

**Provider Instructions for Submission of K100 Billing Spreadsheet to
DCF – Division of Child Protection and Permanency (CP&P) via
SecureContact**

NEW to SecureContact?

To set up your *DataMotion SecureContact* account and create a password for the **first time:**


Step 1- Go to <http://www.nj.gov/dcf/providers/secure>

Step 2- Click on the first link to the right, “Secure Billing Interactive Map” and a County of New Jersey map will pop up.

Secure Billing



Click any county on the map and the DataMotion SecureContact Sign In page will pop up.



THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

Secure Messaging Center

[Home](#)

SecureContact

**Returning to
SecureContact?**

Access your SecureContact account.

**New to
SecureContact?**

Send and receive messages securely.

OR

Step 3- Enter your email address in the box marked "Email Address" found under "New to SecureContact?" (see above) and then hit the "Next" button. The following screen will then appear:



STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

Secure Messaging Center

Please ensure that you have prepared one spreadsheet per service month that contains all local office billings. You can then send the same spreadsheet to each office that you are billing – the local office will then filter your spreadsheet to view only the invoices that pertain to their office.

Home

SecureContact Account Verification

Thank you for signing up for a SecureContact account. In order to activate your account and send messages, please perform the following steps.

1. A verification email was sent to the email address you provided during registration. Please open this email message.
2. Click on the message's link, or copy and paste it onto your web browser's Address field. This will bring you back to a page where you can complete your registration.
3. On the registration page provide a password and activate your SecureContact account.
4. Send a secure message.

Please note that your account must be confirmed via the verification email prior to using the SecureContact service. If you need any help, please send an email to support@datamotion.com.

Step 4- DataMotion will send an automated email with a link embedded in the body of the email to your email address. Open the email, click on the link, and follow the instructions to create a password for your SecureContact account.

If you do not see the automated email from DataMotion in your Inbox, check your Junk mail folder or have your IT support staff ensure that delivery@datamotion.com is added to the list of safe senders.

The message sent by DataMotion to your email address to confirm your account should look like this:

From: delivery@datamotion.com [mailto:delivery@datamotion.com]
Sent: Tuesday, December 03, 2013 03:02 PM
To: *Your Name*
Subject: DataMotion SecureContact E-mail Verification

DataMotion SecureContact E-mail Verification

Thank you for registering "SecureContact" DataMotion SecureMail account.

To proceed with the "SecureContact" communication, activate your account by clicking on the following link or copying and pasting it into your web browser:

<https://ssl.datamotion.com/r2.aspx?cur=1&b=8&e=firstname%2Elastname%40dcf%2Estate%2Enj%2Eus&p=1LN4&cb=SONJDCF2&tox=0&frmx=0>

If you need help, please send an e-mail to support@datamotion.com.

If you did not sign up for "SecureContact" please send an e-mail to support@datamotion.com.

The email link will take you to the following password creation screen – follow the instructions to create your password (be sure to check the Terms of Service box just above the “Next” button):

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

Please ensure that you have prepared one spreadsheet per service month that contains all local office billings. You can then send the same spreadsheet to each office that you are billing – the local office will then filter your spreadsheet to view only the invoices that pertain to their office.

Home

Account Activation

Simply create a password to protect your account.

Create a Password

New Password:

Verify New Password:

Score: 0%

Complexity: Too Short

Password Requirements

- Minimum 8 characters in length.
- Must contain 4 of the following items:
 - Uppercase Letters
 - Lowercase Letters
 - Numbers
 - Symbols

Configure my language settings

Auto-Detect Language

I have read and agree to the following Terms of Service

Next

Step 5: Once you create an account and password, you are able to begin electronically submitting your Microsoft Excel K-100 Billing Spreadsheet to CP&P to process for payment as outlined in the Returning to SecureContact section that follows.

RETURNING to SecureContact - Ready to Submit your K-100?

To submit your completed K-100 Billing Spreadsheet(s) to CP&P Local Offices for payment:

Step 1- Go to <http://www.nj.gov/dcf/providers/secure>

Step 2- Click on the first link to the right, “Secure Billing Interactive Map” and a County of New Jersey map will pop up.

Secure Billing



Click the county on the map that contains the CP&P office to which you would like to submit your K-100 billing spreadsheet(s). If you are billing multiple CP&P offices, you will need to send the spreadsheet(s) to each local office separately.

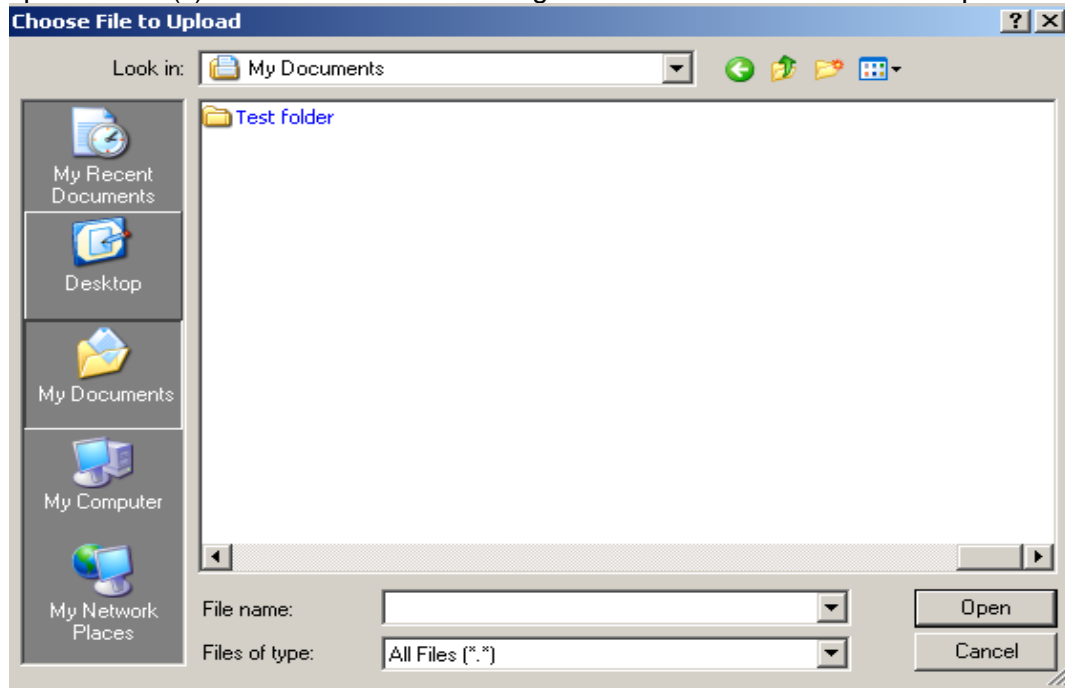
Step 3- Sign into your SecureContact account by hitting the Enter button under “Returning to SecureContact?” and enter your Email Address and password in the spaces provided.

Step 4- Once you are logged in, the following email screen will pop up so you can begin uploading your K-100 Billing Spreadsheet(s):

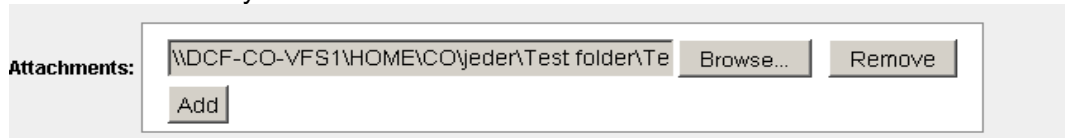
The screenshot shows the 'Secure Messaging Center' interface. At the top, it says 'THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY' and 'Secure Messaging Center'. Below that is a navigation bar with 'Send New', 'Member Center', 'Inbox', 'Track Sent', and 'Logout'. The main area is titled 'Send New' and contains a form for composing an email. The 'To' field is set to 'Atlantic East LO'. The 'Subject' field is empty. The 'Attachments' section has a 'Browse...' button and an 'Add' button. Below the attachments is a rich text editor with a toolbar containing options for font, size, bold, italic, underline, link, and list. The 'Message' field is a large empty text area. At the bottom right, there are links for 'Show Options' and 'Add Signature'.

- Click in the “To” field and select the CP&P local office from the dropdown menu you are sending the spreadsheet to (individual email messages are required for each office you are submitting to however, more than one spreadsheet can be uploaded at a time when contacting a particular office).

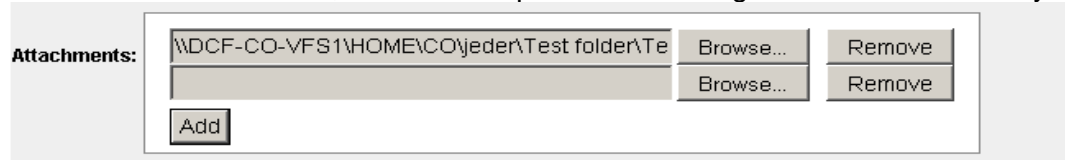
- Click in the “Subject” field and enter the subject of your message – example: K-100 spreadsheet from Provider ABC for payment on XYZ services.
- Click on the “Browse” button in the “Attachments” section to upload your spreadsheet(s). You will see the following window to select K-100 file to upload:



- Select the correct folder and file that corresponds to the spreadsheet you would like to upload and click on the “Open” button. The “Attachments” section should now show the file you selected:



- Click on the “Add” button, continue the process of adding more files if necessary.



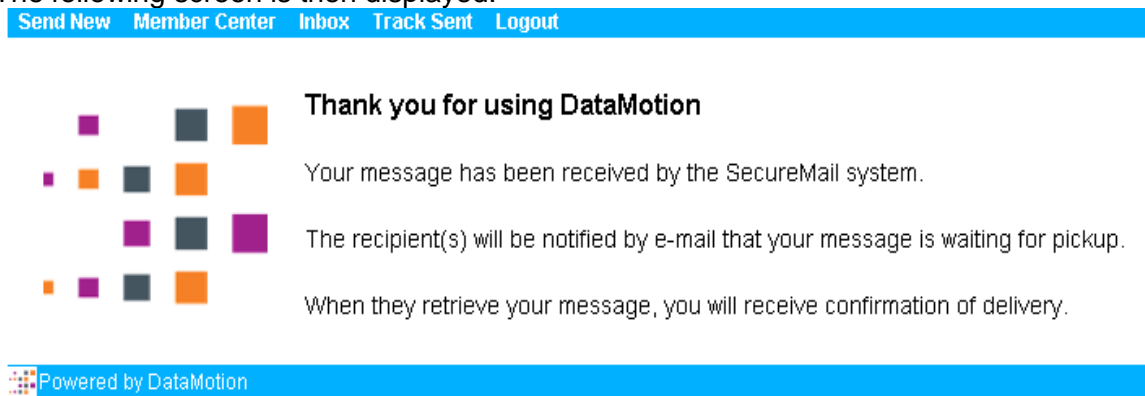
- Click in the “Message” section to add a note with your upload-example: K-100 file from XYZ Services, Jersey City, NJ

- Click on the “Send Secure” button above the “To” field: 

- You may see the following as your attachment is uploaded:



The following screen is then displayed:



- You can use the menu at the top of this screen to send a new message, view the messages you have sent, or log out of the system.
- Once your message is open by the recipient at the DCP&P local office you will receive a return receipt email like the one below:

DataMotion Return Receipt

Your DataMotion message was opened by k100_bure@dcf.state.nj.us on 3/15/2013 1:12:49 PM (GMT-04:00).

For full tracking details login to your account at:

<https://ssl.datamotion.com/l.aspx?u=jeff%2Eeder@dcf%2Estate%2Enj%2Eus&l=en-us>

Message Details:

Date Created: 3/7/2013 12:42:59 PM (GMT-05:00)
 Subject: Test8
 From: jeff.eder@dcf.state.nj.us

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For technical assistance, please email K100questions@dcf.state.nj.us.