Instructions for Updating a Provider’s Pay-to-Address

The following instructions are for providers who need to update their Pay-to-Address with Maryland Medicaid through the ePREP system.

1. For first time users and suspended providers, follow the Sign Up process that is outlined for the ePREP system.
2. Once the Sign Up process is complete, or for users who have already completed this process, log into the ePREP system.
3. On the home page of ePREP, click on the Accounts tab.
4. In order to create the **Supplemental Application** to update the **Pay-to-Address**, please select the **Update Account Icon** on the right-hand side of the account the provider needs to update ( örnek ).

5. Once the **Update Account Icon** has been selected, a pop-up window will appear that houses various elements of a provider’s account that can be updated. Select the **Business Information** tab and then the option of **Pay-to-Address** and then click **Apply Changes**.
6. The **Supplemental Application** is now created for the provider and the **Pay-to-Address** can be submitted once the update is complete.

*NOTE:* If there is no **Update Account Icon** present, this means that there currently is an application in progress. The provider will have to erase or finish and submit the application **In Progress** in order to create a **Supplemental Application** to update the **Pay-to-Address**.