

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:





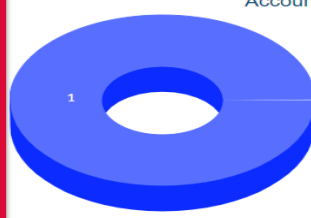


Hello again

Listed below are your active Maryland Medicaid accounts.
If you have any questions about them, please [send a message](#) to a Maryland Medicaid representative.

RENDERING PROVIDER: Accounts Dashboard

Accounts: 1



Current: 1

Suspended: 0

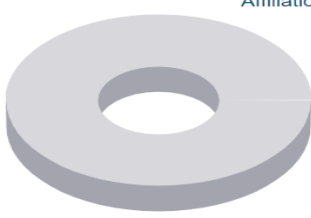
Lic. Expiring: 0

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:





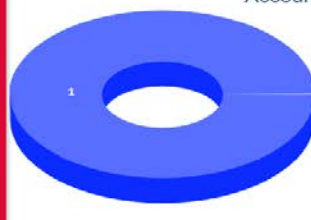


Hello again

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RENDERING PROVIDER: Accounts Dashboard

Accounts: 1



Current: 1

Suspended: 0

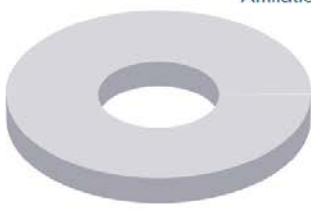
Lic. Expiring: 0

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.

ePREP PORTAL

My Home Applications **Accounts** My Tools - Help

Accounts

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.

RENDERING PROVIDER: Accounts Dashboard

Accounts: 1 Affiliations: 0

Donut Chart Legend:

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

Link Accounts

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.”

