states except NJ)
- Broadspire = E8088 (WC / NY WC)
- Zurich = E5567 (WC / NY WC)
- Hartford = E5231 (WC / NY WC)
- Department of Labor = E7322 (WC)
- Guard (Amguard/Norguard) = E0815 (WC / NY WC)
- Hanover = E1379 (Auto, WC/NY WC)
- Medlogix (CSG) = EU484 (auto)
- CNA = E3401 (WC/ NY WC)
- Esis = E0788 (WC/ NY WC)