

## MARYLAND MEDICAID – ATTACHING DOCUMENTS TO YOUR ePREP APPLICATION

Most Maryland Medicaid Application submitted in ePREP will need at least one document attached. Be sure to disable your pop-up blocker when using the ePREP portal. The ePREP portal is most compatible with Google Chrome.

In this example we will be attaching the providers Tax ID or EIN to her application.

Step 1. you must fill in the TIN/EIN number, which has already been done. (See red arrow in screenshot)

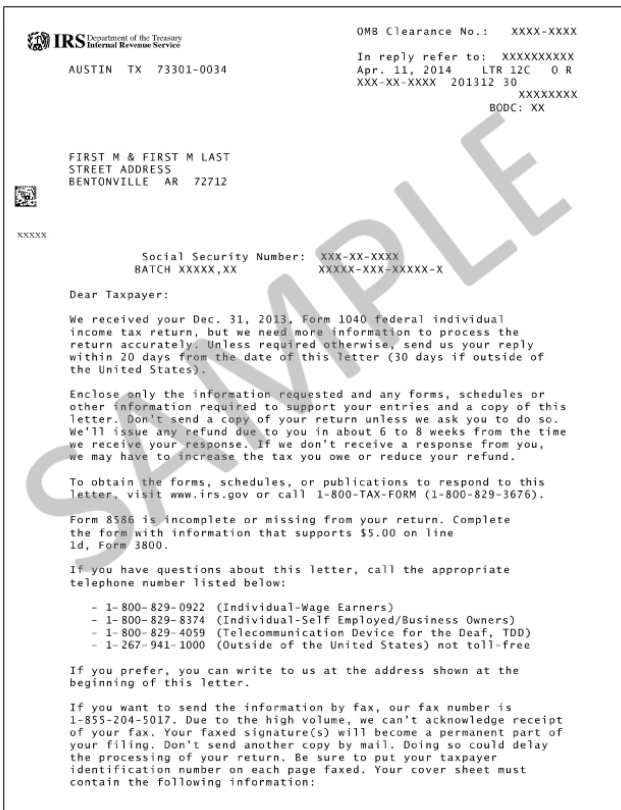
The screenshot shows the ePREP portal interface. At the top, the user is logged in as Kimberly Johnson. The main navigation bar includes 'My Home', 'Applications', 'Accounts', 'My Tools', and 'Help'. The 'Applications' section is active, showing a progress bar for '11% Complete' and '0% Documents'. The application details for Kimberly Franklin are displayed, including her provider type (Physician), application ID (2110T1DE), creation date (10/19/2021), and package type (Individual Billing). The 'Business Information' section is expanded, and the 'TIN/EIN number' field is highlighted with a red arrow. A message indicates that additional information is needed, and a red X next to a paperclip icon indicates that a document has not been attached.

Also, take notice of the red X next to the paperclip (just below where the TIN/EIN number has been entered). This indicates nothing has been attached. Once a document has been attached, you will see a green check mark in place of the red X with a "1" in a red circle next to the paperclip.

Step 2. Hover over the paperclip icon for a sample document of what document is required in this section.

The screenshot shows the ePREP PORTAL interface. At the top, there's a navigation bar with 'My Home', 'Applications', 'Accounts', 'My Tools', and 'Help'. The 'Applications' section is active, showing details for a provider named Kimberly Franklin. A progress bar indicates '11% Complete' and '0% Documents'. Below this, there's a 'Content' sidebar with various sections like 'Getting Started', 'Profile Information', 'Business Information', etc. The main content area shows a progress bar for 'TIN/EIN & Business License' and a message: 'I need some additional information about your business. Please attach clear copies of your documentation.' There's a checkbox for 'Please use my Social Security Number (SSN) since I don't have a Federal Tax Identification Number (TIN)'. A 'Require' button is visible, and a small sample document is shown in a preview window.

Step 3. Hover over the small sample and a full-sized sample will appear. The hover help is available at each place you will need to attach a document.



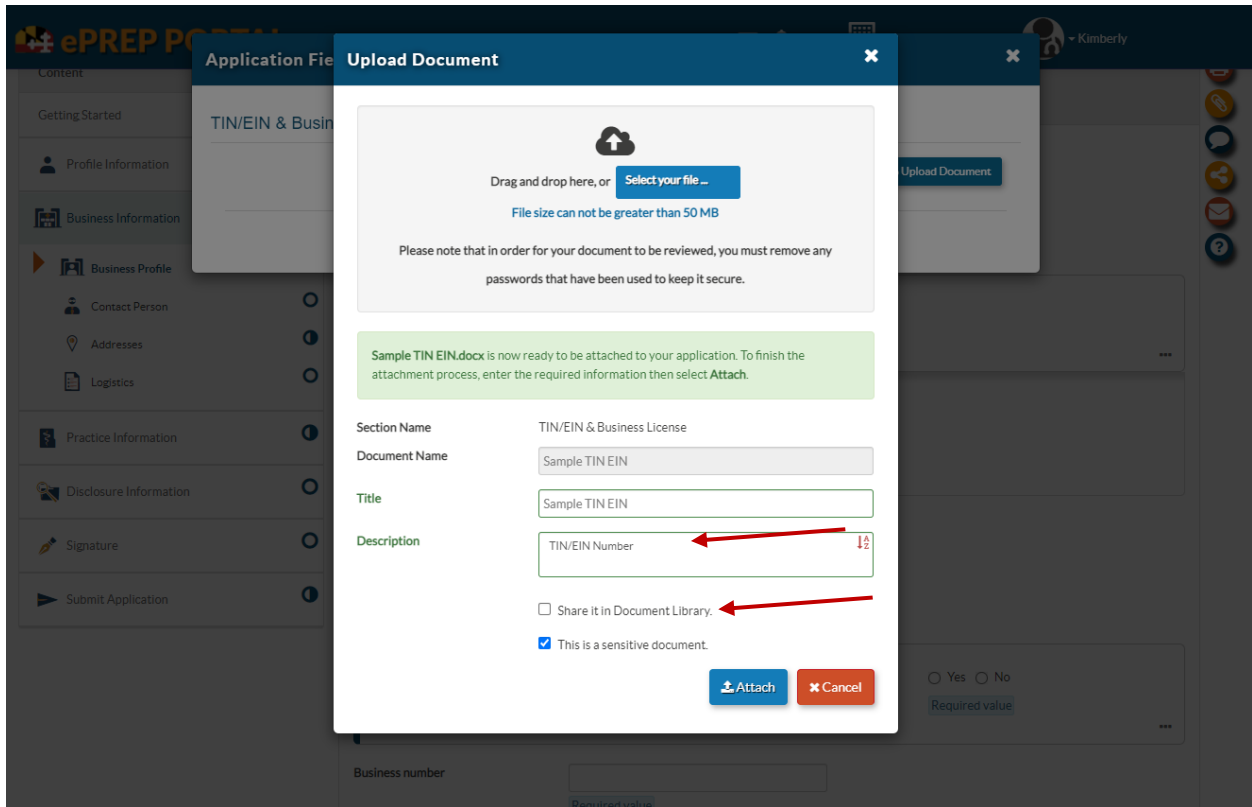
Step 4. Attaching the document. In the screen shot below, click on the paperclip.

The screenshot shows the ePREP PORTAL interface. At the top, the user is logged in as Kimberly Johnson. The main navigation bar includes 'My Home', 'Applications', 'Accounts', 'My Tools', and 'Help'. The 'Applications' section is active, showing a progress bar for 'TIN/EIN & Business License' at 11% completion and 0% documents. A message bubble states: 'I need some additional information about your business. Please attach clear copies of your documentation.' Below this, there is a checkbox for 'Please use my Social Security Number (SSN) since I don't have a Federal Tax Identification Number (TIN)'. The 'TIN/EIN number' field contains '52-3698741'. A red arrow points to a paperclip icon in the document upload area, which is labeled 'Document Required: TIN/EIN'. The 'State Department of Assessment and Taxation (SDAT) number' field is currently empty with a 'N/A' option.

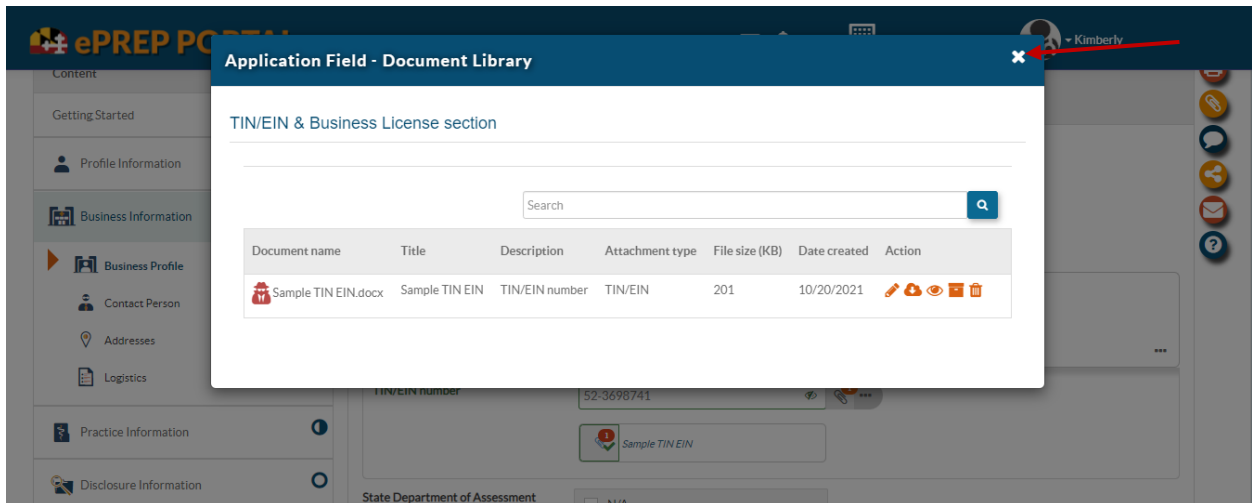
Step 5. After clicking the paperclip, the Document Upload screen will appear. Click "Select your file..." which will give you access to your saved documents on your computer.

The screenshot shows the 'Upload Document' dialog box. The dialog has a title bar with 'Upload Document' and a close button. The main content area contains a message: 'Drag and drop here, or Select your file ...'. Below this, it states 'File size can not be greater than 50 MB' and 'Please note that in order for your document to be reviewed, you must remove any passwords that have been used to keep it secure.' The dialog includes several input fields: 'Section Name' (pre-filled with 'TIN/EIN & Business License'), 'Document Name', 'Title', and 'Description'. There are also two checkboxes: 'Share it in Document Library.' (checked) and 'This is a sensitive document.' (checked). At the bottom, there are 'Attach' and 'Cancel' buttons. A red arrow points to the 'Select your file ...' button.

Step 6. Find the document that is appropriate, double click on it and it will appear in the screenshot as seen below. Make sure to type in the description of document you are attaching and unclick Share it in Document Library.



Step 7. The next screen that appears is shown below. This is the Application Field – Document Library screen. Be sure to X out of this screen.



Step 8. The following screenshot will show that you have successfully attached your document. It will have your description which in this case is Sample TIN EIN. As previously described, the red X next to the paperclip will be replaced by a green check mark and there will be a number 1 in a red circle as well.

The screenshot displays the ePREP PORTAL interface. At the top, the header includes the logo, navigation links (My Home, Applications, Accounts, My Tools, Help), and user information (Kimberly Johnson, Kimberly). The main content area shows a progress bar for 'TIN/EIN & Business License' with a 'Summary' link. A message bubble states: 'I need some additional information about your business. Please attach clear copies of your documentation.' Below this, there is a checkbox for 'Please use my Social Security Number (SSN) since I don't have a Federal Tax Identification Number (TIN)'. The 'TIN/EIN number' field contains '52-3698741'. A document upload area shows a green checkmark and a red circle with the number '1' next to the text 'Sample TIN EIN', with a red arrow pointing to it. The left sidebar lists navigation options: Getting Started, Profile Information, Business Information (expanded), Business Profile, Contact Person, Addresses, Logistics, Practice Information, and Disclosure Information. The bottom of the page shows 'State Department of Assessment'.

This is the process you will repeat anytime a document is required to be attached throughout any type of application.