

How to Upload Attachments in ProviderOne

These instructions are for Providers *only* who are updating existing information in ProviderOne and for Providers submitting New Enrollment Applications

Files uploaded in ProviderOne must be in one of the following formats:

.xls, .xlsx, .doc, .docx, .gif, .gzip, .htm, .html, .jpeg, .jpg, .ppt, .rtf, .tif, .tiff, .tst, .txt, .bmp, .pdf, .zip

Document size cannot exceed 10MB.

Document Name cannot contain special characters and cannot exceed 200 characters.

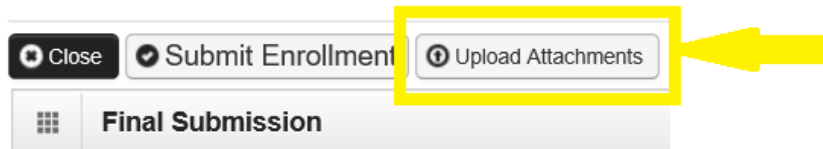
To send required documentation to Provider Enrollment, please do the following:

1. While in ProviderOne working on either a New Enrollment Application or while updating your provider information, the very last Step will require that you submit the information for Review.

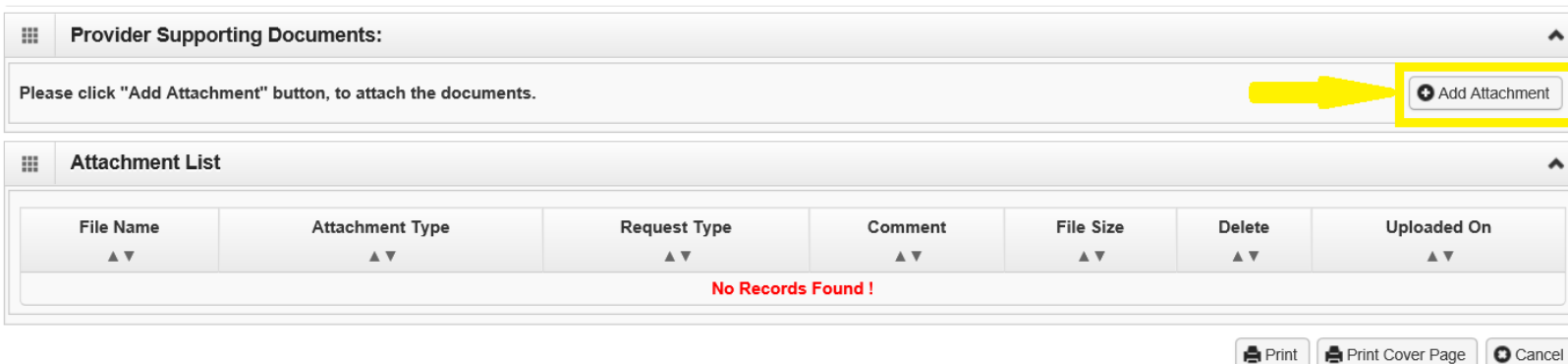
For Modifications to your existing domain, you will see that the last step says “Submit Modification for Review”

For New Enrollment Applications, you will see that the last step of the online application states “Final Enrollment Instructions”

2. Click into the final Step
3. Click ‘Upload Attachments’



4. The ‘Provider Supporting Documents’ screen will appear. Click on the ‘Add Attachment’ button.



5. A new screen will pop-up. On the new screen, select:

a) **Attachment Type** – the options for this dropdown are:

- Core Provider Agreement (*select if uploading a Core Provider Agreement*)
- Debarment (*select if uploading a Debarment form*)
- Trading Partner Agreement (*select if uploading a Trading Partner Agreement*)
- Electronic Funds Transfer (EFT) Form (*select if uploading an EFT form*)
- Revalidation (*select if uploading documents for Revalidation purposes*)
- Supplementary Documents (*select if no other options in the dropdown apply to your document*)
- W-9 (*select if uploading a W-9 form*)

b) **Request Type** – the options for this dropdown are:

- Enrollment Application (*select if you are submitting a new application*)
- Modification Request (*select if you are updating an existing domain*)

c) **Comments** (*if applicable*)

6. Next, upload your attachment by clicking on the **Browse** button.

Please complete all Required Fields *

Attachment Type: Core Provider Agreement * Req

Comment:

Please attach the File(s). The File Format must be .xls, .xlsx, .doc, .docx, .gif, .gzip, .ht

Filename: Browse... *

7. Once the file has been uploaded, you will see it on the Provider Supporting Documents screen:

Provider Supporting Documents:

Please click "Add Attachment" button, to attach the documents. Add Attachment

Attachment List

File Name	Attachment Type	Request Type	Comment	File Size	Delete	Uploaded On
DEBARMENT_TEST.docx	TPA	EA		12kb	X	10/22/2018

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 First Prev Next Last

Note: If you upload the incorrect document, you can delete it, but it must be deleted *before* your Application or Modification has been submitted to the state for review.

To do this, click on the 'X' under the Delete column next to the file you would like to delete.

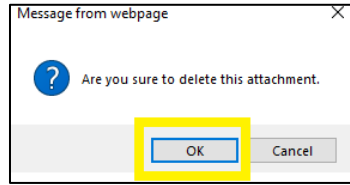
Provider Supporting Documents:

Please click "Add Attachment" button, to attach the documents.

Attachment List

File Name	Attachment Type	Request Type	Comment	File Size	Delete
DEBARMENT_TEST.docx	TPA	EA			X

The following pop-up will appear. Click OK.

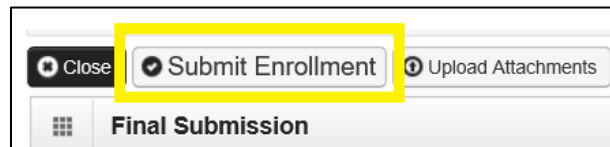


- At this time, if you have additional documents to upload, you may click on the Add Attachment button and follow Steps 4-7 above.
- Once you have uploaded all required documents, please close the screen by clicking on the 'x' in the upper-right-hand-corner

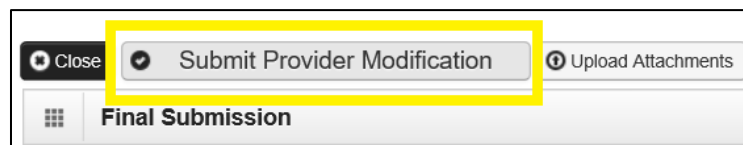
File Name	Attachment Type	Request Type	Comment	File Size	Delete	Uploaded On
DEBARMENT_TEST.docx	TPA	EA		12kb	X	10/22/2018
DEBARMENT_TEST.docx	TPA	EA		12kb	X	10/22/2018
DEBARMENT_TEST.docx	CPA	EA		12kb	X	10/22/2018

- Now back on the Final Submission step, you must submit the Application or Modification to the state for review:

For **Applications**, the button is titled '**Submit Enrollment**'



For **Modifications**, the button is titled '**Submit Provider Modification**'



- You are now done!