

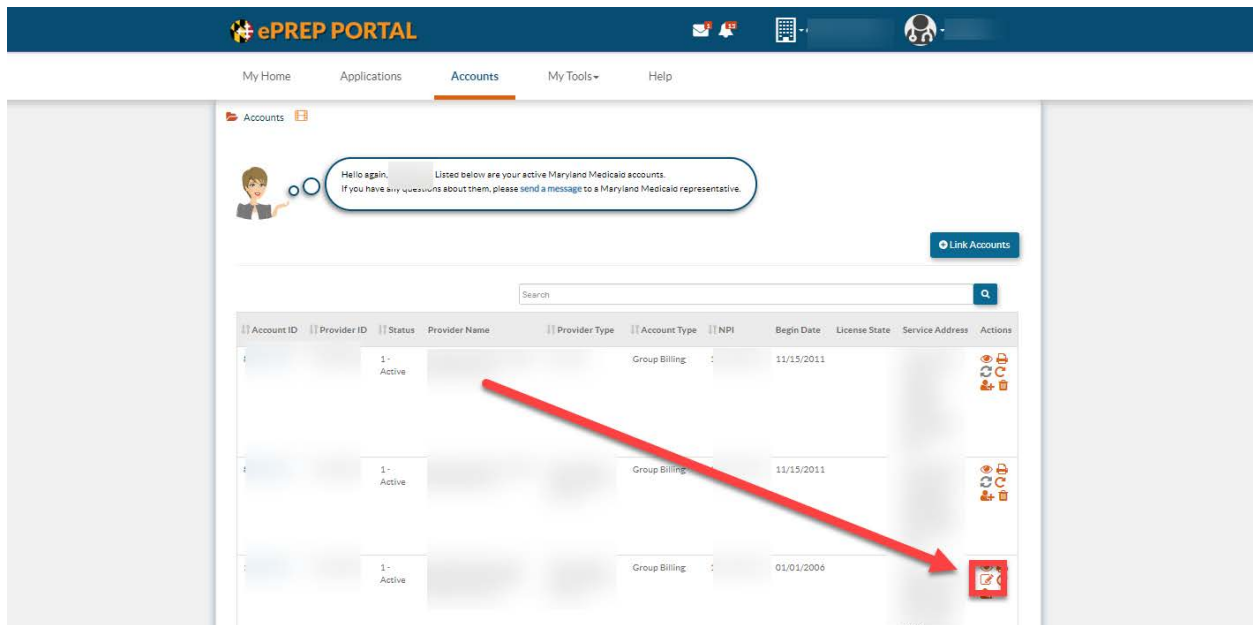
Instructions for Updating a Provider's Pay-to-Address

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

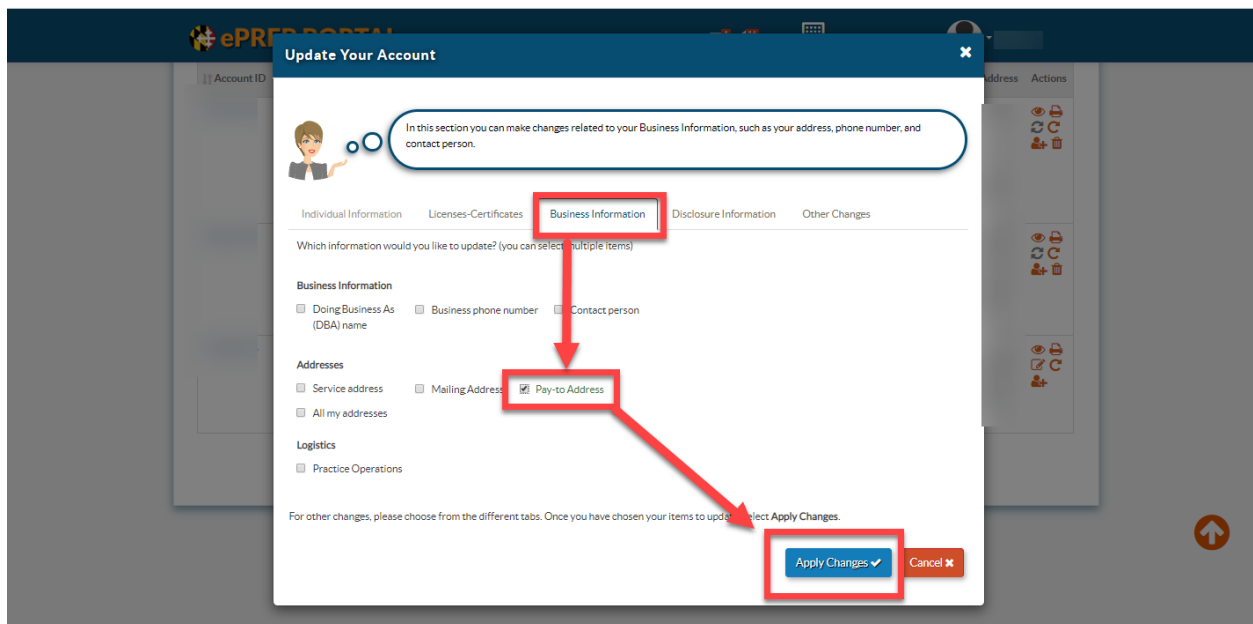
1. For first time users and suspended providers, follow the **Sign Up** process that is outlined for the **ePREP** system.
2. Once the **Sign Up** process is complete, or for users who have already completed this process, log into the **ePREP** system.
3. On the home page of **ePREP**, click on the **Accounts**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



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**.