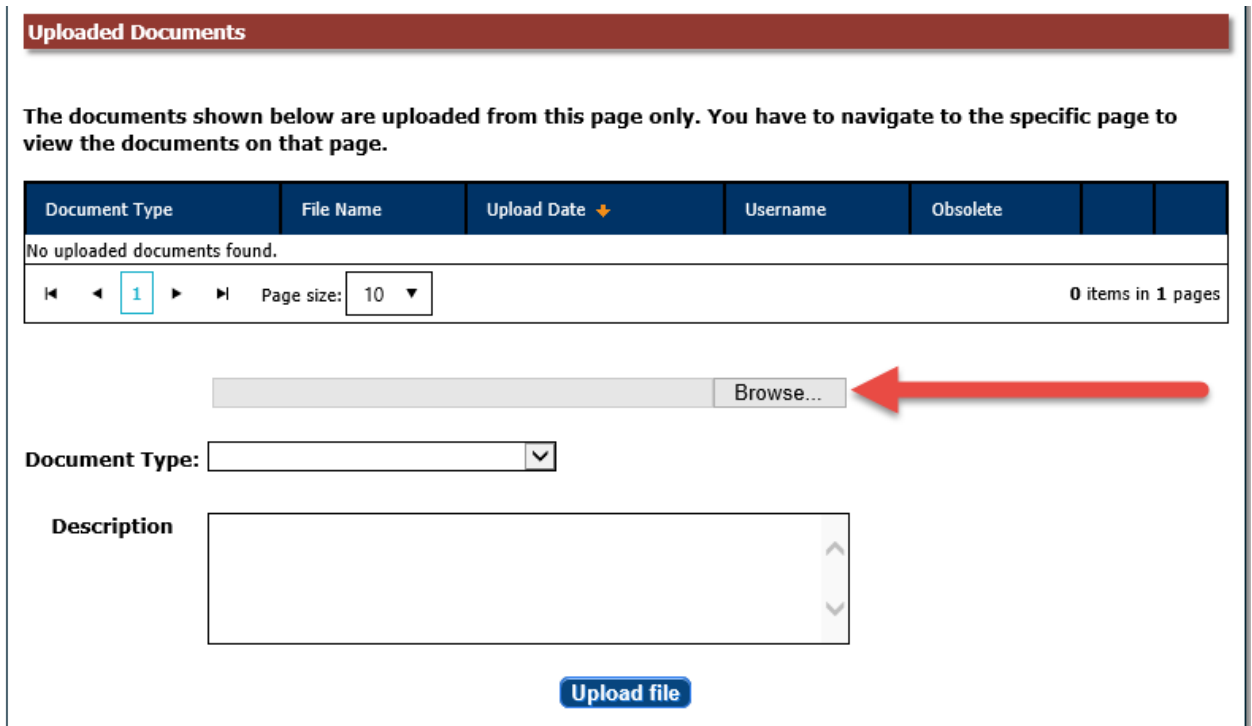


Steps to Uploading Documentation

1. When submitting new documentation on the TennCare provider registration portal you will want to ensure the document(s) are saved on your personal computer.
2. Documents can be uploaded on anyone of the sections found on the left hand side of the TennCare provider registration portal labeled “**identification**” through “**agreements**”. The section to upload will be found at the bottom of each labeled section.
3. Select “**Browse**”



Uploaded Documents

The documents shown below are uploaded from this page only. You have to navigate to the specific page to view the documents on that page.

Document Type	File Name	Upload Date	Username	Obsolete
No uploaded documents found.				

Page size: 10 0 items in 1 pages

Document Type:

Description:

4. Another pop up box will open to find the saved document to be uploaded from your computer.
5. Select “**Open**” once the saved document is identified from your desktop to be uploaded.
6. On the TennCare provider registration portal you will see “**Document type**”. Here will select the document type to identify the contents of the document.

Uploaded Documents

The documents shown below are uploaded from this page only. You have to navigate to the specific page to view the documents on that page.

Document Type	File Name	Upload Date	Username	Obsolete
No uploaded documents found.				

Page size: 10 0 items in 1 pages

Choose File No file chosen

Document Type:

Description:

Identificati

Next

ARF HCBS FMAP Provider Attestation Form

Version: (Production)

7. If more information is needed the **“description”** text box will allow you to enter text to describe a more detailed description (ex: Contract dated 12/01/2019).

Uploaded Documents

The documents shown below are uploaded from this page only. You have to navigate to the specific page to view the documents on that page.

Document Type	File Name	Upload Date	Username	Obsolete
No uploaded documents found.				

Page size: 10 0 items in 1 pages

Browse...

Document Type:

Description:

Upload file

8. Select “Upload file”

Uploaded Documents

The documents shown below are uploaded from this page only. You have to navigate to the specific page to view the documents on that page.

Document Type	File Name	Upload Date	Username	Obsolete
No uploaded documents found.				

Page size: 10 0 items in 1 pages

Browse...

Document Type:

Description:

Upload file

- All uploaded document will be listed in this section and can be viewed upon logging into the TennCare provider registration portal. If an incorrect upload is made you will not be able to delete this information therefore you will be only able to select the **“obsolete”**.

Uploaded Documents

The documents shown below are uploaded from this page only. You have to navigate to the specific page to view the documents on that page.

Document Type	File Name	Upload Date	Username	Obsolete
void check.jpg	void check_4.jpg	2/11/2015	XXXXXXXXXX	<input type="checkbox"/>

Page size: 10 1 items in 1 pages

If you should need further assistance with this process please contact Provider.Registration@tn.gov.