electronic Provider Revalidation and Enrollment Portal (ePREP)
Technical Requirements

Overview

This Webinar will cover the following:

- ePREP Supported Web Browsers
- Google Chrome
- Setting your browser to allow-Pop Ups
- ePREP Supported Document Types
- Unsupported Characters in File Names

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Welcome to ePREP!

ePREP stands for **e**lectronic **P**rovider **R**evalidation and **E**nrollment **P**ortal.

Maryland Medicaid providers must use ePREP to enroll, revalidate, and make changes to their provider accounts.

Here are some of the Benefits of using ePREP:

- Applications can be filled out electronically instead of by paper
    Easier/Quicker to fill out
    Only the necessary fields for the type of application are generated
    Shorter processing times

- Access to your Maryland Medicaid information (now called an Account in ePREP)
    You can see the status of your account (Active, Suspended or Inactive)
    You can see your affiliations
    You can see all of your demographic information

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Supported Browsers

Web Browsers (latest Version)
- Chrome – Current version plus 1 previous version
- Firefox – Version 57.01
- Internet Explorer - Version 10 or greater
- Safari – Version 5 or Greater
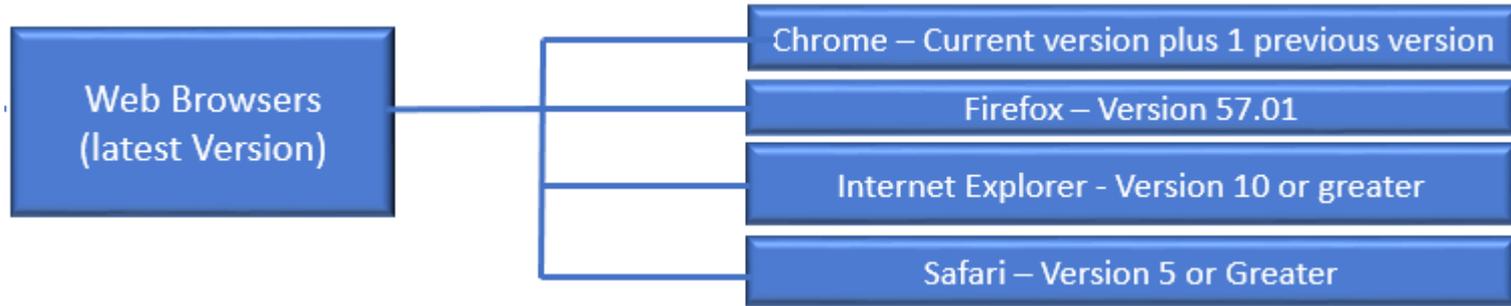
ePREP is a Web based application.

Above are the commonly supported browsers.

If you have an older browser version you may need to update your browser software.

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Google Chrome

- While ePREP supports using other browsers, our experience shows it works best in Google Chrome.

- You can download the latest version for your computer at the following website:

- https://www.google.com/chrome/browser/

Google Chrome

Google

https://www.google.com/chrome/browser/

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Verifying Browser Version - Chrome

To view the version of Google Chrome:

1. Open the Google Chrome browser.
2. Click on the Icon at the top, right side of the browser that looks like three dots.
3. Click on the Help Option.
4. Click on "About Google Chrome".
5. This will open a window showing which version of Chrome you have.

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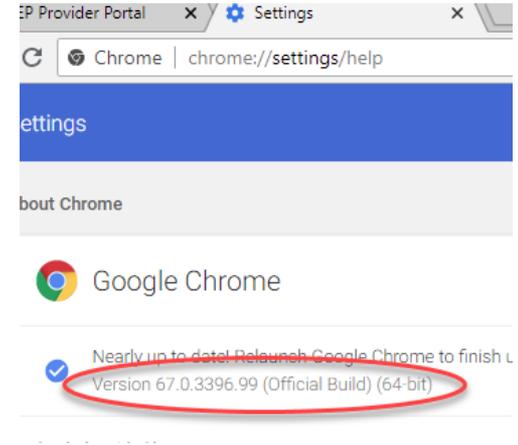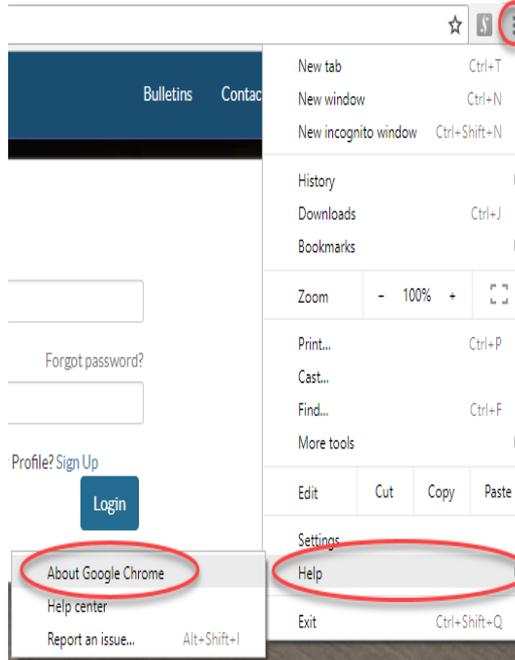
Browser Pop-Ups

Whatever browser you decide to use, you will need to allow Pop-Ups to work in it.

Pop-Ups are additional browser windows that can pop up onto your screen when triggered by the page currently open in your browser.

ePREP uses them for a variety of things like:

        Lucy Hover Text to assist you in filling out fields on an application
        In Context Tutorials – so you can watch a brief video with instruction
        Different sections of an application that may need to be filled out
        Uploading documents to your application
        Viewing detailed Account information
        Viewing Affiliation information

Most Browsers default to blocking Pop-Ups. You will need to make sure that Pop-Up blockers are turned off for best results when using ePREP.

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Turning Pop-Up Blockers Off

Click on the Browser you are using to find out how to turn off Pop Up Blockers:

- [Google Chrome](#)
- [Microsoft Internet Edge](#)
- [Microsoft Internet Explorer](#)
- [Mozilla Firefox](#)
- [Opera](#)
- [Safari](#)

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Turning Pop-Up Blockers Off - Chrome

To disable pop-up blocker in Google Chrome:

1. Open the Google Chrome browser.
2. Open ePREP.
3. In the address bar, click Pop-up blocked.
4. Click the link for the Pop-Up you want to see.
5. To always see Pop-Ups for ePREP, select "Always allow pop-ups from[site]."
6. Click the "Done" button.

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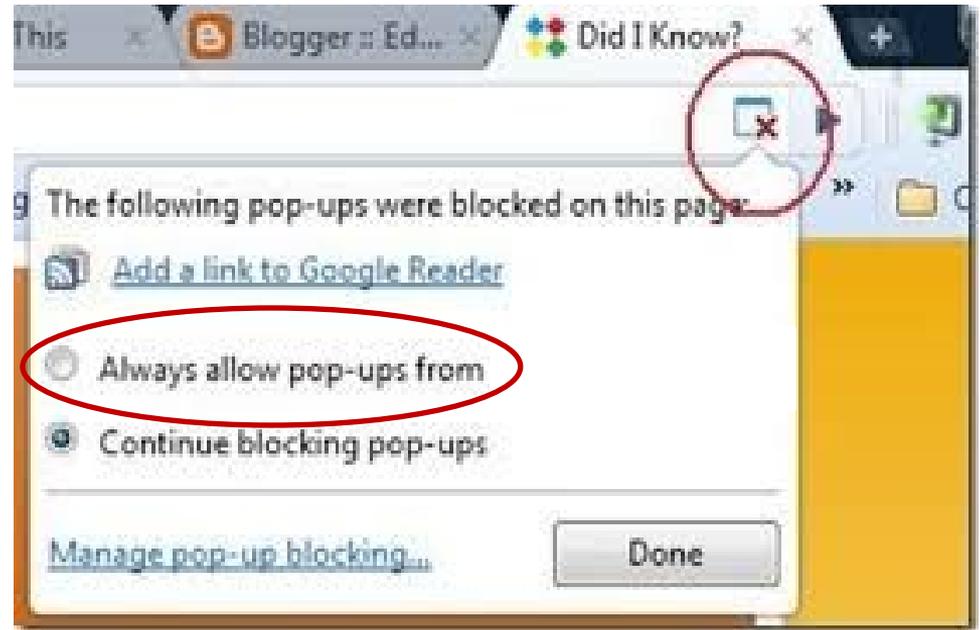
Turning Pop-Up Blockers Off - Edge

To disable pop-up blocker in Microsoft Edge:

1. Open the Microsoft Edge browser.
2. Click the More button at the top, right of the browser window (the one with three dots).
3. Click Settings.
4. Scroll down and select the "View Advanced Settings" button.
5. Click the slider under the heading that says "Block Pop-Ups" to turn it off.
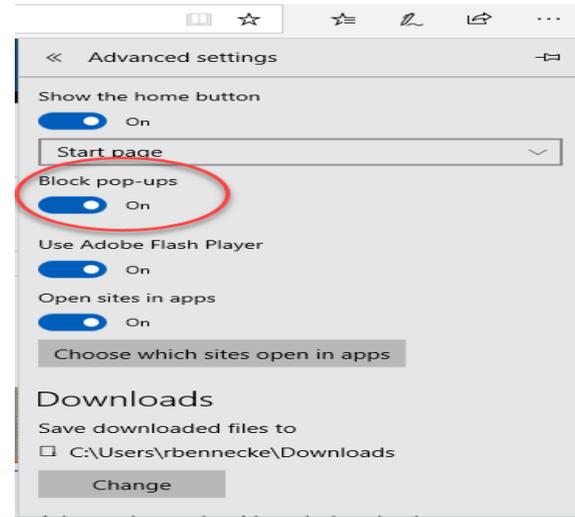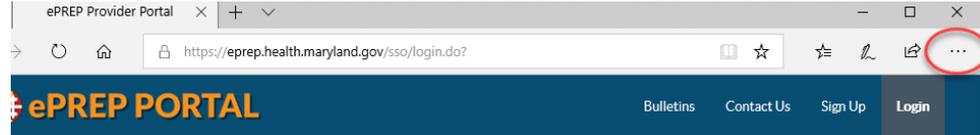
[Next Browser](#)   [Continue](#)

Turning Pop-Up Blockers Off – Internet Explorer

To disable pop-up blocker in Internet Explorer:

1. Open the Internet Explorer browser.
2. Click the Tools button in the toolbar at the top of the browser window.
3. Select Internet Options from the Tools menu.
4. Click the Privacy tab in the Internet Options pop-up window.
5. Clear the check mark next to "Turn on Pop-Up Blocker" so that it is deselected
6. Click OK.

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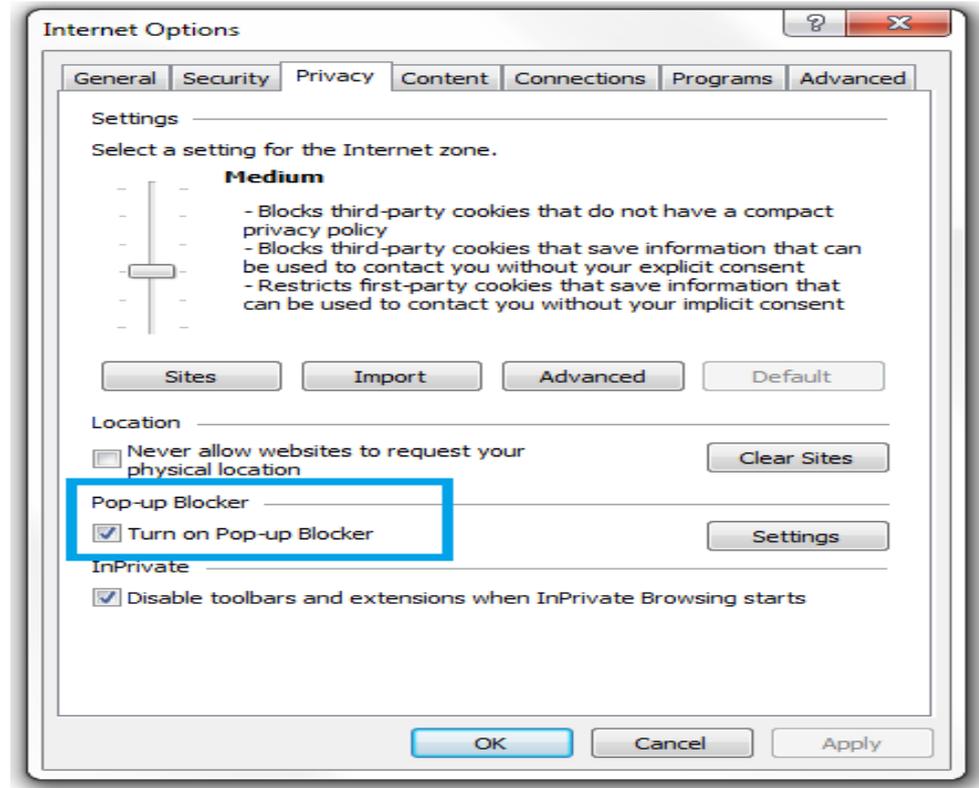
Turning Pop-Up Blockers Off - Firefox

To disable pop-up blocker in Mozilla Firefox:

1. Open the Firefox browser.
2. Click either the "Tools" option from the Menu Bar or the "Open Menu" button at the top, right of the browser window.
3. Select Options.
4. Click the "Privacy & Security" section.
5. Clear the check mark next to "Block pop-up windows" so that it is deselected.

[Next Browser](#)   [Continue](#)

Turning Pop Up Blockers Off - Opera

To disable pop-up blocker in Opera:

1. Open the Opera browser.
2. Select "Menu" (the Opera icon on the top, left of your browser).
3. Select "Settings".
4. Click "Websites" from the list.
5. Under the Pop-Ups section, select "Allow all sites to show pop-ups".
6. Close the Settings page.

Next Browser

Continue

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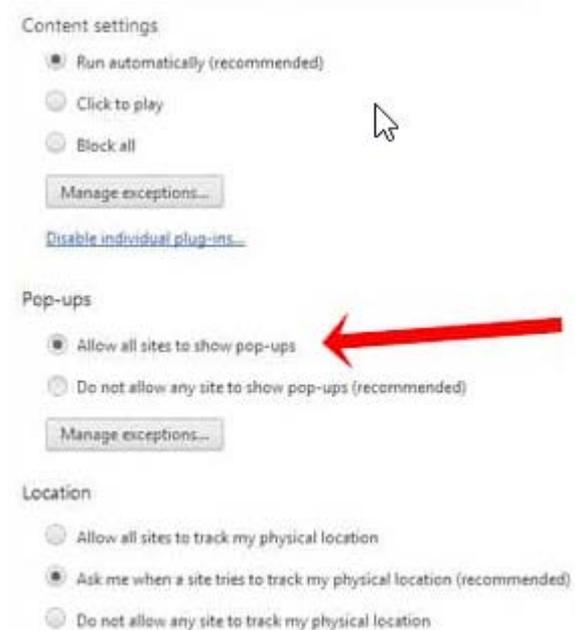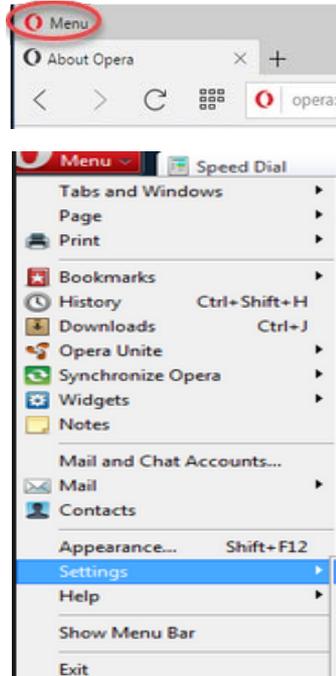
Turning Pop-Up Blockers Off - Safari

To disable pop-up blocker in Safari (for Mac):

1. Open the Safari browser.
2. Click the Safari option from the Menu bar.
3. Click the "Block Pop-Up Windows" option to remove the check mark.
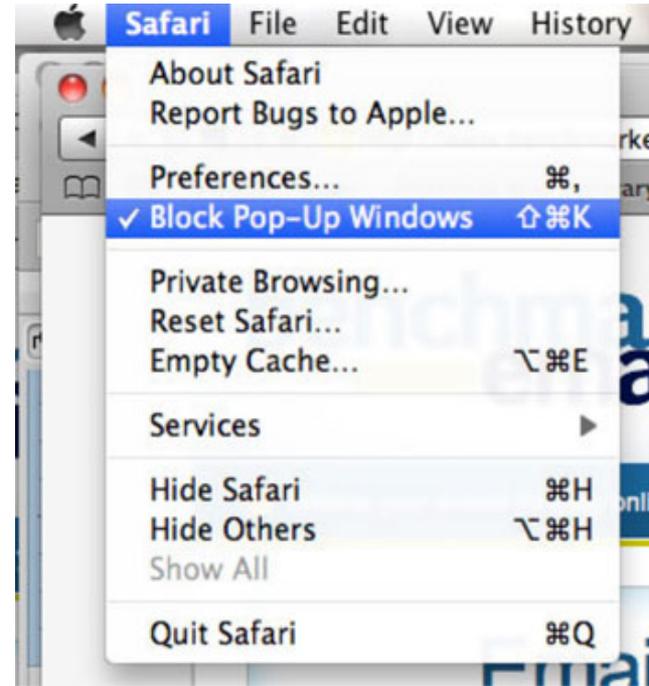
Next Browser   Continue

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Adding a Document

Next you will be prompted to select a file

Upload Document

Drag and drop here, or **Select your file ...**

File size can not be greater than 50 MB

Section Name — Addendums

Document Name

Title

value is required

Description

☑ Share it in Document Library.

☑ This is a sensitive document.

⬆ Attach   **✖ Cancel**

Navigate to where you saved the necessary document.

Your file name can be found in your file directory which will open when you click on the "Select your file" button.

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ePREP Supported File Types

Office formats
DOC – Microsoft Word binary files
DOCX – Microsoft Word Open XML files
XLS -Microsoft Excel binary files
XLSX – Microsoft Excel Open XML files
PPT – Microsoft PowerPoint binary files
PPTX – Microsoft PowerPoint Open XML files
RTF – Rich Text Format
CSV – Comma Separated
PDF – PDF
ODT – OpenOffice Document
ODS – OpenOffice Spreadsheet
ODP – OpenOffice Presentation

Email formats
EML – Email (with attachments)
MSG – Email (with attachments)

Other formats
TXT – Text
Trademarks are the property of their respective owners.
CAD formats
DGN – support for V7 and V8 DGN (including V8 XM and V8I)
DWG – version 2.5 through 2014
DXF – version 2.5 through 2014

Image formats
TIFF – TIFF (all compression types)
JPG – JPEG
JP2 – JPEG2000
GIF – Graphics Interchange Format
PNG – Portable Network Graphics
RAS – Sun Raster Image [.ras]
CAL – CALS Type 1
MIL – CALS Type 1
DIB – Device Independent Bitmap
BMP – Windows Bitmap
PSD – Adobe Photoshop
PCT – Apple Graphics
PCX – PCX
DCX – DCX
PCD – Kodak PhotoCD
WMF – Windows Metafile
EMF – Enhanced Metafile

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Uploaded file will show a number next to the paper ~~clip~~

ePREP Supported Document Types

ePREP Supports a wide variety of document types.

You can upload as many documents as you want as long as each document is 50 MB or smaller in size.

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Unsupported Characters in File Names ———

When uploading any documents or files, please make sure none of the following characters are in the file name:

> Plus symbol "+"
> At symbol "@"
> Percentage symbol "%"
> Hash or Pound symbol "#"
> Caret symbol "^"
> Ampersand symbol "&"
> Dollar Sign symbol "$"

If they are, please rename the file without the above characters before uploading it to ePREP.

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Questions & Contacts

For questions and support:

Contact the AHS Call Center:

1-844-4MD-PROV (1-844-463-7768)

Visit MDH's ePREP website:

health.maryland.gov/eprep

ePREP Portal: eprep.health.maryland.gov

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