BHSDSTAR Billing – How To

Domestic Violence Program

FALLING COLORS

Navigate to BHSDSTAR
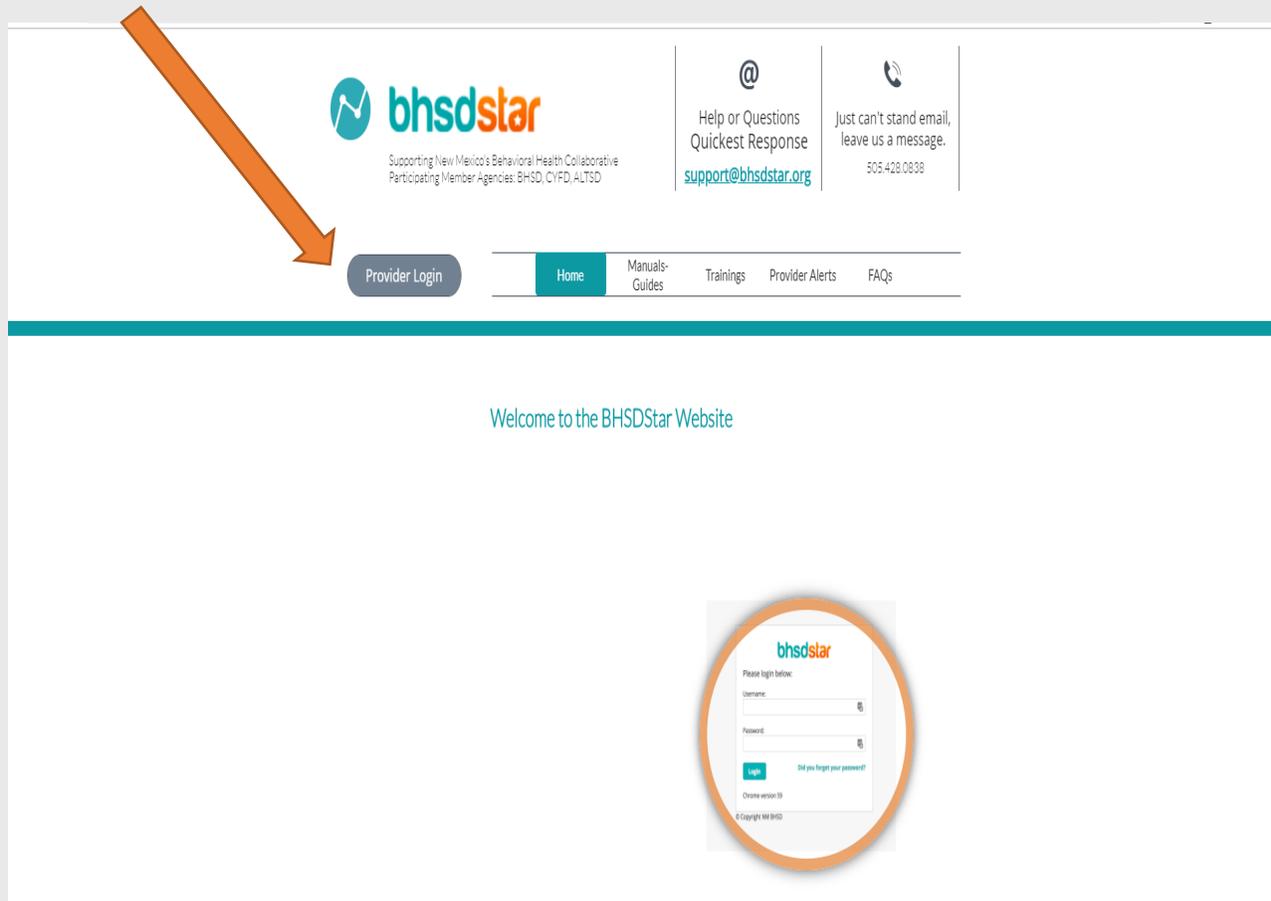
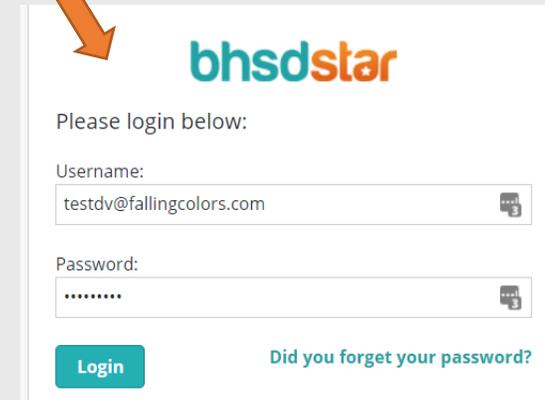**https://bhsdstar.org**

Web Address to login to BHSDSTAR

- **Points of Contact have been sent Login credentials**
- **If you need to login credentials please fill out Staff Registration form located at https://bhsdstar.org/manuals-guides, and submit to BHSDSTAR Support Desk at Support@BHSDSTAR.org**

Login

Click Provider Login and enter login credentials

Homepage

Click – Services (CYFD BHS)

Select Billing Project from Dashboard

Program Dashboard

Click – Project example "Domestic Violence Test Service"

Add Service

Click – Add Service Drop Down and select "Provider Invoice Upload"

Input Required Invoice Information

Enter All Required Information

- Fund Selection
- Service Dates
- Cost of Activity
- Upload Signed PDF
- Upload Supporting Documentation
- Click Acknowledgment
- Click Save

Required Information Continued

Select Fund

Required Information Continued

Enter Service Dates

Required Information Continued

Enter Cost of Invoice

Required Information Continued

Upload Signed PDF

Required Information Continued

Upload Supporting Documentation

Acknowledge and Save

Invoice Submitted

Invoice will display as Outstanding

Invoice Generated within 24 Business Hours

Click "Invoice History"
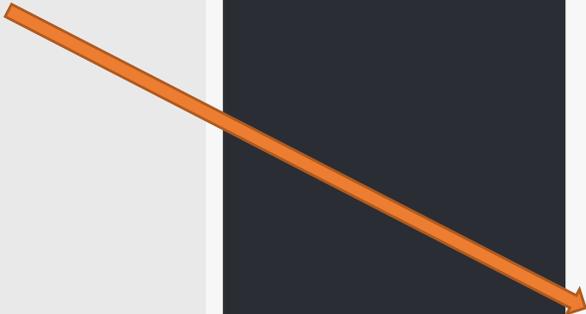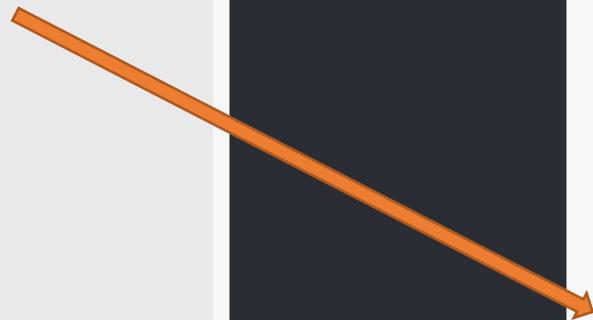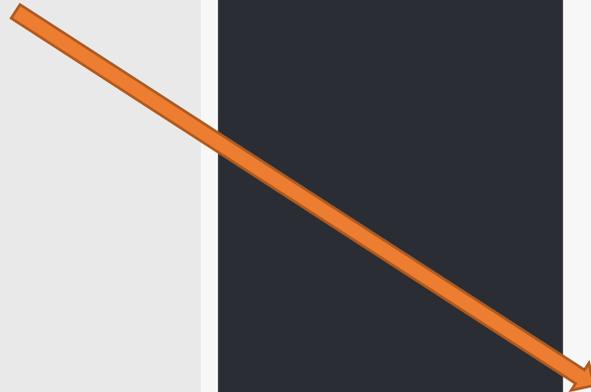
bhsdstar Training

Domestic Violence - Test Provider

Domestic Violence - Test

Domestic Violence - Test Tracking

Corrections Required
Take Action

Pending Invoices
View

Invoice History
View

Fiscal Year 2019 - Domestic Violence Test Service Detail

Add Service ▾

Back to Program Summary

Service	Transaction	Date(s)	Amount	Submitted

Invoice History

Invoice Displayed in Invoice History

Invoice Approval

Invoice Approval Process:

- **Invoice Input by Provider**

- **Invoice Generated within 24 Business Hours**

- **Invoice Pending Program Manager Approval**

- **Invoice Approved by Program Manager**

- **Invoice submitted for Payment within 30 Business Days**

Issues or Concerns?

Send any issues or concerns to the Support Desk at Support@BHSDSTAR.org