

Instructions for Updating a Professional License

The following instructions are for both active providers looking to update their professional license in the ePREP system, as well as for suspended providers who also need to update their license. *Please note that a provider that is in a Suspended status will not be able to receive payment for services rendered while they were in that Suspended status. Active providers, proactively updating their license in the ePREP system, should seamlessly receive payment during this updating process.

STEP 1: . For first time users, follow the Sign Up process that is outlined for the ePREP portal

STEP 2: . Once the Sign Up process is complete, or for users who have already completed this process, log into the ePREP portal.

STEP 3: . On the home page of ePREP, click on the “Accounts” tab.



STEP 4: . While under the Accounts tab, the User will be able to view their Account Status (Active or Suspended).

Active Status:

RENDERING PROVIDER: Accounts Dashboard

Accounts: 1

- Current: 1
- Suspended: 0
- Lic. Expiring: 0
- Lic. Expired: 0
- Revalidation Started: 0
- Revalidation Scheduled: 0

Affiliations: 0

- Current: 0
- Lic. Expiring: 0
- Lic. Expired: 0

Link Accounts

- Filter by -

- Please select a filter -

Search

Account ID	Provider ID	Status	Provider Name	Provider Type	Account Type	NPI	Begin Date	License State	Service Address	Actions
		40 - Active No-Pay Rendering Only		Dental Provider	Rendering Provider		05/12/2013	District Of Columbia	No service address	

Suspended Status:

RENDERING PROVIDER: Accounts Dashboard

Accounts: 1

- Current: 1
- Suspended: 0
- Lic. Expiring: 0
- Lic. Expired: 0
- Revalidation Started: 0
- Revalidation Scheduled: 0

Affiliations: 0

- Current: 0
- Lic. Expiring: 0
- Lic. Expired: 0

Link Accounts

- Filter by -

- Please select a filter -

Search

Account ID	Provider ID	Status	Provider Name	Provider Type	Account Type	NPI	Begin Date	License State	Service Address	Actions
		40 - Active No-Pay Rendering Only		Dental Provider	Rendering Provider		05/12/2013	District Of Columbia	No service address	

STEP 5: . In order to update the license, regardless if the current account status is active or suspended, the User will need to select the “Update Account” icon (pencil and paper icon). This icon is located all the way on the right-hand side under the Account list.

The screenshot shows the ePREP PORTAL interface. At the top, there is a navigation bar with 'My Home', 'Applications', 'Accounts', 'My Tools -', and 'Help'. Below this is a header for 'Accounts' with a grid icon. A greeting bubble says 'Hello again! Listed below are your active Maryland Medicaid accounts. If you have any questions about them, please send a message to a Maryland Medicaid representative.' Below the greeting are two donut charts: 'Accounts: 1' (blue) and 'Affiliations: 0' (gray). The 'Accounts: 1' chart has a legend with categories: Current: 1, Suspended: 0, Lic. Expiring: 0, Lic. Expired: 0, Revalidation Started: 0, and Revalidation Scheduled: 0. The 'Affiliations: 0' chart has a legend with categories: Current: 0, Lic. Expiring: 0, and Lic. Expired: 0. Below the charts is a 'Link Accounts' button. A table below shows account details with columns: Account ID, Provider ID, Status, Provider Name, Provider Type, Account Type, NPI, Begin Date, License State, Service Address, and Actions. The first row shows an account with Status '40 - Active No-Pay Rendering Only', Provider Type 'Dental Provider', Account Type 'Rendering Provider', Begin Date '05/12/2013', License State 'District Of Columbia', and Service Address 'No service address'. The 'Actions' column for this row contains icons for view, update, and delete. A red arrow points from the 'Accounts: 1' chart to the update icon (pencil and paper) in the 'Actions' column.

Account ID	Provider ID	Status	Provider Name	Provider Type	Account Type	NPI	Begin Date	License State	Service Address	Actions
		40 - Active No-Pay Rendering Only		Dental Provider	Rendering Provider		05/12/2013	District Of Columbia	No service address	  

STEP 6: A pop-up window will appear that will allow the User to choose specific informational updates that can be made to the account. Then select the Licenses-Certificates, Professional Licenses & Certificates and Apply Changes.

****NOTE-**if the User needs to make multiple updates to the provider's account, the User **MUST** select all options that apply. The application portions are created based on the selections the User chooses. Therefore, if the User only selects one option, such as the License selection, that is the only portion of the application that will be created.

STEP 7: . Once you have chosen the “Apply Changes,” another pop-up will appear asking you to confirm and select Create Application.”

