

## Instructions for Roster File Upload and Reviewing Roster Errors

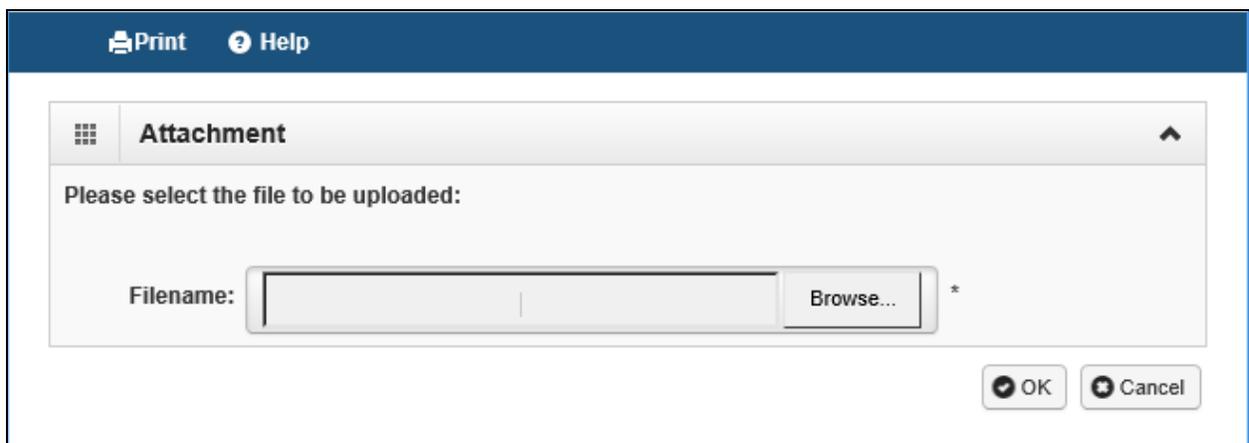
1. Login to your ProviderOne profile using one of the following Profiles:
  - EXT Provider File Maintenance
  - EXT Provider Super User
2. Click on 'Provider File Upload'



3. Click the 'File Upload' button



4. The following screen will appear.
  - ~Click the 'Browse' button and locate the completed Roster you have saved on your computer
  - ~Click 'OK'



5. You will then be navigated back to the following screen.

~In bright-blue, the screen will list the Batch number (also called an Instance Number).

**Write down and keep your batch number!**

In blue, you will see:

Info: Provider File has been successfully submitted, Uploaded Batch file Instance Number: XXXXXXXX  
(Instead of XXXXXX, you will receive an actual batch number)

Close File Upload

Info: Provider File has been successfully submitted, Uploaded Batch file Instance Number : 500061702

Provider File Upload List

**\*Your Batch number will be different.  
\*Please write down your batch number.**

6. Once you have written down your batch number, you may logout. It may take 1 to 3 business days before the batch is approved. You may log back in periodically to see if the upload was Approved or Rejected.

To see if the batch was approved or rejected, you will log back into ProviderOne and click on 'Provider File Upload'

Provider

- Provider Inquiry
- Manage Provider Information
- Initiate New Enrollment
- Track Application
- Provider File Upload**

7. This will take you back to the Provider File Upload List page.

~This page will tell you the status of the Roster. The very last column titled 'Upload Status' will state whether the Roster is still 'In Review' –or- has been 'Approved' –or- 'Rejected'

~The column titled 'Total Records Errored Out' will reflect those providers that could not be loaded due to incorrect data. Clicking on the blue-link inside of the 'Total Records Errored Out' column, will give you information on what and why a record errored.

File Name	Batch Number	Total Records In Source File	Total Records Loaded	Total Records Errored Out	Upload Date	Upload Status
New Enrollments Provider Roster 05242019.xls	XXXXXXX	698	697	<a href="#">1</a>	06/20/2019 12:59:18	Approved

**\*This column shows how many records errored out.  
\*You can click on the blue number to see which record(s) errored and the reason for the error.**

**This column will reflect either: In Review, Approved, or Rejected**

**8. If you have any Errored Records**, you will need to review those records, correct the data, and upload a new Roster.

~The new Roster will only need to include those servicing only providers that you received an error message on.

~To help troubleshoot those error messages, please use the “Troubleshooting Roster Error Messages” document

**\*\*\*For any issues with loading Rosters or reviewing errored records, email [providerenrollment@hca.wa.gov](mailto:providerenrollment@hca.wa.gov)**