1. Go to the portal landing page and log in using your User ID and password. If you do not have a User ID and password, click Register Now or see the JOB+AID “Registering on the Portal.”

If you have already logged in, skip to step 2.
2. From the Health Care Professional Home page, select the Provider Functions tab
3. Click **PCP Information**
4. Scroll down to the **Max Caseload** panel

   - Update the number of Medicaid patients you are willing to accept between 1 and 2,500. **Current Caseload** will tell you how many Medicaid patients you are currently treating.

   **NOTE:** If the PCP wants to increase the number of Medicaid patients they are willing to accept above 2,500, a written request must be provided. The written request can be uploaded. *(See section under **PCP Information** indicated in **GREEN** on the image shown above.)*

5. Edit **Age Restrictions**, if any *(all fields that have a red asterisk are required)*
6. Counties where the provider currently provides primary care services will be displayed here.

Note: Counties cannot be edited via portal. To update, contact Gainwell Technologies Services, Provider Enrollment Unit: In-State Toll Free (800) 457-4454. Local and Out of State (501) 376-2211.

7. Click Submit.

8. You will receive a confirmation at the top of the page indicating that your PCP information was successfully submitted.