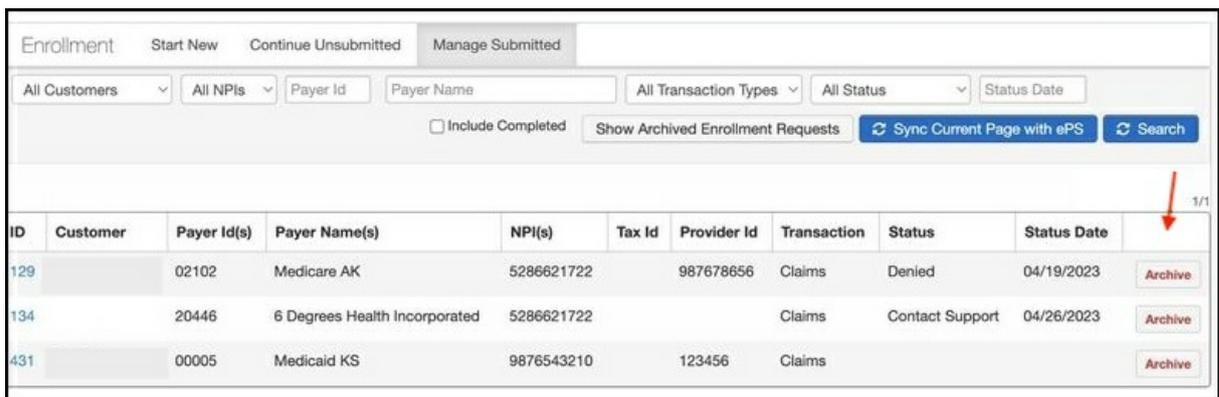# eProvider Solutions: Can I archive a submitted request?

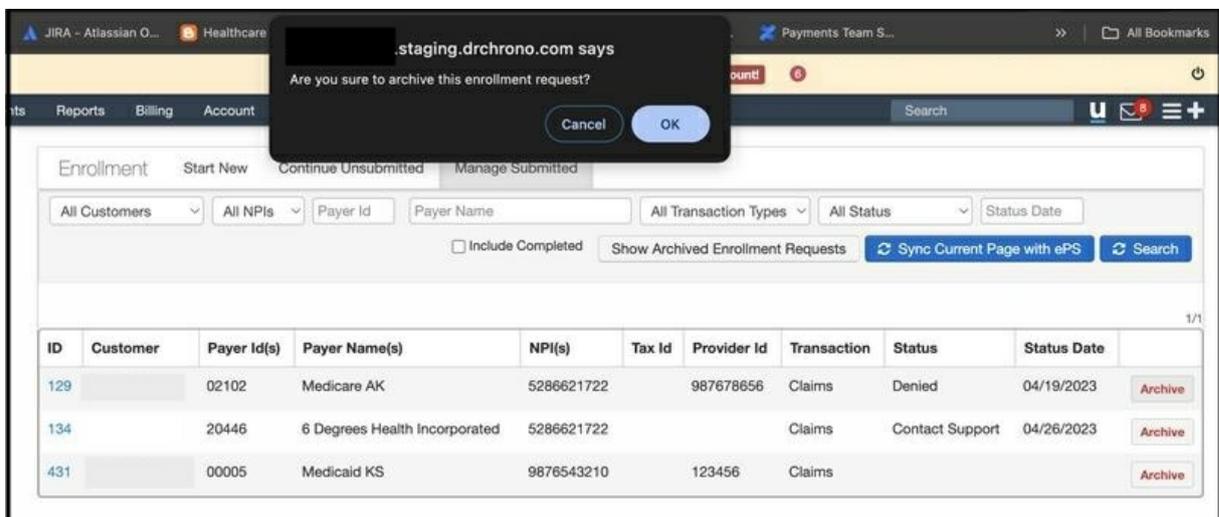Last modified on 02/25/2026 3:00 pm EST

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**

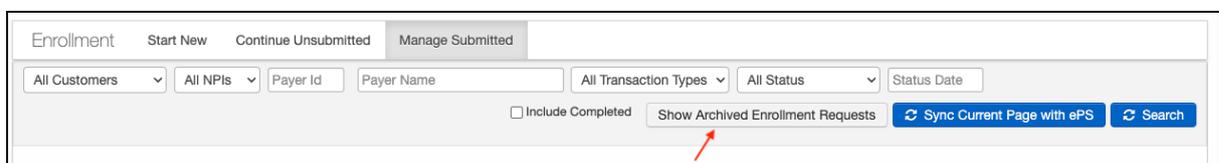2. Locate the entry you need to archive - the box is on the right of the screen

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.

Enrollment	Start New	Continue Unsubmitted	Manage Submitted

Show Active Enrollment Requests

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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