

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, there's a navigation bar with 'My Home', 'Applications', 'Accounts', 'My Tools', 'Help', and 'What's New!'. The user is logged in as 'Brant Sanders'. The main content area shows a progress bar for 'TIN/EIN & Business License' and a 'Summary' section. A red arrow points to the 'TIN/EIN number' field which contains '52-3698741'. Below it is a 'TIN/EIN' document upload area with a 'Drag and drop here or browse' button and a '50MB Maximum' limit. A message box says 'I need some additional information about your business. Please attach clear copies of your documentation.'

Step 2. In the blown-up section from the first screen shot there is the section with the TIN/EIN already filled in and below that a box to enter the TIN/EIN document from the IRS Department of the Treasury

TIN/EIN number



52-3698741

TIN/EIN


Drag and drop here or [browse](#)
50MB Maximum

Here you may either browse your computer for the TIN/EIN Document or simply drag and drop it from a file into this box. Once complete the screen will show the description of the downloaded document.

TIN/EIN number

TIN/EIN

Sample TIN EIN... 

These steps may be repeated throughout the application for all documents necessary to be attached to any application.