

# Brightree Branch ID#

## Finding your Brightree Branch ID#

The BranchID can be found below or see attached image;

1. System Setup Menu – Branch Offices
2. Search
3. Click the pencil to bring up the Branch Office Edit page
4. The BranchOfficeKey shows in the URL

The screenshot shows a web browser window with the URL `https://f.brightree.net/F1/0643/BTTF/SystemSetup/frmBranchOffice.aspx?BranchOfficeKey=152`. The page title is "Branch Office - Accounts Receivable". The navigation menu includes "Home", "System Setup", "Inventory", "Ordering", "Billing", "Documents", "Receipts", "AR Management", and "Retail". The main content area has tabs for "General", "Forms", "System", "Users", "Template", "Claims Carriers", "POS/POA", "Connect", "Integration", and "History". The "General" tab is selected, showing the following fields:

- Company: Geneva6164
- Branch Name: Accounts Receivable
- Billing Provider Address: Geneva Woods Health Care, Suite 501
- Pay to Provider Address: (empty)