eProvider Solutions: Can I archive a submitted request?

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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

All	Customers	~ All NPIs	V Payer Id	Payer Name		All Transaction Types V All Status V Status Date						
				Include Completed		Show Archived Enrollment Requests			C Sync Current Page with ePS		C Search	
									1			
D	Customer	Payer Id(s)	Payer Name(s)		NPI(s)	Tax Id	Provider Id	Transaction	Status	Status Date		
	Customer	Payer Id(s) 02102	Payer Name(s) Medicare AK		NPI(s) 5286621722	Tax Id	Provider Id 987678656	Transaction Claims	Status	Status Date 04/19/2023	Archive	
D 129 134	Customer		1			Tax Id					Archive	

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

			staging.drchro. Are you sure to archive this enrollm			ount	0			
Rep	oorts Billing	Account		Cancel	ок			Search	<u>u</u>	⊴ 🔁
En	rollment	Start New C	Continue Unsubmitted Manage	Submitted						
	0	All NPIs	Payer Id Payer Name		All T	ansaction Type	All Statu	is v Sta	tus Date	
All	Customers	All INPIS	rayer id rayer ivanie							
All	Customers	All NEIS		Completed		ived Enrollmen	t Requests	C Sync Current Pag		Search
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All	Customers	AINPIS		Completed			t Requests			C Search
ID	Customers	Payer Id(s)		Completed S			t Requests			
			Include		Show Arch	ived Enrollmen		C Sync Current Pag	ge with ePS 🛛 🕻	Search
ID		Payer Id(s)	Payer Name(s)	NPI(s)	Show Arch	ived Enrollmen Provider Id	Transaction	C Sync Current Pag	ge with ePS	

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		s V Payer Id Paye	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.

Enro	ollment Sta	t New Continue	e Unsubmitted Mana	ge Submitted						
									Show Active Enrol	ment Requests
ID	Customer	Payer Id(s)	Payer Name(s)	NPI(s)	Tax Id	Provider Id	Transaction	Status	Status Date	ļ
129		02102	Medicare AK	5286621722		987678656	Claims	Denied	04/19/2023	Unarchive