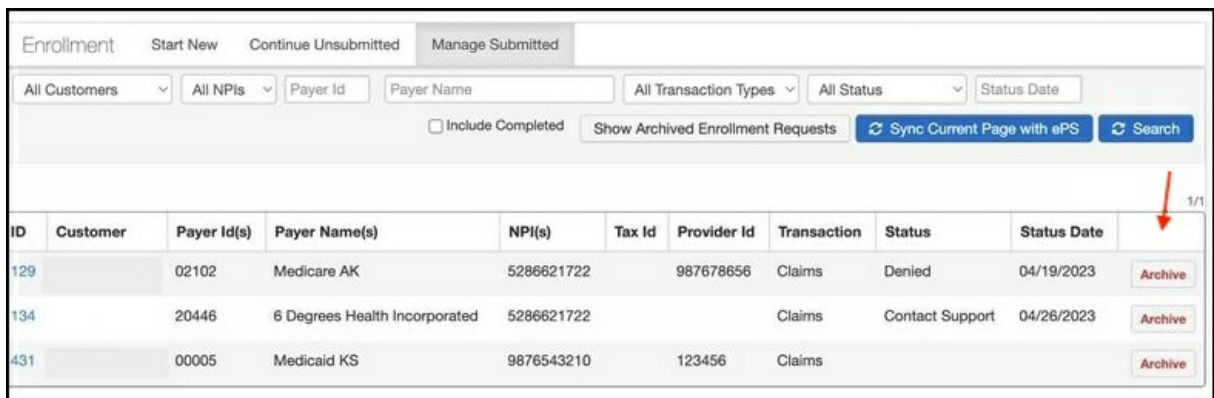# eProvider Solutions: Can I archive a submitted request?

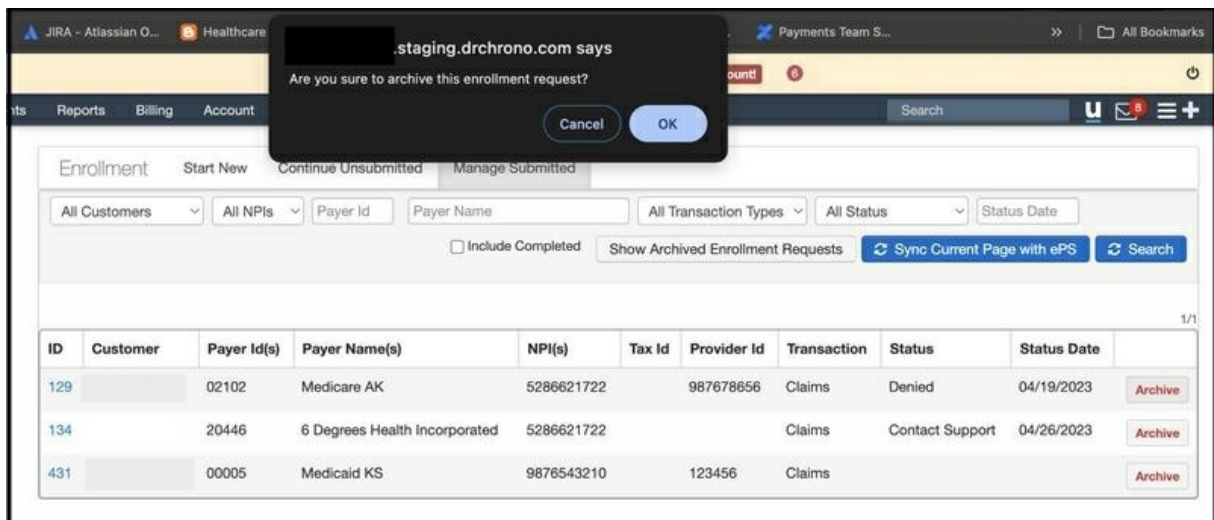Last modified on 11/13/2024 1:52 pm EST

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

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

4. If you accidentally archive the wrong entry, you can bring it back by pressing the **Show Archived Enrollment Requests**.

5. Press **Unarchive** on the right side of the screen.