



MEMORANDUM

TO: RBWO Providers
FROM: Camille Harvin, Field Fiscal Services Unit Manager/Regional Accounting
DATE: October 26, 2018
RE: Downloading Pre-bills from SMILE website

Beginning November 1st, 2018, we will no longer be faxing or mailing the pre-bills to providers. You **must** download your October 2018 pre-bills on the SMILE website: <https://smileonline.us/smile/wa/r/AppLogin>. The Instructions for downloading your pre-bills are attached. You **must** be registered on the SMILE website to download the pre-bills using your vendor number(s). If you have a problem registering or downloading the document, please call **1-800-553-5911**.

The pre-bills will be available for you to print on the 1st day of each month. Please print the pre-bills, make corrections and attach the new admit form along with any receipts for clothing, medical, etc. Then, mail all the information back to the payment center and contact person at the top of the pre-bill. Please ensure that all pre-bills are returned to the payment center by the 10th of the month. This is the same website where you pull remittance information for payments. If you have any questions, please call your payment center contact.

Thank you,
Camille Harvin

cc.
Cliff O'Connor, DFCS Chief Financial Officer
Dave Teubl, Regional Accounting Director
Renita Jeffries, Fiscal Program Director
Shaun Johnson, OPM Director