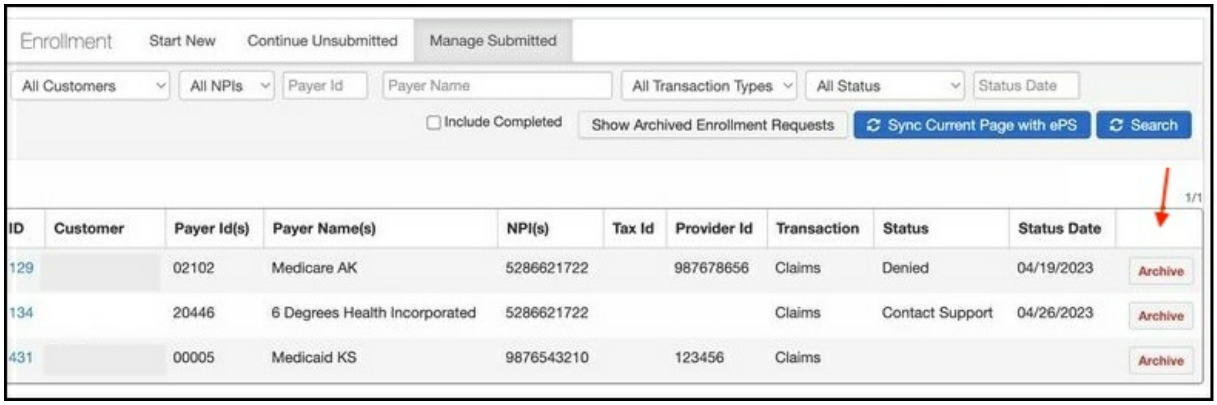
eProvider Solutions: Can I archive a submitted request?

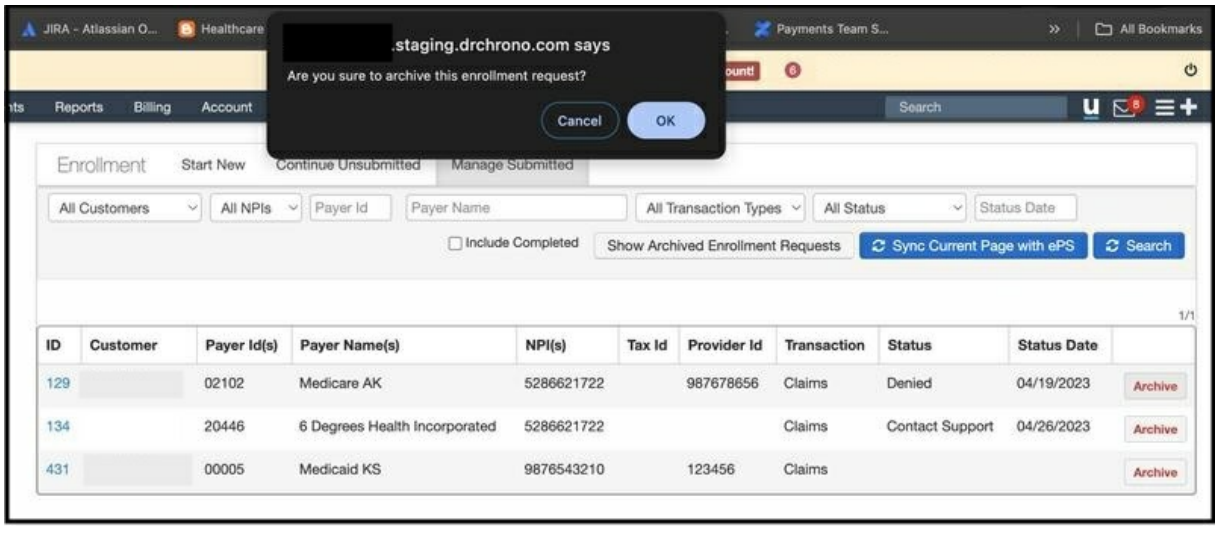
Last modified on 10/07/2026 9:58 am EDT

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

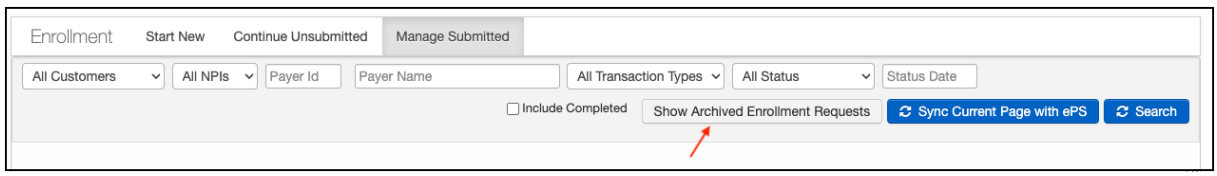
1. Navigate to **Billing > Enrollment > Manage Submitted tab**
2. Locate the entry you need to archive - the box is on the right of the screen



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 **Show Archived Enrollment Requests**.



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

