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# **Provider Services Portal-Milestone 4**

#### Overview

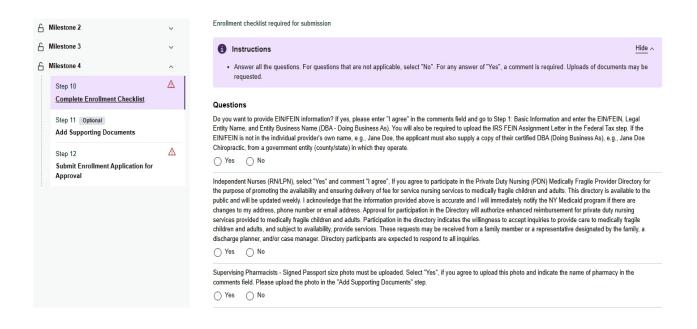
This document overviews completing Milestone 4 of a new application being submitted in the Provider Services Portal. Applications are broken down into 4 milestones that must be completed before submission of an application for review.

**Note:** At this time the portal is only allowing enrollment for providers who have never been enrolled in NYS Medicaid and is currently limited to individual practitioners. Groups, businesses, and institutions will come at a later date.

### Milestone 4 of an application

Milestone 4 of an application is broken down into steps 10-12. Steps that are optional will be marked as so on the left-hand menu next to the step number.

<u>Step 10</u> of Milestone 4 is for completing the Enrollment Checklist. **Click** the show button arrow on the purple instructions banner to display instructions relating to this step. **Select** either Yes or No to the questions below. All questions must be answered. **Note:** Selection of yes will open up a comment box to leave information relating to the question.



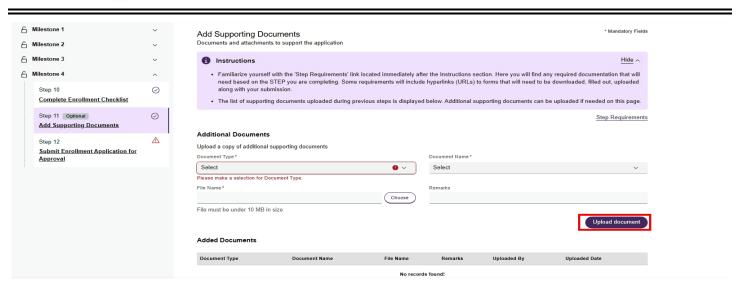
Click Save at the bottom right of the page. Click Next Step to move on

<u>Step 11</u> of Milestone 4 is for Adding Supporting Documents. This is an optional step. **Click** the show button arrow on the purple instructions banner to display instructions relating to this step.

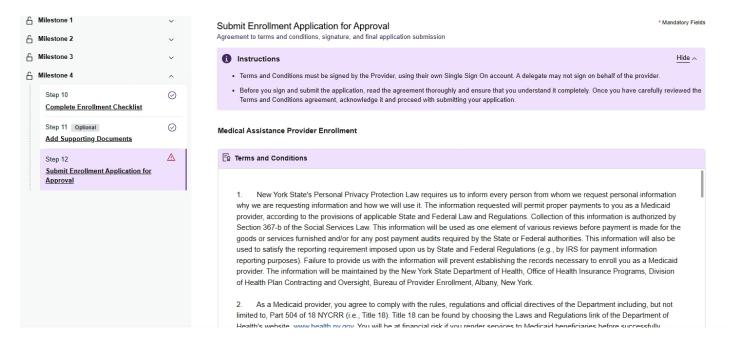
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### **Provider Services Portal-Milestone 4**



<u>Step 12</u> of Milestone 4 is for Submitting Enrollment Application for Approval. **Click** the show button arrow on the purple instructions banner to display instructions relating to this step.



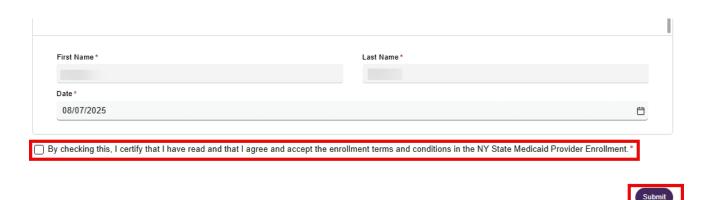
IMPORTANT: If you are NOT the provider and are preparing this application on behalf of the provider, STOP HERE. The provider must sign and submit the application by signing into the Provider Services Portal with their own credentials. They can access the application by going to Track Application and then entering the Application ID, Social Security Number(SSN) and Date Of Birth.

Once logged in Providers can **click** on Milestone 4 and Step 12. They will need to read the entire agreement by scrolling down. They can then **click** the box to accept and agree to the terms and conditions then **click** Submit.

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## **Provider Services Portal-Milestone 4**



Once submitted the following screen will display. Notice of a successful submission will be at the top in red. An email will be sent to advise of successful submission.

