EPREP FOR LOCAL LEAD AGENCIES, LOCAL EDUCATION AGENCIES, AND NONPUBLIC SCHOOLS

Setting Up Your User Profile

**STEP 1:** The screen below is the known as the ePREP landing page. At the top, Lucy, ePREP’s virtual guide, introduces herself. Click “Sign Up” on the right.

**STEP 2:** Once you’ve selected “Sign Up,” ePREP asks the User to enter their personal information. Once entered, select “Continue.”

*NOTE: MDH recommends utilizing a Cell Phone in the Phone Number section to fully execute the Two-Factor Authentication.*
**STEP 3:** The next page allows the User to access ePREP’s Multi-Factor Authentication tool. The User can select from three options to have their Verification Code sent to them to complete the Sign Up process:

a. Text Message  
b. Phone Call  
c. Email

**STEP 4** Once the User has received the Verification Code via one of the methods above, enter the Verification Code to complete the Sign Up process.
STEP 5: The User will then be prompted to return to the Login Page.

STEP 6: On the Login Page, the User will enter the Username (aka Email Address) and Click Next.
STEP 7: The next Login Page will prompt the User to enter the Password and select Login.

STEP 8: ePREP will now prompt the User to set up the Business Profile. This requires the User to enter a NPI. Enter the NPI and click “Verify NPI/Provider ID.” Based on the NPI, ePREP will automatically run through one of the three options below:

a. If the User is new to Maryland Medicaid and ePREP, ePREP will require the User to create an entirely new Business Profile.
b. If the User is currently enrolled in Maryland Medicaid but are not registered with ePREP, ePREP will recognize the NPI, however, the User will still need to enroll in ePREP.
c. If the User is currently enrolled with Maryland Medicaid AND ePREP recognizes that the NPI is already associated with an existing Business Profile, the User will have to Request to Join the existing Business Profile.

STEP 9: Once the Sign Up process is complete, the User will be directed to the ePREP landing page.
STEPS FOR ENROLLING PRACTITIONERS

PT 91 provider set up and initiating affiliation with Rendering Provider* (PT 17 Speech Language Pathologist example) Other provider types allowed to be enrolled include the following:
- Physicians (Psychiatrists)
- Psychologists (Clinical
- Licensed Certified Social Workers – Clinical
- Nurse Psychotherapists
- Audiologists
- Physical Therapists
- Occupational Therapists
- Speech Language Pathologists
- Dietitians/Nutritionists

Provider types that Maryland Medicaid does not enroll include:
- Teachers
- Registered nurses
- Social workers (unlicensed)
- School psychologists (unlicensed)
- Physical Therapy Assistants
- Occupation Therapy Assistants
- Speech Language Pathology Assistants

*Note: Facilities are required to enroll licensed practitioners who will be listed as Referring providers on claim submissions. Such providers are called “Rendering” providers in ePREP.
STEP 11: When the User arrives on the ePREP portal home page, select My Accounts from the menu.

STEP 12: From the My Accounts menu, under the actions tab on the Account info, select the “Add Affiliation” icon.
**STEP 13:** On the Account Affiliations page, click “Add Affiliation.” This will bring the User to a pop-up screen where the affiliated NPI should be entered. This is where the User will add the Licensed Practitioner NPI to affiliate and then click Verify.

**STEP 14:** Once the provider’s NPI is verified, start a new application for the rendering provider by checking “Yes” then Continue.
**STEP 15:** Confirm the Licensed Practitioner’s name is correct on the next page before selecting continue at the bottom right corner. It is okay if the taxonomy code is not correct or cannot be confirmed at this point.

**STEP 16:** You can select the Rendering provider type from the drop down menu on the next page. For example: Speech/Language Pathologist, then select Continue. Provider types to be enrolled include physicians (psychiatrists), psychologists (clinical), licensed social workers – clinical, nurse psychotherapists, licensed certified professional counselors, audiologists, physical therapists, occupational therapists, speech language pathologists, dietitians/nutritionists. Maryland Medicaid does not enroll teachers, registered nurses, social workers (unlicensed), school psychologists (unlicensed), psychical therapy assistants, occupation therapy assistants, and speech language pathology assistants.

**STEP 17:** You can confirm the information is correct for both the Facility Billing Provider and the affiliated Rendering Provider information on the next page. It will be important for both the administrator in charge of Facility Provider information and the Rendering provider to be consistent with the submitted information.
STEP 18: A pop up window will come up. Select “Create Affiliate Application.”
STEP 19: The User will be brought to a page containing all Facility Provider Information and the Rendering Provider information. Start under the Group Info tab and select “Business Information” to confirm the Facility’s Profile information and Service Address of the affiliated Rendering Provider. Then, click continue to go to the next page. *The circles on the Tabs next to the title indicate progress toward completion for that section. A filled circle means that section is complete.

Profile Information Page:
STEP 20: Under the Group Signature subset, confirm the information is true by clicking the checkbox then continue.
**STEP 21:** On the Electronic Signature section, enter the last four digits of your Social Security Number (SSN), Year of Birth, and login password. Check the electronic signature agreement box before continuing.

**STEP 22:** To complete the Group Signature for the Facility, review the information provided on the summary page. Check both of the checkboxes to agree. Once completed, go to the Rendering Info tab to the left of the page.

* Fill out the licensed practitioner’s information under Rendering Info tab on this application first before clicking “Send to Rendering” to send the application to the Rendering Provider.
STEP 23: The next steps cover filling out the Rendering Provider information. Under Rendering Info, select “Profile Information,” then fill in all rendering provider information. Click the Continue button to move to the next tab.

STEP 24: Next, click on the business information tab. Confirm the contact person information. Then, continue.
STEP 25: Under Practice Information, you will need to complete “Individual License & Certifications” and “NPI/Taxonomy/Specialty.” Attach all professional license and certifications. Once these are completed, continue.

STEP 26: Fill out the Disclosure Information tab. Complete “Adverse Actions” and “Fines and Debts (Gov.)” Then, click “Continue” to move to Rendering Signature page.
STEP 27: As part of the Rendering Signature process, the Maryland Medicaid Provider Agreement will need to be reviewed before continuing. Under the Rendering signature tab, a hyperlink “Maryland Medicaid Provider Agreement” will be highlighted. Click on this link and review the agreement. Then, the checkboxes can be checked off. The boxes cannot be checked until the Agreement is reviewed.
STEP 28: To complete the application, you will need to send the application in-progress to the rendering provider for the provider to sign. Click the “Send to Rendering” link in the text of the page. You may first fill in the rendering provider information for your affiliated provider, but you will not be able to sign the application for the Rendering Provider. When you are ready for the rendering provider to review and sign the application, click “Send to Rendering.”

The next section instructs the Rendering Provider how to set up a user profile and grant user privileges to the Facility Administrator. This will allow the Facility Administrator to access the Rendering Provider’s business profile, and submit supplemental changes on the provider’s behalf.

STEP 1: After the Facility Administrator sends the invitation to the Rendering Provider. The Rendering Provider will receive an email with subject “ePREP Portal – Important Message From Maryland Department of Health” Then in the body of the text, select the “Self-registration” link.
STEP 2: This will bring the provider to the ePREP Portal to “Sign Up” ePREP asks you to enter your personal information. Once entered, select “Next.”

STEP 3: The next page allows the User to access ePREP’s Multi-Factor Authentication tool. The User can select from three options to have their Verification Code sent to them to complete the Sign Up process:

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STEP 9: The next page will bring you to the ePREP main home page with a pop-up window “Rendering Affiliation Invitation”. In the text of the message, accept the affiliation by clicking the “Accept Affiliation” link.

STEP 10: From the ePREP landing page, select the “My Tools” dropdown menu and choose “User Administration.”

STEP 11: Click on “Invite User” to delegate privileges to a Facility Administrator.

STEP 12: On the Assign Privileges section, use the dropdown “Privilege Type” menu to select “Administrator.” This will give the user the most comprehensive set of privileges within the Business Profile.

STEP 13: The summary section will bring you to a page to review the information and privileges for the Administrator. Review and select “Send Invitation.”

STEP 14: Once the invitation is sent, the User will be returned to the My Tools page.

STEP 15: The Facility Administrator will receive an email with the subject “ePREP Portal – Request Invitation from *Business Profile Name*” in the text of the email. The Administrator will click on the “Open ePREP Portal Message” link.

STEP 16: The link will bring the Facility Administrator to the Choose a Business Profile Page where the Rendering Profile can be selected.