

## Uploading Documents

Documents are uploaded on the 8.0 Upload Documents screen.

### Uploading Required Documents

1. Document requirements are based on provider type. Required documents are pre-populated in the grid and are indicated in the required column with a Y.  
**Please note that there may be multiple required documents.**
2. Documents must be uploaded individually in their designated section of the Grid. To upload, select the Edit icon in the Action column.

The screenshot shows the 'Document Upload' interface. At the top, there are instructions for uploading documents, including a note that required documents are marked with 'Y' in the 'Required' column. Below the instructions is a table with the following data:

Document Type	Name	Required	Uploaded By	Uploaded Date	Action
Social Security Card	Social Security Card	Y			[Edit] [Delete]
Physician License	Physician License - 18709383	Y			[Edit] [Delete]

The 'Required' column is highlighted with a yellow box, and the 'Edit' icon in the 'Action' column for the first row is also highlighted with a yellow box and labeled 'Edit Icon'. Below the table are navigation buttons: 'First', 'Previous', 'Next', 'Last', '(Page 1 of 1)', and 'Page: 1'. At the bottom, there are 'Exit', 'Back', and 'Save & Next' buttons.

3. After clicking Edit, the area to upload the document will appear below the grid.
4. Click on the Browse button in the Upload File area to select and upload a file from the computer. Users can enter a different file name than the one that auto-populates.

5. Click Add to Grid.

Document Type	Name	Required	Uploaded By	Uploaded Date	Action
Social Security Card	Social Security Card	Y			
Physician License	Physician License - 18709383	Y			

Document Type: Social Security Card  
 Upload File:  Browse  
 Document Name: Social Security Card  
 Uploaded User:   
 Uploaded Date: 07/28/2023

6. After uploading all necessary documentation, navigate to the next screen by clicking Save & Next.

**Please note that an application cannot be submitted until all required documents are uploaded.**

Document Type	Name	Required	Uploaded By	Uploaded Date	Action
Social Security Card	Social Security Card	Y		07/28/2023	
Physician License	Physician License - 18709383	Y		07/28/2023	
CLIA Certification	CLIA Certification	N		07/28/2023	

For further assistance with navigation, invitations, or account creation please contact the Partner Portal Technical Support Center at 877-838-5085. Select option 1 and option 1, again, to speak with a customer service representative.

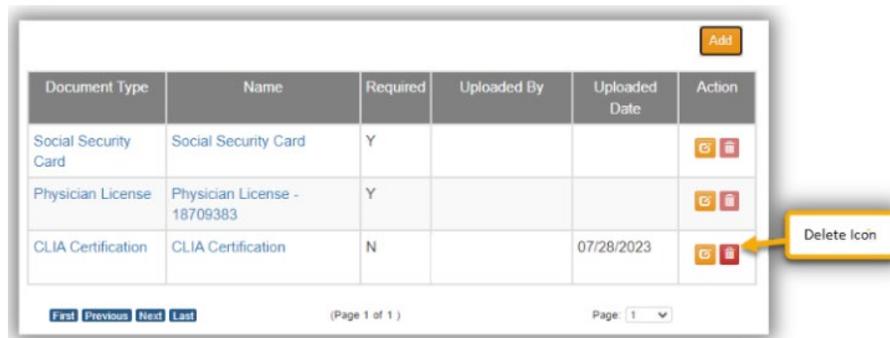
## Uploading Additional Documents

- To upload additional documents that are not listed in the required documents section, select the Add icon located on the top right side of the grid and follow the steps outlined above for Uploading Required Documents.

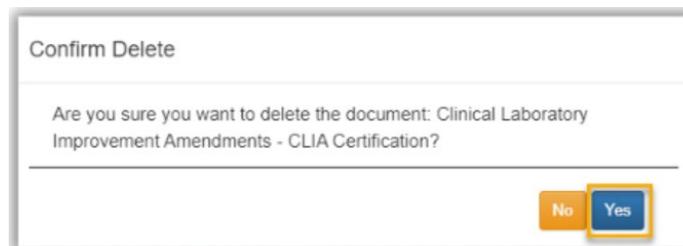


## Deleting Additional Documents

- To delete an additional document that has been uploaded, click on the Delete icon located on the far-right side of the grid.  
**Please note: Additional documents are the only document types that can be deleted during a New Enrollment application.**



- A Confirm Delete box will appear. Select Yes to confirm the deletion.  
**Please note: To update a document once a Medicaid ID has been granted, users will need to perform a Maintenance to add the new record.**



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