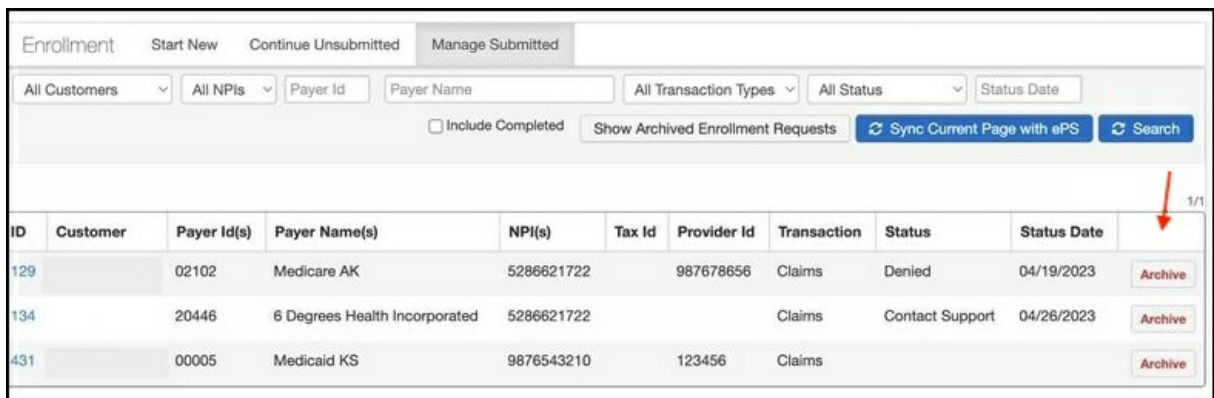


# eProvider Solutions: Can I archive a submitted request?

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

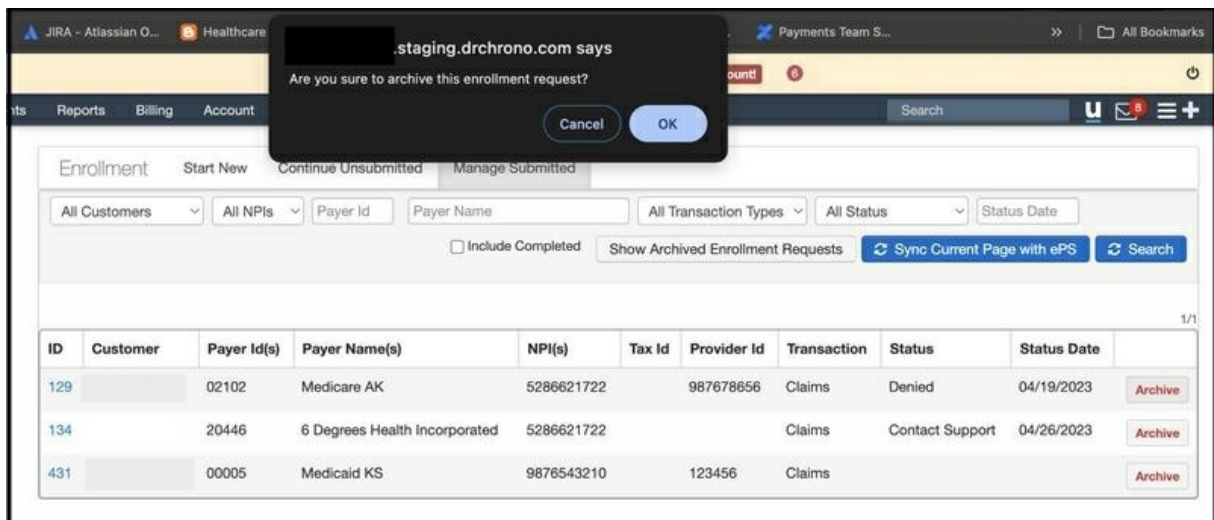
Yes, if you need to archive a submitted EDI/ERA request, you can do so within your enrollment portal.

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



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 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**.

Enrollment Start New Continue Unsubmitted Manage Submitted

All Customers All NPIs Payer Id Payer Name All Transaction Types All Status Status Date

Include Completed Show Archived Enrollment Requests Sync Current Page with ePS Search

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