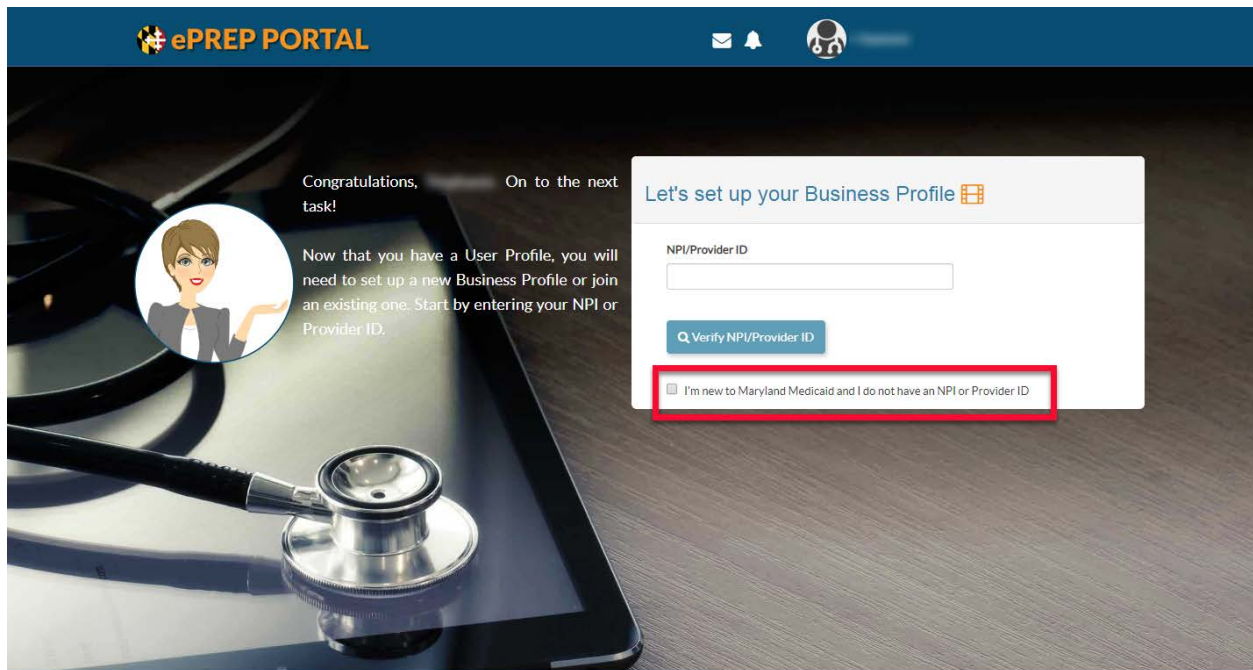# Guide for PT 76s (Community Options Program) to Create Applications:

1. Create a User Profile in ePREP. For further assistance on completing this step, please refer to the document, "Getting Started, ePREP Sign Up Instructions", which can be found at health.maryland.gov/ePREP.
2. Once the User Profile has been created in ePREP, you will need to set up the provider's (Individual/Group/Facility) business profile.
   a. PT 76s are Atypical Providers, so they do not have NPIs. Therefore, please check the box next to "I'm new to Maryland Medicaid and I do not have an NPI or Provider ID".

b. In the dropdown menu, select Atypical Provider and then Continue.

c. Next enter the name of the Business Profile. This will be the name of either the individual practitioner or the organization (i.e., group, facility). Select Create Business Profile.
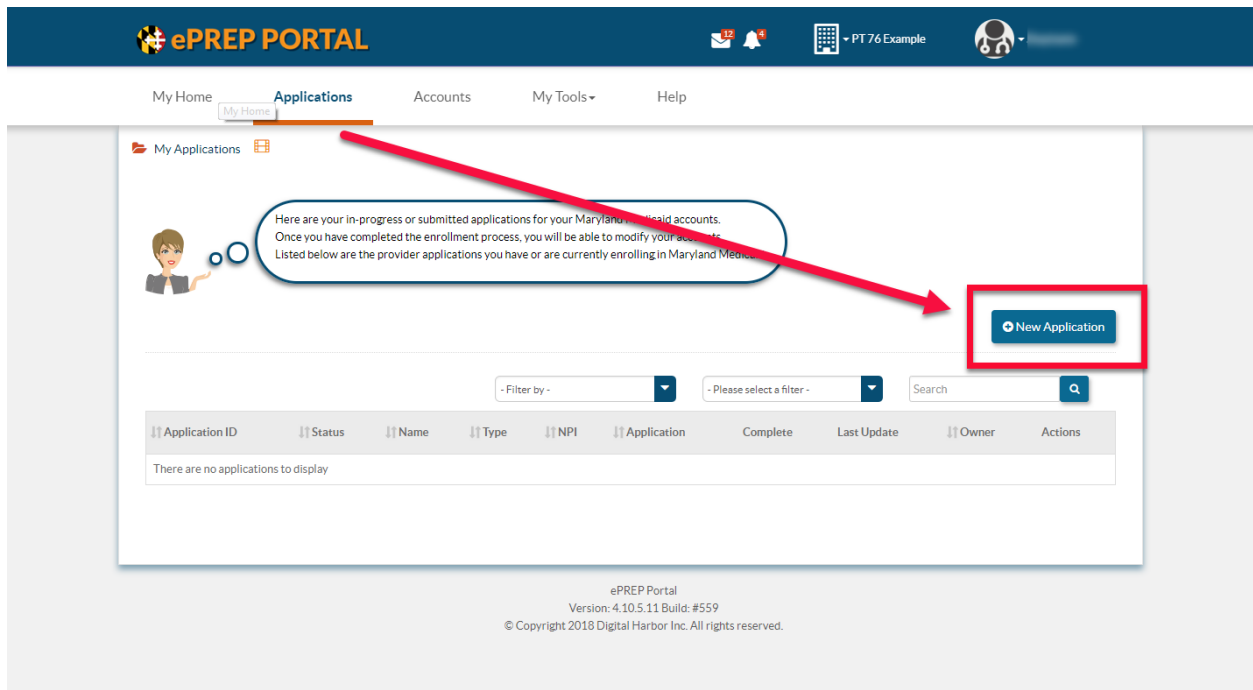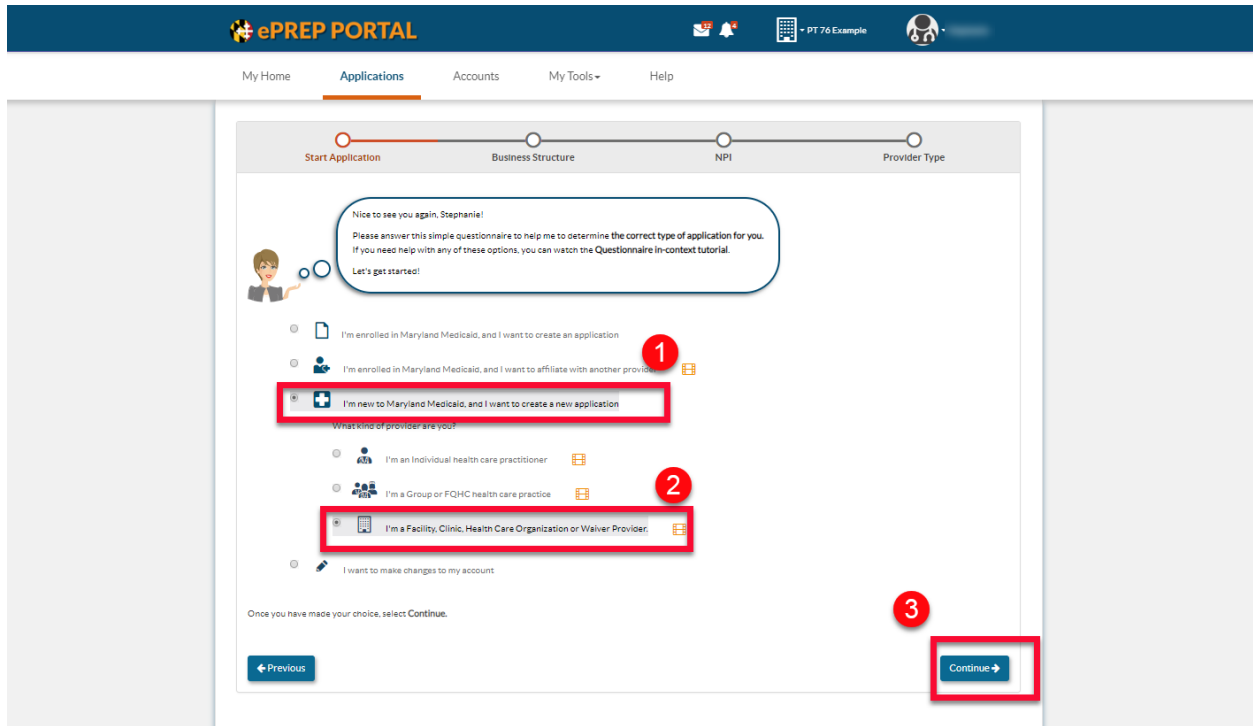

3. Select the Applications tab at the top of the ePREP Home Page.

4. Select New Application.

5. On the next page, select the two options shown below and then Continue.

6. On the next screen, it is imperative to choose the option that best fits the provider's situation. For example, if the provider is an individual provider, then select Solo Practitioner. If the provider is an organization, please select Organization.

> **Note:** Make sure you select the correct option. Once you create the application, you cannot change the format of the application. Therefore, if you choose incorrectly, you will have to delete the application and start over.

7. In the dropdown menu, select the Provider Type option that is applicable to the provider. In this case, please select Community Options Program and then Continue

8. The application has been created. Please complete all required fields and upload any applicable documentation in order to submit the application.