

Instructions for Updating a Professional License

The following instructions are for both active providers looking to update their professional license in the ePREP system, as well as for suspended providers who also need to update their license.

*Please note that a provider that is in a Suspended status will not be able to receive payment for services rendered while they were in that Suspended status. Active providers, proactively updating their license in the ePREP system, should seamlessly receive payment during this updating process.

1. For first time users, follow the Sign Up process that is outlined for the ePREP portal
2. Once the Sign Up process is complete, or for users who have already completed this process, log into the ePREP portal.
3. On the home page of ePREP, click on the **Accounts** tab.



4. When you are under Accounts, you will see your Account Status.

Active Status:

The screenshot shows the ePREP PORTAL interface. The top navigation bar includes 'My Home', 'Applications', 'Accounts' (highlighted), 'My Tools', and 'Help'. A message bubble says: 'Hello again, Matt! Listed below are your active Maryland Medicaid accounts. If you have any questions about them, please send a message to a Maryland Medicaid representative.' Below the message is a 'Link Accounts' button and a search bar. A table lists account details with a red arrow pointing to the 'Status' column.

Account ID	Provider ID	Status	Provider Name	Provider Type	Account Type	NPI	Begin Date	License State	Service Address	Actions
		7 - Active Rendering (indirect)		Physician	Rendering Provider					

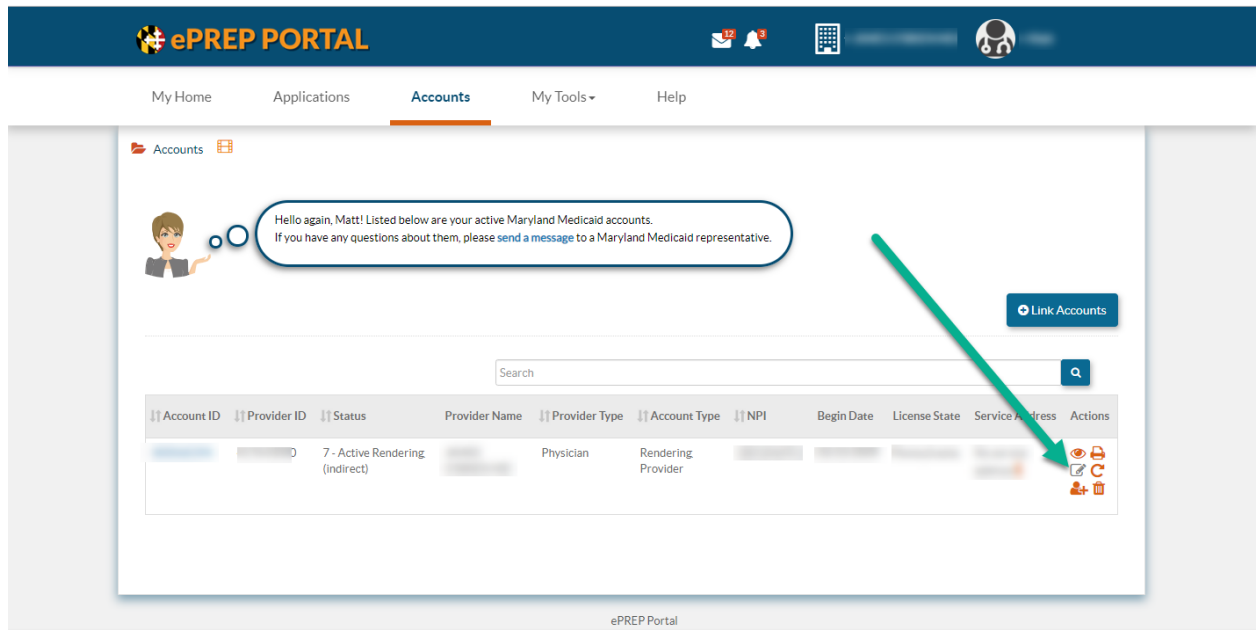
Suspended Status:

The screenshot shows the ePREP PORTAL interface. The top navigation bar includes 'My Home', 'Applications', 'Accounts' (highlighted), 'My Tools', and 'Help'. A message bubble says: 'Hello again, [redacted] Listed below are your active Maryland Medicaid accounts. If you have any questions about them, please send a message to a Maryland Medicaid representative.' Below the message is a 'Link Accounts' button and a search bar. A table lists account details with a red box around the 'Status' column.

Account ID	Status	Provider Name	Provider Type	Account Type	NPI	Begin Date	Last Updated	Service Address	Actions
	9 - Temporary Suspended		Physician	Individual Billing					

ePREP Portal
Version: 4.9.1.10 Build: #212
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5. In order for you to update your license, regardless if your current account status is active or suspended, you will need to select the **Update Account** icon (pencil and paper icon). This icon is located all the way on the right-hand side under the Account list.



6. Once you have selected the **Update Account** icon, a pop-up window will appear that will allow you to choose specific informational updates that you can make to your account. You will then select the **Licenses-Certificates**, **Professional Licenses & Certificates** and then **Apply Changes**. ****PLEASE NOTE**-if you have multiple selections to make to update your account you **MUST** select all options that apply. The application portions are created based on the selections you make. Therefore, if you only select one option, such as the License selection, that is the only portion of the application that will be created.

7. Once you have chosen the **Apply Changes**, another pop-up will appear asking you to confirm and select **Create Application**.

