



# **PROVIDER PORTAL: Uploading Documents**



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

If you have already logged in, skip to step 2.



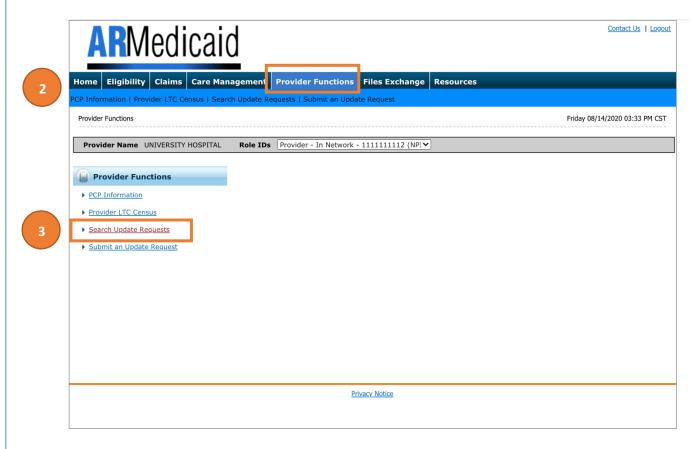








# PROVIDER PORTAL: Uploading Documents (Continued)



- 2. To search or submit update request, click on Provider Functions.
- 3. Click Search Update Requests link.



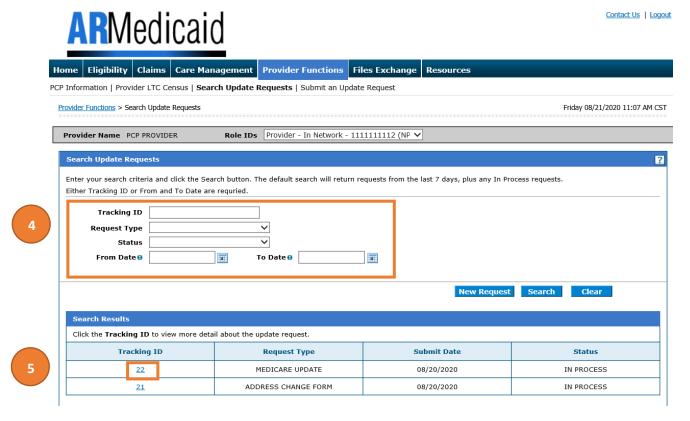








# PROVIDER PORTAL: Uploading Documents- "Search Update Requests"



- 4. Search by: tracking ID, request type, status, from and to date.
- 5. Click Tracking ID link to view the request.



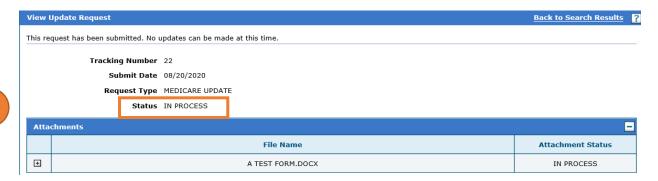




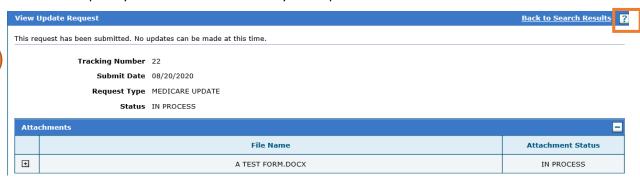




# PROVIDER PORTAL: Uploading Documents - "Search Update Requests"



6. Once complete you can view the status of your request.



7. Click the '?' for information.



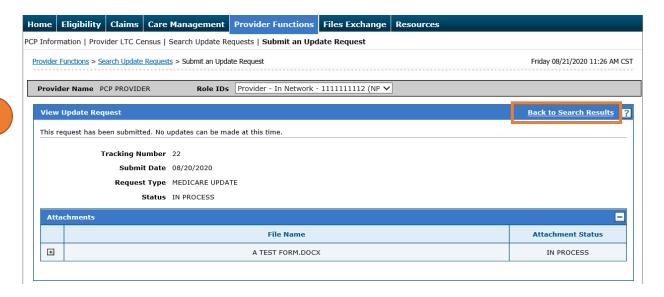








# PROVIDER PORTAL: Uploading Documents - "Search Update Requests"



8. Click the Back to Search Results link to do more searches or create a New Request.



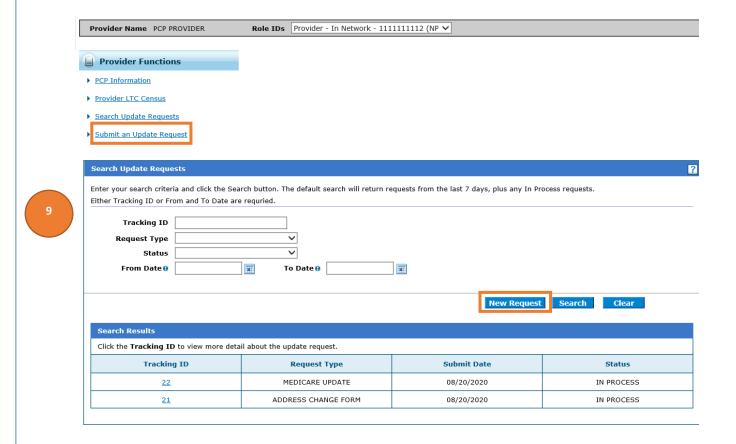








# PROVIDER PORTAL: Uploading Documents - "Submit an Update Request"



Enter a New Request from provider Functions tab by selecting Submit an Update Request or in Search Update Request and click the New Request button.



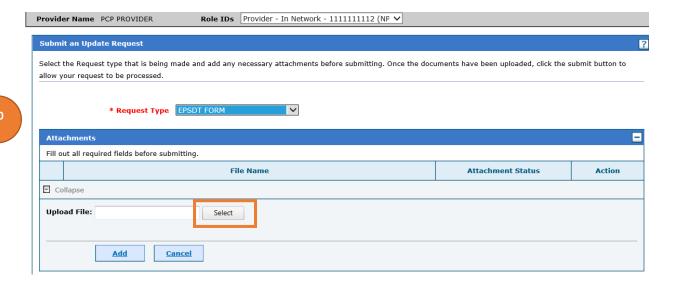








# PROVIDER PORTAL: Uploading Documents - "Submit an Update Request"



10. Click Select button to upload an attachment.



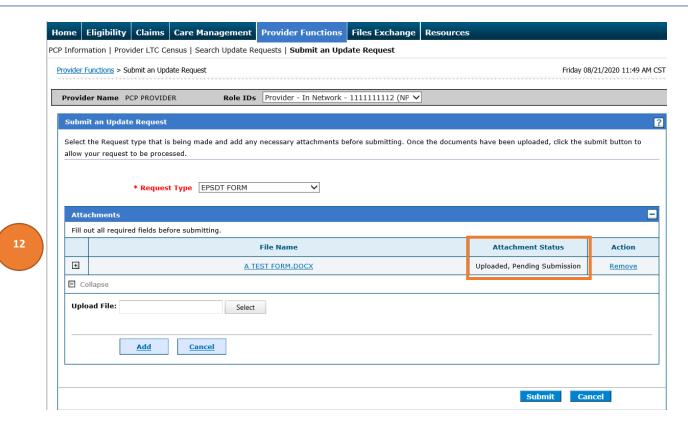
11. After you select your attachment, Click Add Button (the document is not uploaded until you click the Add button) then click Submit.











12. Once the document is uploaded the Attachment Status will display Uploaded, Pending Submission.





