



TRAINING MODULE

CARDS 204: Audits, Fines, and Payments

→ Supporting the CARDS 2025 Enhancements Release



Overview

OBJECTIVES

After completing this course, participants will be able to access and respond to audits within the CARDS system and process any fines issued as part of the audit procedure.

CARDS 204: Audit Process Improvements

- Audience: External CARDS Users
- Prerequisites: None
- Course Length: Estimated duration: 40 minutes to 1 hour

WCS Contributors

- Stephen Samiotes - Chief Compliance Audit Investigator (Carson City)
- Mercedes Ghiglieri - Audit Compliance Investigator II (Carson City)
- Kelley Pacheco - Audit Compliance Investigator II (Las Vegas)
- Michael Gjurich - Business Process Analyst II (Las Vegas)
 - Role: General Information for CARDS



Audit Process Improvements

OBJECTIVES

By the end of the training, participants will be able to modify user permissions and submit webforms associated with the Audit Process.

- User Permissions
- Navigation
- Audit Response Webform
- Responding to Findings – Reviewing and replying to audit findings



Audit Process Improvements

Insurers who are selected for the 5-year Audit process will have the ability to submit all documentation for their Audit using the CARDS application.

Key Points to Note:

- An Insurer can be selected for an Audit every 5 years
- Claims with a date of injury that falls within the audited fiscal year may be selected.
- A sample comprising 5% of total claims will be selected for audit, with a minimum of one and a maximum of ten claims.
- Breakdown of selected claims:
 - 70% — Indemnity claims
 - 20% — Medical-only claims
 - 10% — Denied claims

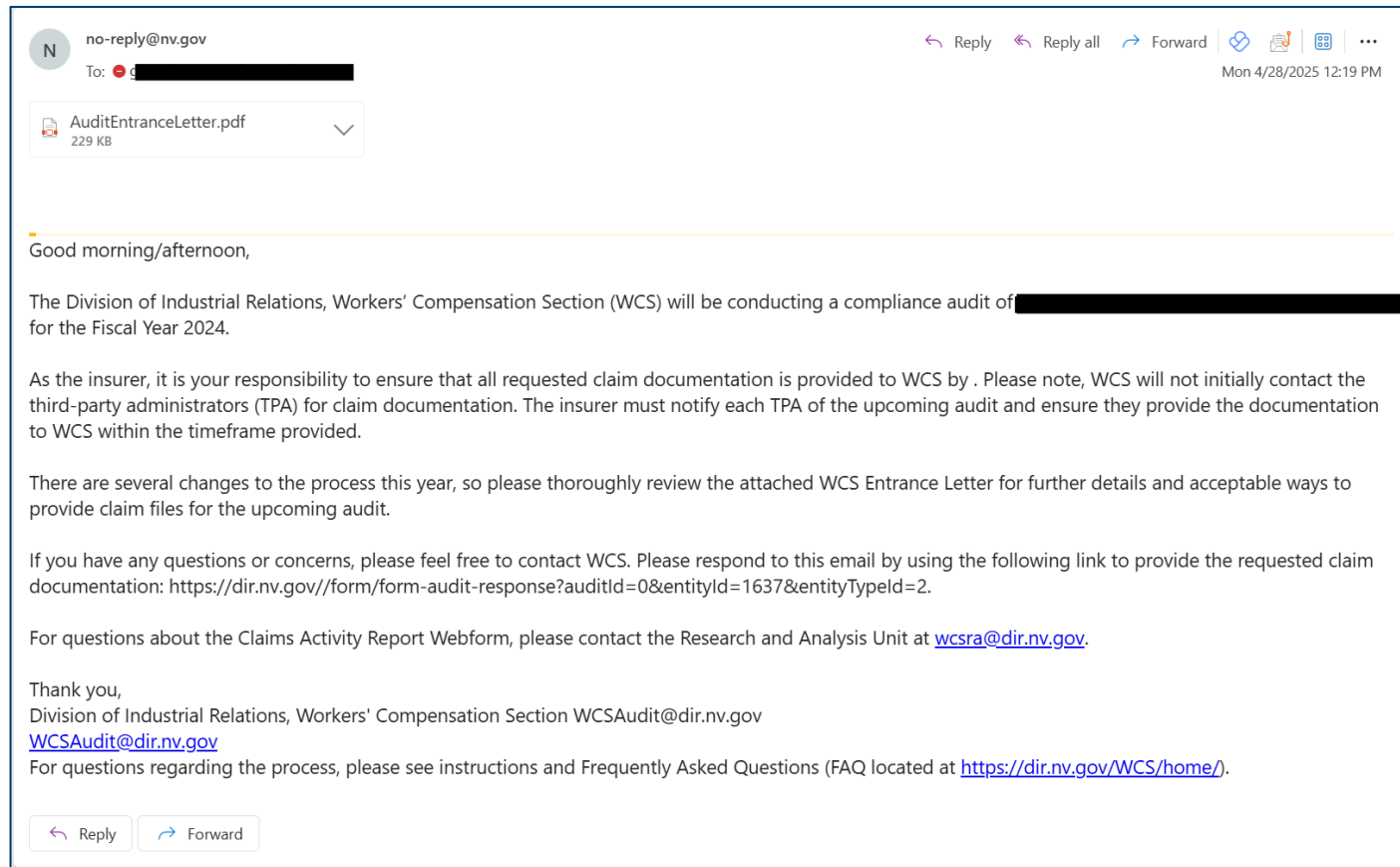
Insurers must provide the required documentation within 30 days of being selected for the audit. Failure to submit all required documentation on time may result in a fine.



Audit Notification

EMAIL NOTIFICATION FOR AUDIT INCLUSION

Once selected for an audit, insurers will receive an email notification requiring their participation in a compliance audit. The email will include a link to the CARDS system where they can submit the requested claim documentation.



Audit Entrance Letter

The Audit Entrance Letter will be attached to the initiation email and will provide insurers with additional context regarding the required information and documentation for each selected claim.



**DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF INDUSTRIAL RELATIONS
WORKERS' COMPENSATION SECTION**

04/30/2025

[REDACTED] INSURANCE COMPANY
ATTN: Compliance Officer

Address
Information

RE: COMPLIANCE AUDIT EXAMINATION – [REDACTED] INSURANCE COMPANY (Nevada Certificate Number [REDACTED]) AUDIT PERIOD COVERING 07/01/2023 THROUGH 06/30/2024.

Dear Compliance Officer or Respective Contact,

[REDACTED] INSURANCE COMPANY has been selected for a compliance audit pursuant to NRS 616B.003. To commence the audit process, you are required to provide the following documentation to the Workers' Compensation Section Audit Unit for each workers' compensation claim number viewable on the Audits tab on the CARDS external homepage no later than 05/30/2025, per NRS 616B.021. You are requested to upload the following information to the CARDS system at [http:// cards.nv.gov](http://cards.nv.gov)

A. Claim Records Request

- 1) Provide your policies and procedures used to govern operating practices for the administration of claims.
- 2) Files for the claims in the attached list must be provided by 05/30/2025. to the CARDS system by uploading the required documents at <http:// cards.nv.gov>

B. Submission Instructions

- 1) Ensure the claim has been indexed in the WCS Claims and Regulatory Data System (CARDS) per NRS 616B.018 and that this information is up to date.
- 2) If the claim administration system does not place the date of receipt on claim documents, please provide an explanation and supporting documentation to substantiate the date of receipt, as applicable.
- 3) The set of submitted documents must include all the elements required by NAC 616C.088. All claim documentation must be organized into the following categories:
 - a) Claim Notes
 - b) Claim Correspondence
 - c) Claim Determinations
 - d) Explanation of Review
 - e) Medical Bills
 - f) Medical Records




Reminder Notification

AUDIT REMINDER EMAIL

If an insurer does not respond to the audit within 30 days of receiving the initial notification email, a reminder email will be sent. If the required documentation is still not submitted within 5 days of the reminder, a second follow-up email will be issued, and the insurer may be subject to fines.

Nevada 5 Year Audit Reminder for FY 2024

 no-reply@nv.gov
To: [REDACTED]

Wed 4/30/2025 11:45 AM

Reply Reply All Forward

Dear [REDACTED],

The Division of Industrial Relations Workers' Compensation Section (WCS) is conducting a compliance audit of [REDACTED] COMPANY for the period of 7/1/2023 to 6/30/2024.

As the insurer, it is your responsibility to ensure that all requested claim documentation is provided to WCS by 5/9/2025. As of this date, WCS has not received a response through the Audit webform features in CARDS. Please submit the information within the next 5 business days. Failure to submit information timely may result in a fine pursuant to NRS 616D.120.

Please thoroughly review the Audit Entrance Letter attached to the original email for further details and instructions for providing claim files needed for the audit. All information must be submitted using the following link: <http://cards.nv.gov/form/form-audit-response?auditId=2920&entityId=1139&entityTypeId=2>

If you have any questions or concerns, please feel free to contact WCS at WCSAudit@dir.nv.gov.

Thank you,

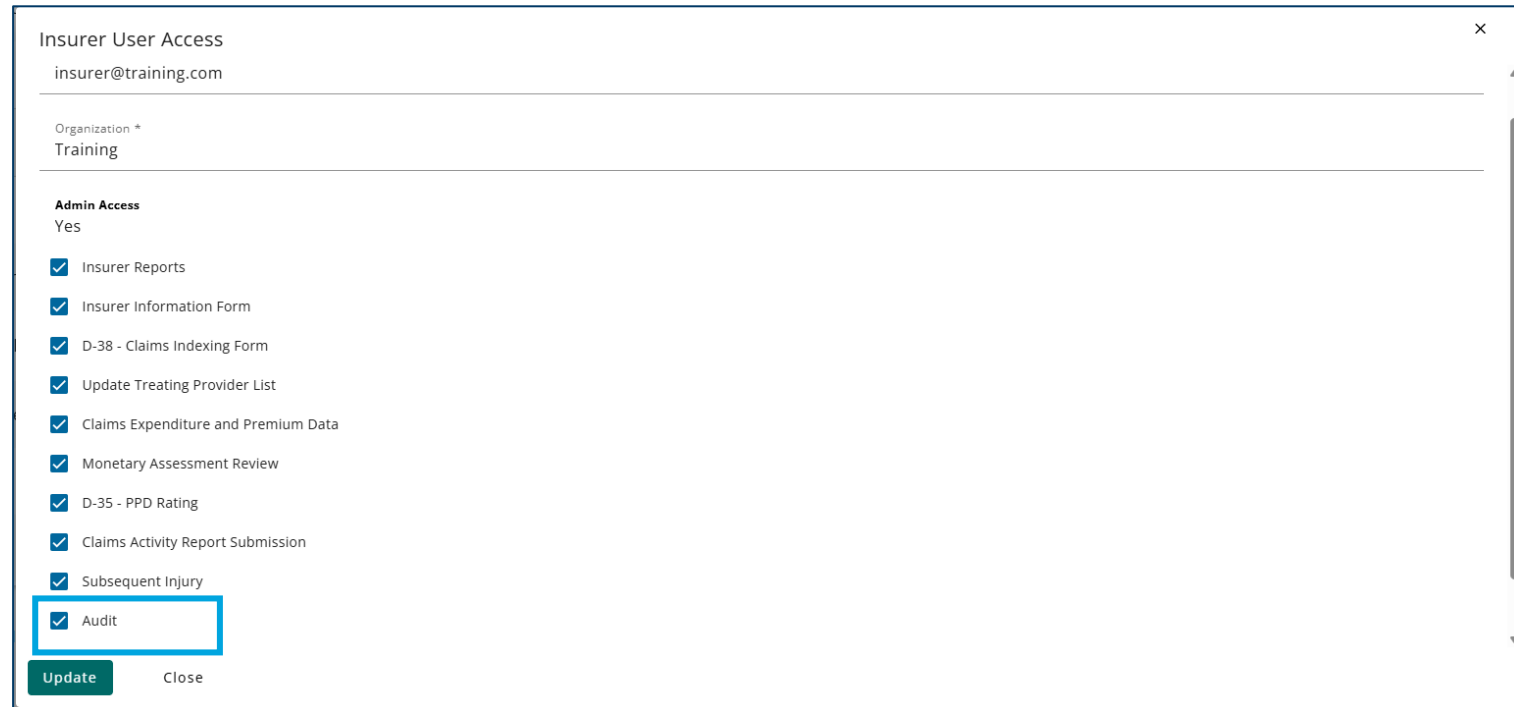
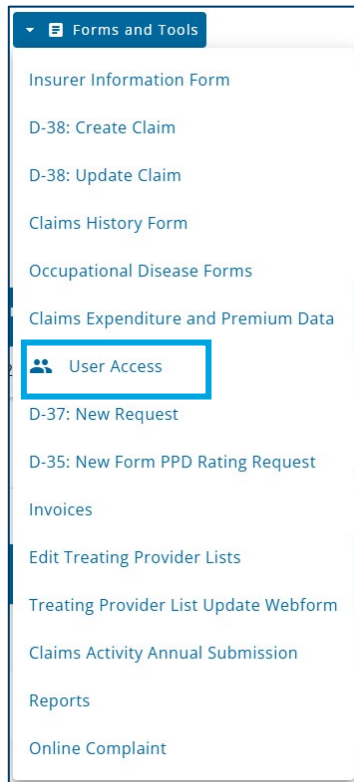
Division of Industrial Relations,
Workers' Compensation Section
WCSAudit@dir.nv.gov

For questions regarding the process, please see instructions and Frequently Asked Questions (FAQ located at <https://dir.nv.gov/WCS/home/>).



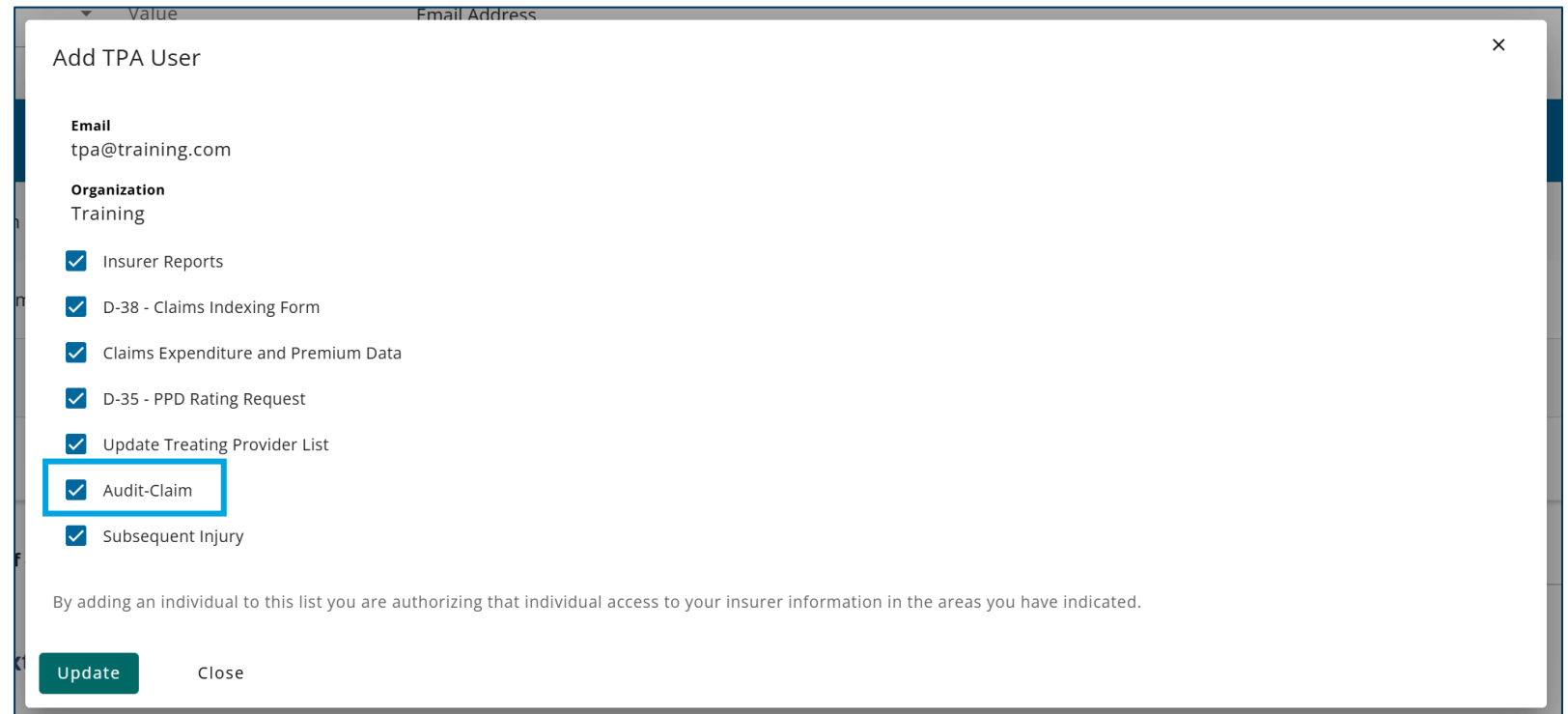
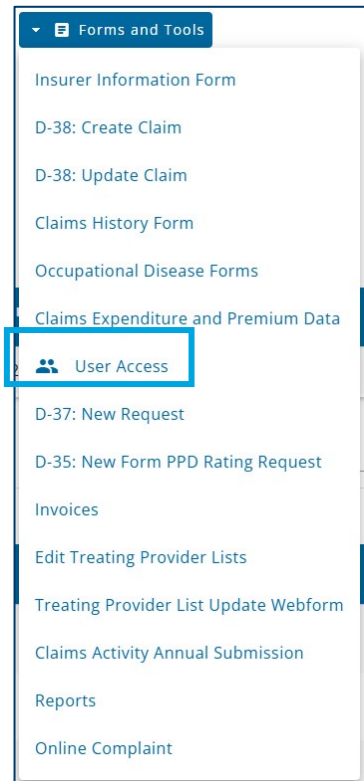
Audit Response and Audit-Claim Webform Permissions

- To access audit features in the external CARDS application, users must have the “Audit” permission assigned by an insurer admin.
- Only insurer users can grant this permission, which can be managed on the User Access Management page under the Forms and Tools menu.
- Assigning the “Audit” permission grants access to the Audit Dashboard and all related webforms.



Audit Response and Audit-Claim Webform Permissions

- Insurer admins can grant TPA users the “Audit-Claim” permission, allowing them to upload documentation for specific claims selected for audit.
- This permission provides access to the Audit Dashboard and the Audit-Claim Webform, but only for claims the TPA is directly associated with.



Navigating to the Audit Response and Audit-Claim Webforms

- Audit webforms are located in the Audits tab at the bottom of the Dashboard.
- Users can expand each audit entry to view claim-specific details. To open a form, click the action menu and select “Open Form.”
- When first accessed, all forms will display a status of “Not Started.” The audit process begins with completing the Audit Response Webform.

Claim Submissions		Filing History		Audits					
Audit	Audit Year	Audit Period	Due Date	Status				⌵	
^ AU-0002-980	2024	07/01/2023 - 06/30/2024	6/11/2025	Not Started				⋮	
Claim	Audit-Claim	Injured Employee Name	Claim Type	Claim Status	Date of Injury	TPA	Due Date	Status	Open Form
██████████	AC-0007-563	██████████	Medical Only	Denied	8/15/2023		6/11/2025	Not Started	⋮
██████████	AC-0007-564	██████████	Medical Only	Denied	10/20/2023		6/11/2025	Not Started	⋮
██████████	AC-0007-562	██████████	Lost Time	Accepted	10/19/2023		6/11/2025	Not Started	⋮
██████████	AC-0007-565	██████████	Medical Only	Accepted	7/14/2023		6/11/2025	Not Started	⋮



Audit Response Webform

The Audit Response Webform is accessible from the Audits tab.

This form allows users to:

- Upload a list of relevant policies and procedures
- Enter the total number of claims filed during the audited fiscal year

Insurance | Audit Details

Audit: AU-0002-940 | Audit Period: July 01, 2023 - June 30, 2024 **Audit Response Submission Due Date: May 29, 2025**

FEIN [REDACTED]	Date Certified 01/01/1999	Workers' Comp Status Active
NCCI Carrier Code CARRIER CODE	NV Cert of Authority Number NV CERT	

Audit Details

Upload the policies and procedures used to govern operating practices for the administration of claims*

[+ Upload Document](#)

Must upload a document

Total of claims filed with a date of injury during the period between July 1, 2023 and June 30, 2024 *

Total of claims filed with a date of injury during the period between July 1, 2023 and June 30, 2024

[Cancel](#) [Submit](#)

Add Document

test document upload.txt (20 B)
Remove

Document Type
Insurer Policy and Procedures

Test Description

Date Received *
5/10/2025
(mm/dd/yyyy)

[Proceed](#) [Close](#)



Audit Response Webform Submission

Once the Audit Response Webform is submitted, the Audits tab will update to show a status of “Submitted.” At this point, users can begin uploading documentation for each of the claims selected for the audit.

Claim Submissions									
Filing History		Audits							
Audit	Audit Year	Audit Period	Due Date	Status					
^ AU-0002-980	2024	07/01/2023 - 06/30/2024	6/11/2025	Submitted					
Claim	Audit-Claim	Injured Employee Name	Claim Type	Claim Status	Date of Injury	TPA	Due Date	Status	
[REDACTED]	AC-0007-563	[REDACTED]	Medical Only	Denied	8/15/2023		6/11/2025	Not Started	⋮
[REDACTED]	AC-0007-564	[REDACTED]	Medical Only	Denied	10/20/2023		6/11/2025	Not Started	Open Form
[REDACTED]	AC-0007-562	[REDACTED]	Lost Time	Accepted	10/19/2023		6/11/2025	Not Started	⋮
[REDACTED]	AC-0007-565	[REDACTED]	Medical Only	Accepted	7/14/2023		6/11/2025	Not Started	⋮



Audit-Claim Response Webform

For each selected claim, the insurer must upload documentation—including proof of receipt—for the required document types. The available upload options align with the document types listed in the Instructions section of the webform. Once all required documents have been attached, the user can mark the submission as Complete.

INSURANCE COMPANY | Audit-Claim Submission

Audit: AU-0002-980 | AC-0007-563 | Audit Period: July 01, 2023 - June 30, 2024

Claim Number: [REDACTED] Injured Worker: [REDACTED] TPA:

Instructions: Upload files with proof of date of receipt of each document from the claims administrator as required in NAC 616C.082. Select the document type as one of the following categories: Claim Notes, Claim Correspondence, Claim Determinations, Explanation of Review, Medical Bills, Medical Records, Legal, Medical Payment History, Indemnity Payment History, State Forms, PPD Documents, Vocational Rehab, Other Documents.

Documents

Supporting Attachments

+ Upload Document

Document Type	Document Name	Description	Received Date	Added By	Added Date	Remove
Must upload a document						

Documents

Supporting Attachments

+ Upload Document

Document Type	Document Name	Description	Received Date	Added By	Added Date	Remove
AUD - Medical Records	Another Testing Document.docx	Testing Description	May 1, 2025	Insurer Account	May 13, 2025	
AUD - PPD Documents	This is a test document.docx	PPD Description	April 8, 2025	Insurer Account	May 13, 2025	

Cancel Mark As Complete



Audit-Claim Response Webform

Once the Audit-Claim is marked as In-Progress, Audit Investigators can begin adding their findings to the claim. No further action can be taken by external users until the internal investigator completes the findings. Submitted documents can be reviewed by clicking the link in the Audit-Claim column on the Audit Dashboard.

Claim Submissions		Filing History		Audits					
Audit	Audit Year	Audit Period	Due Date	Status					
^ AU-0002-980	2024	07/01/2023 - 06/30/2024	6/11/2025	Submitted					
Claim	Audit-Claim	Injured Employee Name	Claim Type	Claim Status	Date of Injury	TPA	Due Date	Status	
[REDACTED]	AC-0007-563	[REDACTED]	Medical Only	Denied	8/15/2023		6/11/2025	In-Progress	
[REDACTED]	AC-0007-564	[REDACTED]	Medical Only	Denied	10/20/2023		6/11/2025	Not Started	
[REDACTED]	AC-0007-562	[REDACTED]	Lost Time	Accepted	10/19/2023		6/11/2025	Not Started	
[REDACTED]	AC-0007-565	[REDACTED]	Medical Only	Accepted	7/14/2023		6/11/2025	Not Started	



Review Submitted Documents

By clicking the link in the Audit-Claim column on the Audit Dashboard, users will be directed to a page displaying all documents submitted through the Audit-Claim Response Webform.

INSURANCE COMPANY | Audit-Claim Submission

Audit: AU-0002-980 | AC-0007-563 | Audit Period: July 01, 2023 - June 30, 2024

Claim Number [REDACTED] Injured Worker [REDACTED] TPA

Documents

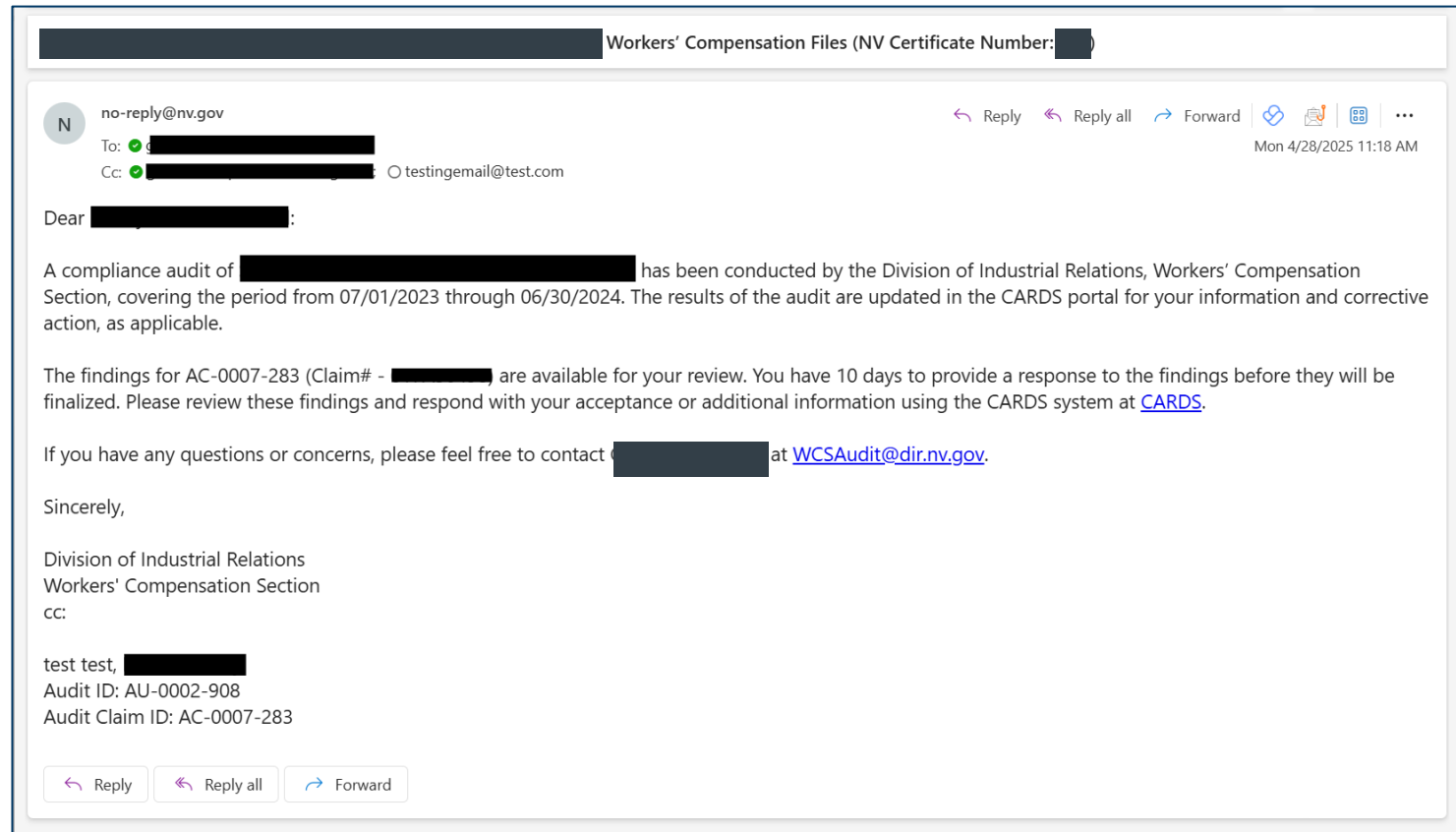
Document Type	Document Name	Description	Date Received	Added By	Added Date	
AUD - Medical Records	Another Testing Document.docx	Testing Description	5/1/2025	Insurer Account	5/12/2025	
AUD - PPD Documents	This is a test document.docx	PPD Description	4/8/2025	Insurer Account	5/12/2025	

Showing (1-2) of 2 << < 1 > >> Items per page 10




Audit-Claim Findings Review Notification

After the WCS Audit team completes their review and adds findings to the Audit-Claim, an email notification will be sent to the insurer. This email will include a link to the CARDS system, where the insurer can review the audit findings.



Audit-Claim Findings Review

Users can navigate to the Audit Dashboard to review findings added to the Audit-Claim. At this stage, the claim status will update to “Findings Available,” indicating that it is ready for external review. The “Review Findings” action will appear in the action menu, allowing insurers to respond to the findings.

 If no response is submitted within 10 days, the findings will be automatically accepted as part of the audit.

Claim Submissions									
Filing History		Audits							
Audit	Audit Year	Audit Period	Due Date	Status					
^ AU-0002-980	2024	07/01/2023 - 06/30/2024	6/11/2025	Submitted					
Claim	Audit-Claim	Injured Employee Name	Claim Type	Claim Status	Date of Injury	TPA	Due Date	Status	
██████████	AC-0007-563	██████████	Medical Only	Denied	8/15/2023		6/11/2025	Findings Available	⋮
██████████	AC-0007-564	██████████	Medical Only	Denied	10/20/2023		6/11/2025	Not Started	Review Findings
██████████	AC-0007-562	██████████	Lost Time	Accepted	10/19/2023		6/11/2025	Not Started	⋮
██████████	AC-0007-565	██████████	Medical Only	Accepted	7/14/2023		6/11/2025	Not Started	⋮



Audit-Claim Findings Response Webform

On the Audit-Claim Findings Response Webform, all findings associated with the claim will be available for review. As the insurer, you may choose to agree or disagree with each finding. If no findings were added to a claim, the Audit-Claim status will automatically update to Complete, and no further action is required.

INSURANCE COMPANY | Audit-Claim Findings

Audit: AU-0002-980 | AC-0007-563 | Audit Period: July 01, 2023 - June 30, 2024

Claim Number: [REDACTED] Injured Worker: [REDACTED] TPA:

Submitter Information

Request Date 5/13/2025	First Name Insurer	Last Name Account	Email insurer@training.com
----------------------------------	------------------------------	-----------------------------	--------------------------------------

State of Nevada Findings

Finding AC-0007-563.1	NRS/NAC NAC 111	Date 05/12/2025
Criteria Here is the criteria	Issue And this is the issue that was found	
<input type="radio"/> Agree <input type="radio"/> Disagree		

Finding AC-0007-563.2	NRS/NAC NRS 222	Date 05/13/2025
Criteria This is the criteria again	Issue This is the issue	
<input type="radio"/> Agree <input type="radio"/> Disagree		



Audit-Claim Findings Response Webform

An agreement selection is required for each finding. If you choose to disagree with a finding, you must:

- Provide a reason for your disagreement
- Upload supporting documentation to justify your response

State of Nevada Findings

Finding AC-0007-563.1	NRS/NAC NAC 111	Date 05/12/2025
Criteria Here is the criteria	Issue And this is the issue that was found	
<input checked="" type="radio"/> Agree <input type="radio"/> Disagree		

Finding AC-0007-563.2	NRS/NAC NRS 222	Date 05/13/2025
Criteria This is the criteria again	Issue This is the issue	
<input type="radio"/> Agree <input checked="" type="radio"/> Disagree		

Here is the reason I disagree with the Finding that was added to this claim

Upload any supporting documents below

[+ Upload Document](#)

Document Type	Document Name	Description	Received Date	Added By	Added Date	Remove
AUD - Supplemental Info	Another Testing Document.docx	Training	April 22, 2025	Insurer Account	May 13, 2025	

[Cancel](#) [Save](#) [Submit](#)



Audit-Claim Findings Response Webform

When submitting supporting documentation for a disagreement, only the following document types are accepted:

- Supplemental Info
- Verifiable Date of Receipt

The screenshot shows a webform titled "Add Document" with a close button (X) in the top right corner. The form contains a file upload area with a document icon, the text "Another Testing Document.docx (17.93 KB)", and a "Remove" button. Below this is a "File Name" field containing "Another Testing Document.docx". A "Document Type *" dropdown menu is open, showing three options: "--", "AUD - Supplemental Info", and "AUD - Verifiable Date of Receipt". At the bottom of the form, there is a date input field with the placeholder "(mm/dd/yyyy)". At the bottom left, there are two buttons: "Proceed" (highlighted in green) and "Close".



Audit-Claim Findings Response Webform

After all findings have been marked as “Agree” or “Disagree,” the webform can be submitted. Submitting the form updates the status to “Insurer Response.”

At this stage, no further action is required from the insurer. The assigned investigator will review each response and determine whether to accept or reject the insurer’s justification.

Claim Submissions		Filing History		Audits					
Audit	Audit Year	Audit Period	Due Date	Status					
^ AU-0002-980	2024	07/01/2023 - 06/30/2024	6/11/2025	Submitted					
Claim	Audit-Claim	Injured Employee Name	Claim Type	Claim Status	Date of Injury	TPA	Due Date	Status	
	AC-0007-563		Medical Only	Denied	8/15/2023		6/11/2025	Insurer Response	



Audit-Claim Findings Response Webform

After the audit investigator has accepted or rejected the insurer's responses, the findings will be finalized, and the Audit-Claim status will update to Complete.

Once all Audit-Claims in the audit reach the Complete status, the overall Audit will be considered finalized.

Claim Submissions										Filing History		Audits	
Audit		Audit Year		Audit Period		Due Date		Status		▼			
^ AU-0002-980		2024		07/01/2023 - 06/30/2024		6/11/2025		Submitted		⋮			
Claim	Audit-Claim	Injured Employee Name	Claim Type	Claim Status	Date of Injury	TPA	Due Date	Status	▼				
[REDACTED]	AC-0007-563	[REDACTED]	Medical Only	Denied	8/15/2023		6/11/2025	Completed	⋮				



Audit Determination

Once the internal WCS staff completes their review of the Audit Response Webform, a final determination will be made for each Audit-Claim.

A certified letter will be sent to the insurer and TPA with the results. Based on the determination, the recipient may be required to:

- Pay a fine, or
- Submit a corrective action plan in response to a notice of correction

All determinations and findings will be summarized in the Final Audit Report, which includes:

- The findings for each claim
- The insurer's responses
- The final outcomes of the audit



Fine Process

OBJECTIVES

Training participants will be able to modify user permissions related to fine access and submit webforms associated with the issuance of fines.

- User permissions
- Navigation



Audit Fines

Fines may be imposed on any insurer or TPA that fails to respond to an audit request within the required timeframe or as a result of audit findings.



DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF INDUSTRIAL RELATIONS
WORKERS' COMPENSATION SECTION

05/13/2025

ATTN: [REDACTED]

Las Vegas, Nevada 89147

MA # MA [REDACTED]

Certified Mail No. 2312fsdf

Dear Compliance Officer or Respective Contact:

The Division of Industrial Relations (DIR), Workers' Compensation Section (WCS) emailed requests for records on 03/30/2025, 04/30/2025 and 05/05/2025. The original due date to provide the requested records was 04/30/2025, per NRS 616B.021. Please refer to email sent on 03/30/2025 for the initial request.

As of the date of this letter, the requested records are past due and a fine of \$3,000.00 has been issued for failure to comply pursuant to NRS 616D.120(2)(b) (see text below). Further, please note that you may be reported to the Division of Insurance for decertification.

NRS 616D.120

...
2. Except as otherwise provided in [chapters 616A to 616D](#), inclusive, or [chapter 617](#) of NRS, if the Administrator determines that an insurer, organization for managed care, health care provider, third-party administrator, employer or professional employer organization has failed to comply with any provision of this chapter or [chapter 616A](#), [616B](#), [616C](#) or [617](#) of NRS, or any regulation adopted pursuant thereto, the Administrator may take any of the following actions:

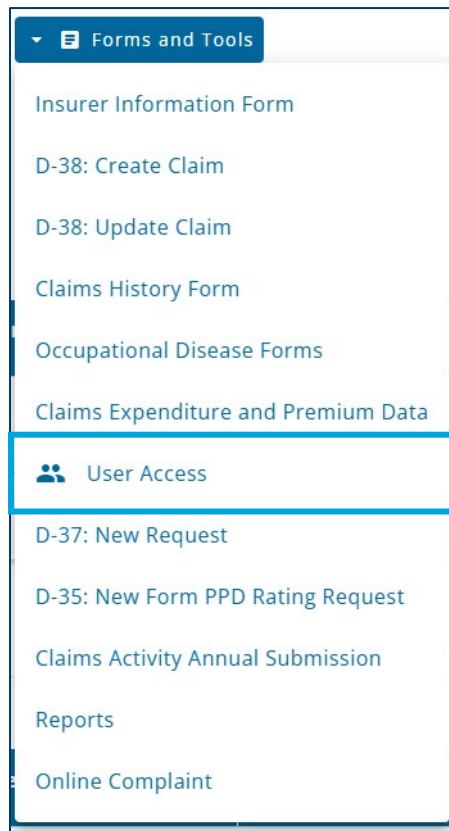
- ...
(b) Impose an administrative fine for:
(1) A second or subsequent violation for which a notice of correction has been issued pursuant to paragraph (a); or



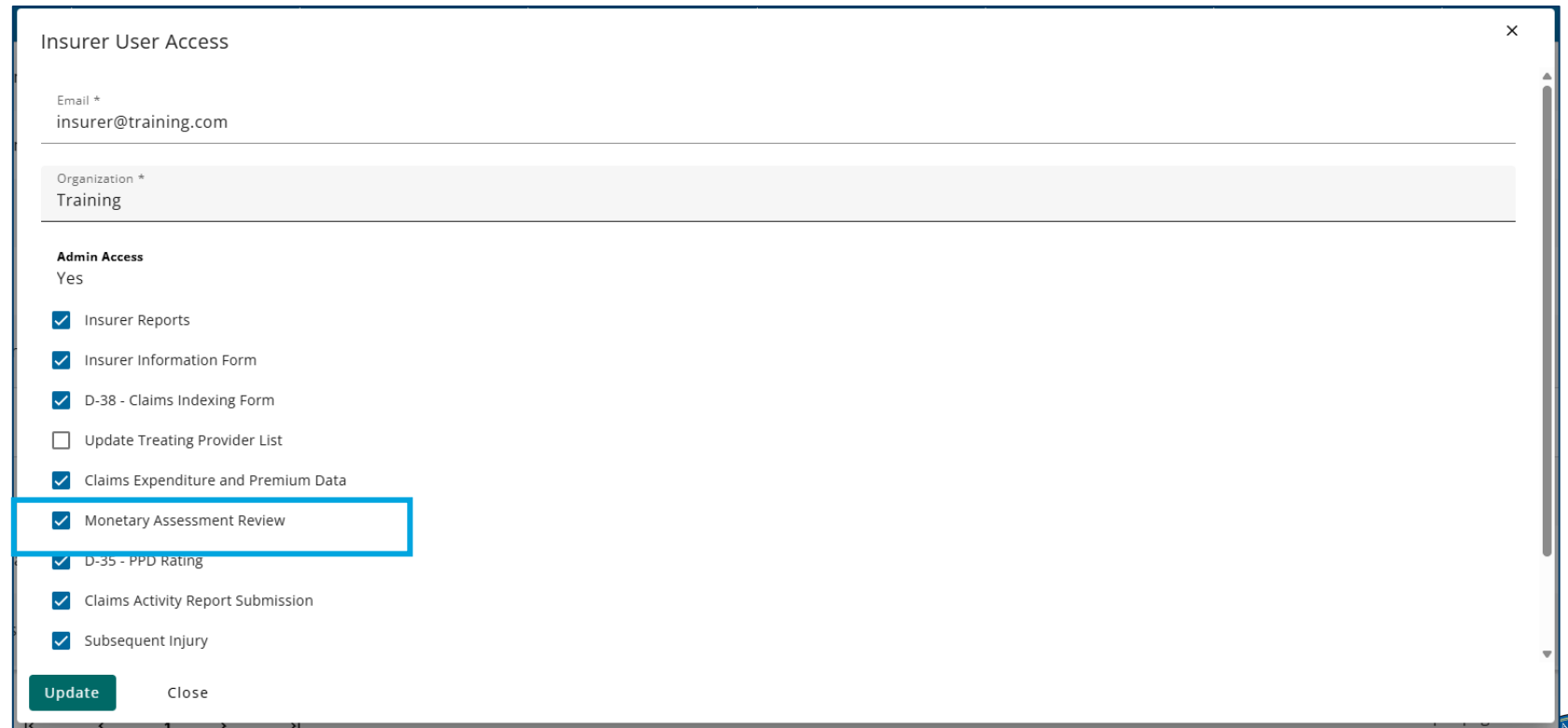
Permissions

ACCESSING INVOICES

Insurer users with admin access can update user permissions to view invoices by selecting the Monetary Assessment Review permission on the User Access Management page.



The screenshot shows a vertical menu titled "Forms and Tools" with a dropdown arrow. The menu items are: Insurer Information Form, D-38: Create Claim, D-38: Update Claim, Claims History Form, Occupational Disease Forms, Claims Expenditure and Premium Data, **User Access** (highlighted with a blue border), D-37: New Request, D-35: New Form PPD Rating Request, Claims Activity Annual Submission, Reports, and Online Complaint.



The screenshot shows the "Insurer User Access" form. The "Email" field contains "insurer@training.com" and the "Organization" field contains "Training". Under the "Admin Access" section, the "Yes" radio button is selected. The following permissions are checked with blue checkmarks: Insurer Reports, Insurer Information Form, D-38 - Claims Indexing Form, Claims Expenditure and Premium Data, **Monetary Assessment Review** (highlighted with a blue box), D-35 - PPD Rating, Claims Activity Report Submission, and Subsequent Injury. At the bottom, there are "Update" and "Close" buttons.



Notifications for Invoices

Insurers will be notified via email when they have new invoices and reminder emails as the payment due date approaches. If an insurer has any unpaid invoices, a banner will also display on the dashboard until all invoices have been paid.

CARDS
Claims and Regulatory Data System

Hello, Insurer Account! [Log Out](#)

[Home](#) [Find a Treating Provider](#) [Benefit Penalties Search](#) [Make a Payment](#) [My Account](#)

My Dashboard

For Insurer instructions related to maintaining Treating Provider lists please visit: <https://dir.nv.gov/uploadedFiles/dirnv.gov/content/WCS/MedicalDocs/Instructions-Provider-List.pdf>.

IMPORTANT: CLICK HERE TO PAY INVOICES DUE. FAILURE TO PAY BY THE DEADLINE CAN RESULT IN FINES OR PENALTIES AND REFERRAL TO COLLECTIONS.

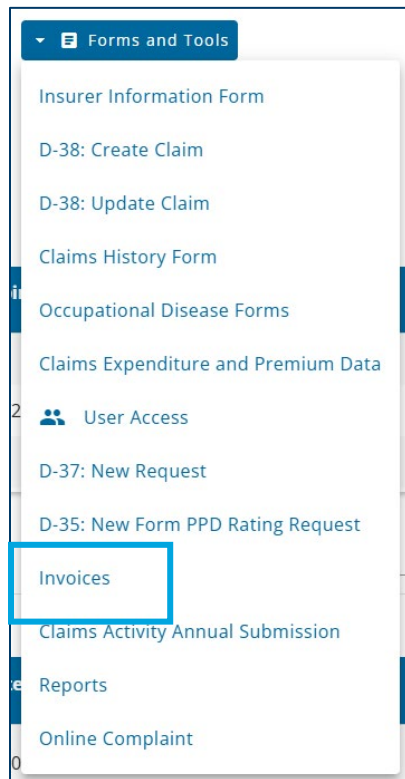
Entity Selection



Navigation

PAYING INVOICES AS AN AUTHENTICATED USER

When you are logged in to CARDS and have the correct permissions, you can access the Invoicing Details page by selecting Invoices on the Forms and Tools menu.



The screenshot shows the CARDS Invoicing Details page. At the top, there is a navigation bar with 'Home', 'Find a Treating Provider', 'Benefit Penalties Search', 'Make a Payment', and 'My Account'. A message states: 'Invoices are currently due. Please select the check box for the invoice(s) that you want to pay and select Pay Now. Failure to pay by the deadline can result in fines or penalties and referral to collections.' Below this is a table of invoices. The table has columns: Invoice, Invoice Number, Assessme... Year, Total Amount Due, Category, Type, Installme..., Amount Paid, Balance Due, Payment Status, Due Date, Payment Date, Online Receipt, and Pay. There are two rows of invoices. Below the table, it says 'Showing (1-2) of 2' and 'Items per page 25'. A 'Pay Now' button is visible at the bottom of the table area. The footer contains 'Home | Contact Us | Privacy Policy | Terms and Conditions' and 'Copyright © 2025 State of Nevada - All Rights Reserved'.

Invoice	Invoice Number	Assessme... Year	Total Amount Due	Category	Type	Installme...	Amount Paid	Balance Due	Payment Status	Due Date	Payment Date	Online Receipt	Pay
> DT-██████	MA-██████		\$15,000.00	Determination	Fine		\$0.00	\$15,000.00	Unpaid	6/2/2025			
> DT-██████	MA-██████		\$1,500.00	Determination	Fine		\$0.00	\$1,500.00	Unpaid	5/28/2025			



Payment Process

OBJECTIVES



Training participants will be able to make a payment in the CARDS system.

- Navigation
- Payments



Paying Invoices

SINGLE SELECT AND MULTI-SELECT OPTIONS

You can choose to select individual invoices to pay by expanding an invoice record and selecting the Pay Now box. You also have the option of selecting all invoices to pay at once by checking the box at the top right of the Invoicing Details table.

Home Find a Treating Provider Benefit Penalties Search Make a Payment My Account

Invoices are currently due. Please select the check box for the invoice(s) that you want to pay and select Pay Now. Failure to pay by the deadline can result in fines or penalties and referral to collections.

██████████ | Invoicing Details

Select All

Filters Reset

Column Value Apply Category Determination

Invoice	Invoice Number	Assessme... Year	Total Amount Due	Category	Type	Installme...	Amount Paid	Balance Due	Payment Status	Due Date	Payment Date	Online Receipt	Pay
^ DT ████████	MA ████████		\$15,000.00	Determination	Fine		\$0.00	\$15,000.00	Unpaid	6/2/2025			
DT ████████	MA ████████		\$15,000.00	Determination	Fine	1	\$0.00	\$15,000.00	Unpaid	6/2/2025			<input type="checkbox"/> Pay Now
^ DT ████████	MA ████████		\$1,500.00	Determination	Fine		\$0.00	\$1,500.00	Unpaid	5/28/2025			
DT ████████	MA ████████		\$1,500.00	Determination	Fine	1	\$0.00	\$1,500.00	Unpaid	5/28/2025			<input type="checkbox"/> Pay Now

Showing (1-2) of 2 << < 1 > >> Items per page 25

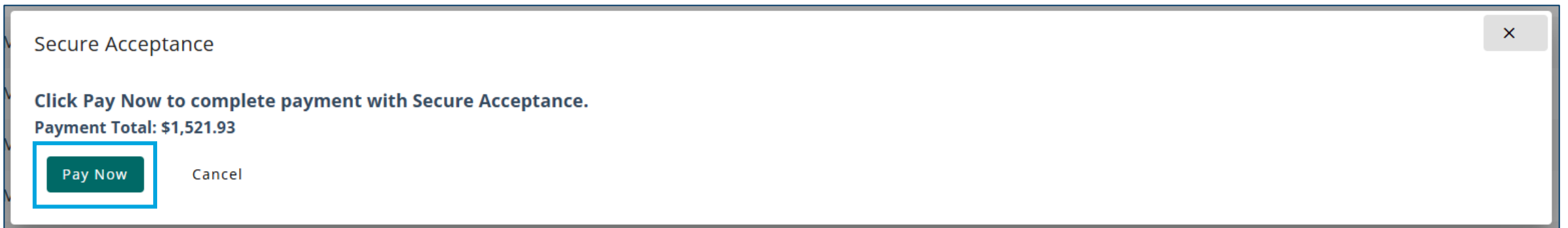
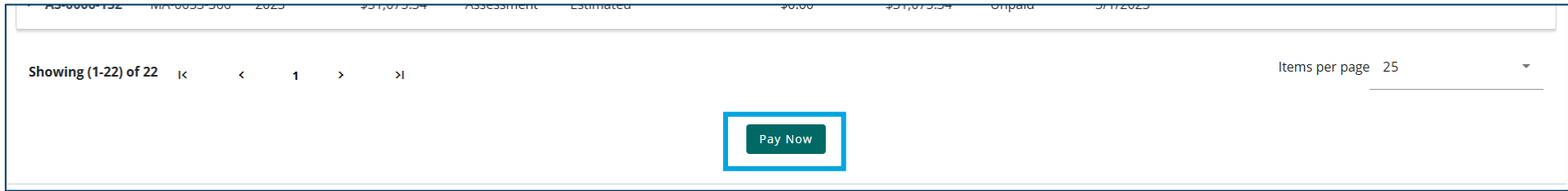
Pay Now



Paying Invoices

SINGLE SELECT AND MULTI-SELECT OPTIONS

After selecting the invoices you wish to pay, you can press the Pay Now button at the bottom of the page. A pop-up modal will display the total of all selected invoices and prompt you to the payment screen.



Payment Screen

E-CHECK PAYMENT

CARDS

Claims and Regulatory Data System

Billing Information

* Required field

First Name *

Last Name *

Address Line 1 *

Address Line 2

City *

Country/Region *

Zip/Postal Code *

Phone Number *

Email *

Your Order

Total amount **\$271.65**

eCheck selected. [Change payment method](#)

Payment Details

Routing Number *

Account Number *

Account Type *

By clicking Pay, I agree to the [Electronic Check Terms & Conditions](#)



Payment Confirmation

After you have completed payment, you will be brought to a Payment Confirmation page where you can review your payment details.

CARDS
Claims and Regulatory Data System

Hello, Insurer Account! [Log Out](#)

[Home](#) [Find a Treating Provider](#) [Benefit Penalties Search](#) [Make a Payment](#) [My Account](#)

Payment Confirmation

Your payment was successful.

Payment Date 05/08/2025	Order Number 20250508iOxOtA
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Billing Information

Name Insurer Account	Address 123 Main St	City Henderson
State NV	Country US	Postal Code 89011
Email test@test.com	Phone (555) 555-5555	

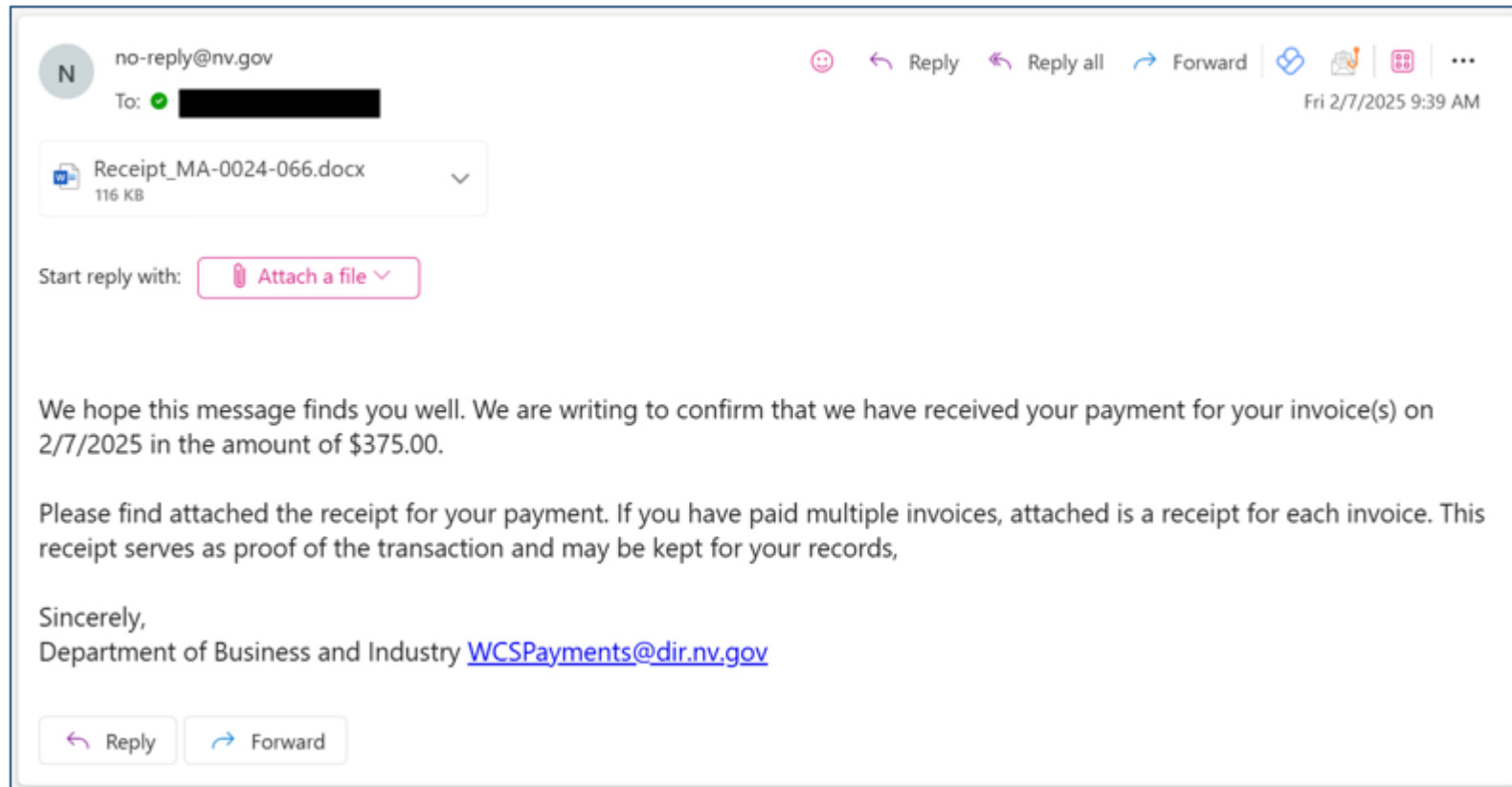
Payment Details

Payment Method card	Order Total \$1,521.93
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Payment Confirmation Email

After you have completed payment, you will be sent a payment confirmation email with a receipt attached. The confirmation email will be sent to the email used in the billing information. The email chosen does not have to be the same email associated with your CARDS account.



Reviewing Past Payments

FILTERING BY PAID INVOICES

You can use the filter button to view invoices on the Invoicing Details page by status. When you expand an individual invoice record you can see the payment date and view the receipt. Selecting receipt will bring you back to the Payment Confirmation page.

[Redacted] | Invoicing Details Select All

Filters Reset

Column Value Apply Category

Determination x

Invoice	Invoice Number	Assessme... Year	Total Amount Due	Category	Type	Installme...	Amount Paid	Balance Due	Payment Status	Due Date	Payment Date	Online Receipt	Pay	x
^	DT-[Redacted]	MA-[Redacted]	\$15,000.00	Determination	Fine		\$15,000.00	\$0.00	Paid	6/2/2025				
	DT-[Redacted]	MA-[Redacted]	\$15,000.00	Determination	Fine	1	\$15,000.00	\$0.00	Paid	6/2/2025	5/13/2025	Receipt		
>	DT-[Redacted]	MA-[Redacted]	\$1,500.00	Determination	Fine		\$0.00	\$1,500.00	Unpaid	5/28/2025				

Showing (1-2) of 2 < 1 > Items per page 25

Pay Now



Questions?

For any questions after this presentation, reach out to CARDS@dir.nv.gov