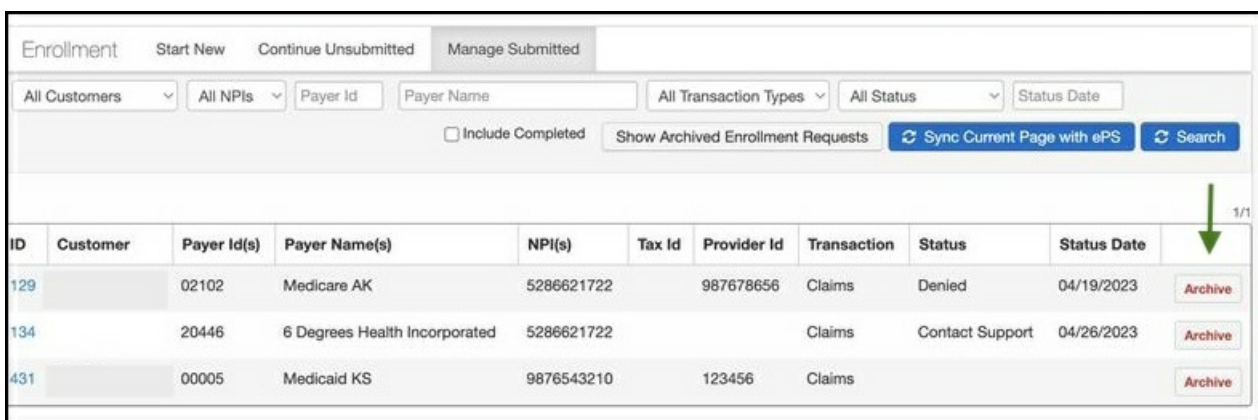


eProvider Solutions: Can I archive a submitted request?

09/17/2024 12:21 pm EDT

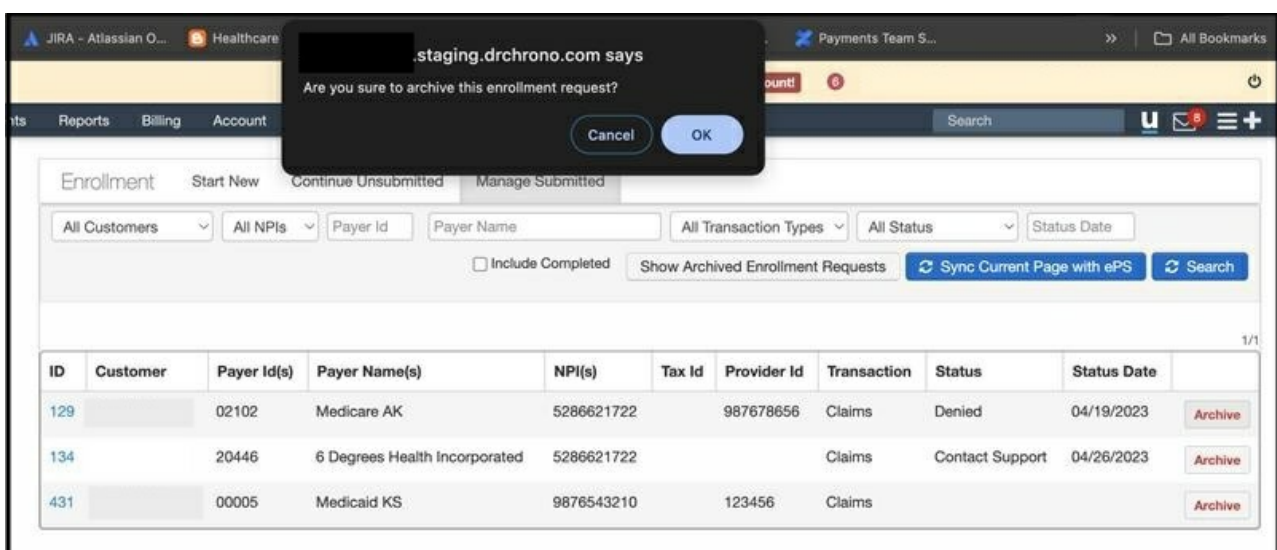
Yes, if you need to archive a submitted EDI/ERA request, you can do so within your enrollment portal.

1. Navigate to **Billing > Enrollment > Manage Submitted** tab
2. Locate the entry you need to archive - the box is on the right of the screen

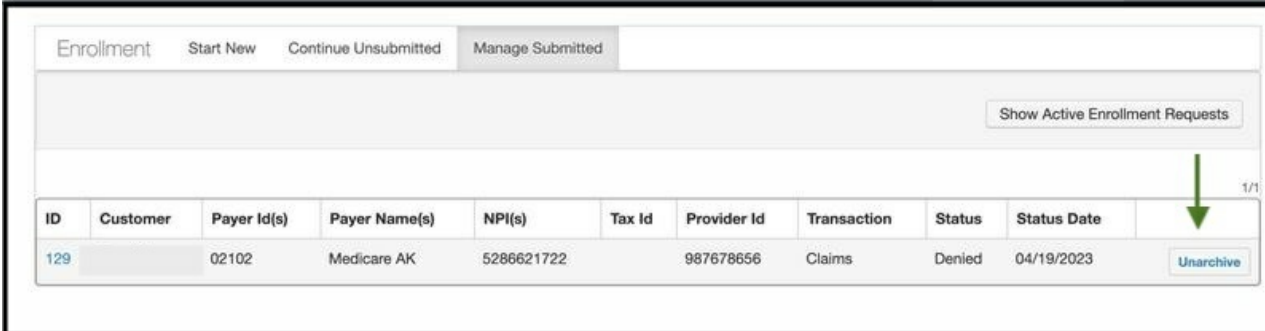


ID	Customer	Payer Id(s)	Payer Name(s)	NPI(s)	Tax Id	Provider Id	Transaction	Status	Status Date	
129		02102	Medicare AK	5286621722		987678656	Claims	Denied	04/19/2023	Archive
134		20446	6 Degrees Health Incorporated	5286621722			Claims	Contact Support	04/26/2023	Archive
431		00005	Medicaid KS	9876543210		123456	Claims			Archive

3. When you click **Archive**, you will receive a message confirming that you want to archive the entry.



If you accidentally archive the wrong entry, you can bring the entry back by clicking on the **Unarchive** tab, on the right side of the screen.



The screenshot shows a web interface for enrollment management. At the top, there are tabs for 'Enrollment', 'Start New', 'Continue Unsubmitted', and 'Manage Submitted'. Below the tabs is a search bar with a button labeled 'Show Active Enrollment Requests'. A table below displays enrollment data with columns: ID, Customer, Payer Id(s), Payer Name(s), NPI(s), Tax Id, Provider Id, Transaction, Status, Status Date, and an action column. A green arrow points to the 'Unarchive' button in the action column of the first row.

ID	Customer	Payer Id(s)	Payer Name(s)	NPI(s)	Tax Id	Provider Id	Transaction	Status	Status Date	
129		02102	Medicare AK	5286621722		987678656	Claims	Denied	04/19/2023	Unarchive