**Provider Enrollment Document Submission Quick Reference**

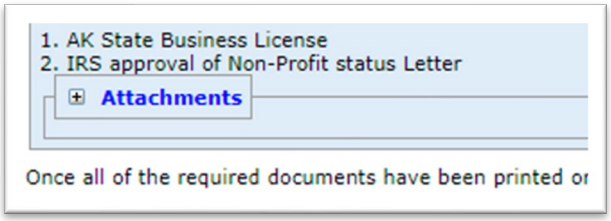
As part of the enrollment process with Alaska Medicaid, providers are required to submit documentation supporting their application. When you have completed and submitted the online application, you will see a confirmation page that looks like this:

The list of documents you need to submit is at the bottom of the screen, along with the place you can upload some documents.

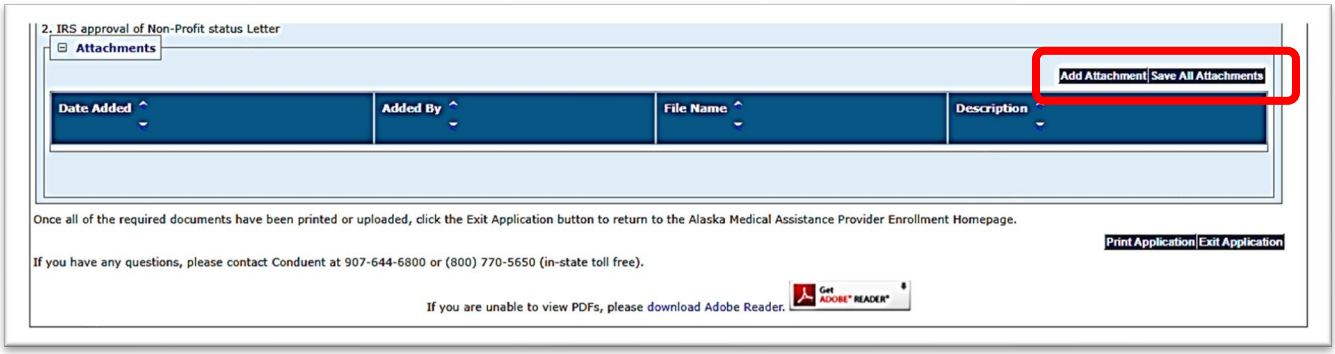
**Important note**: EFT Forms should be mailed into Conduent with original signature and clear copy of the front and back of a government issued id card for authorized signee. Documents, such as provider agreement signature page, provider disclosure statements, licenses, certifications, permits, grants, proof of out-of-state Medicaid enrollment, can be uploaded on the website.

This information is also listed under separate headings on the confirmation page, so you can refer to those lists for specifics.

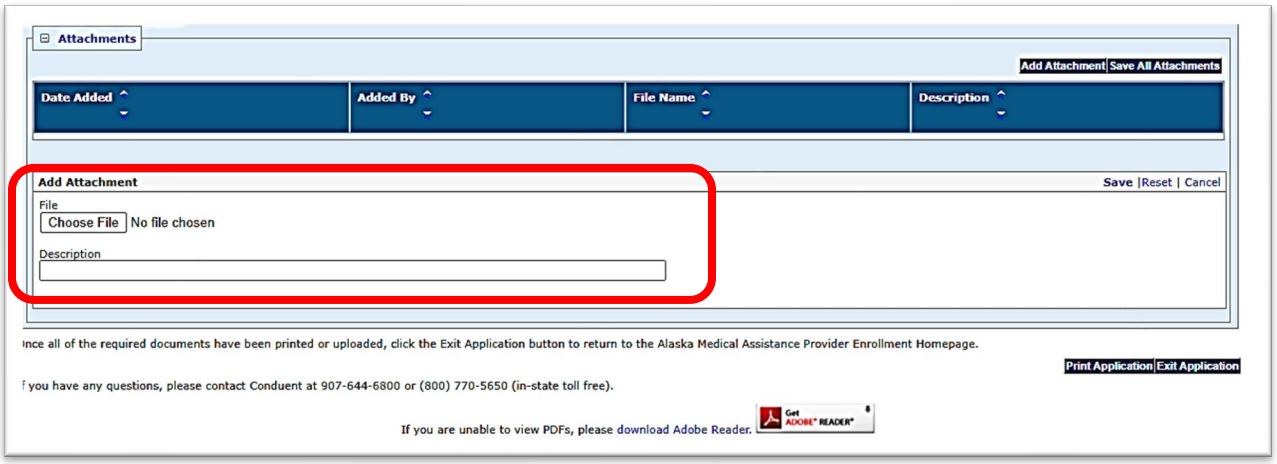
For documents that can be uploaded, start your submission by clicking the + sign on the Attachments tab at the bottom of the screen. This will open the portlet where you can upload your documents.



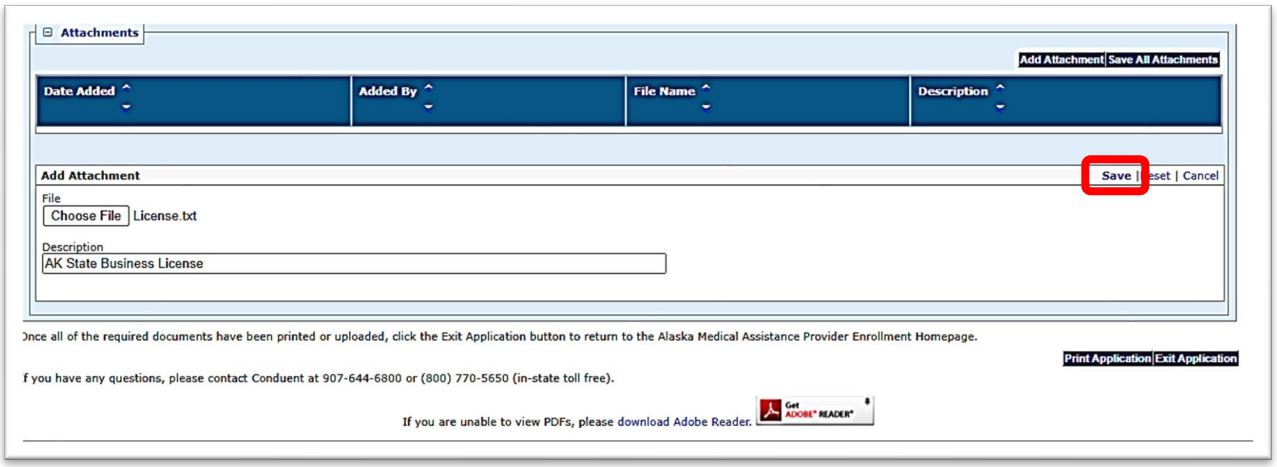
Once the portlet is open, click the Add Attachment button.



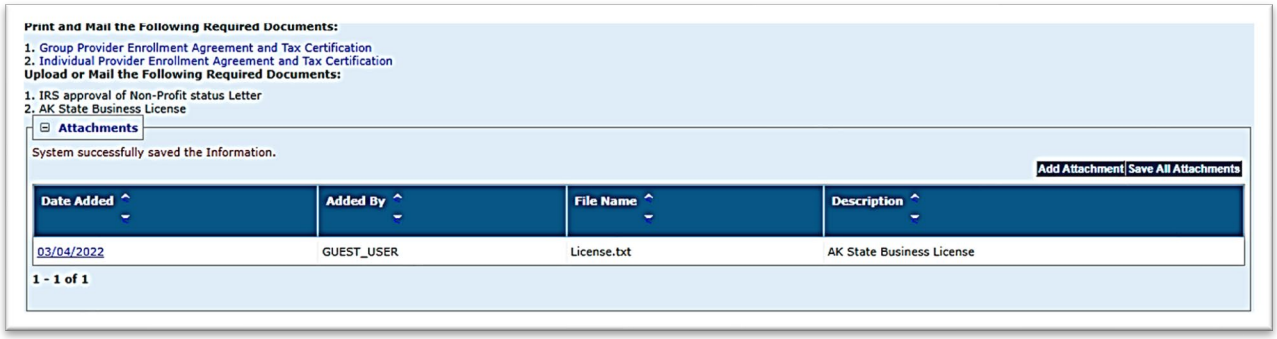

Add your document by clicking the Choose File button and navigating in your computer to find the document you want to upload. You can also type in a description to make it clear which document you have uploaded.




When you have chosen your file and added a description, click the Save button within the portlet.

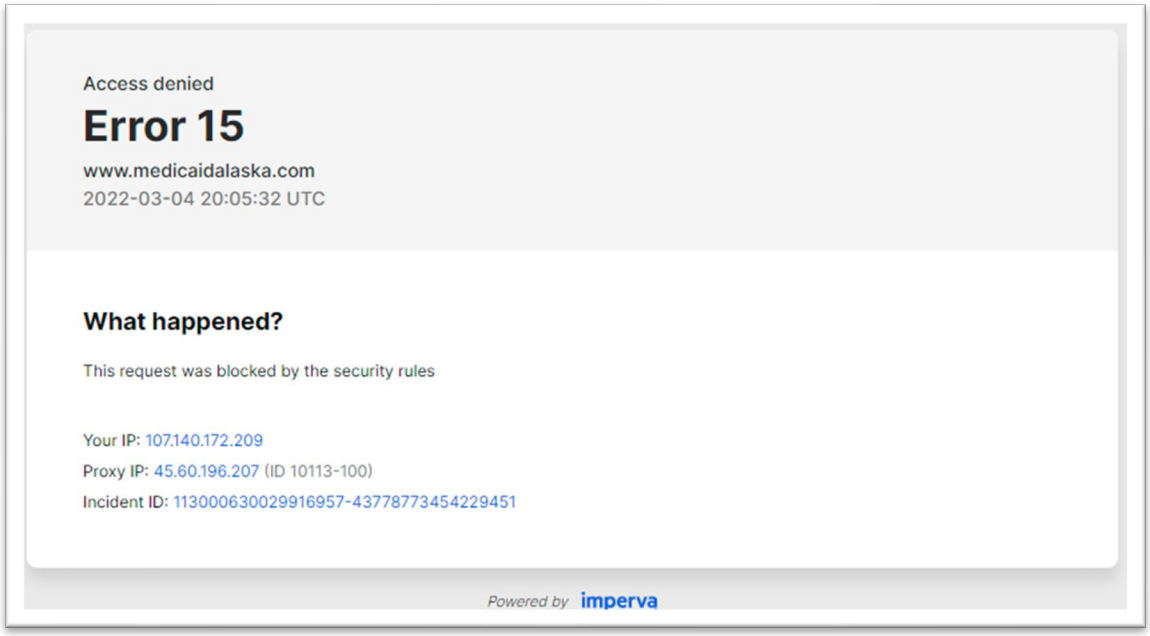


When you have successfully added and saved a document, the information will appear as a line item in the Attachments portlet. You can continue to add and save documents until you have completed all the necessary submissions.




Once you have added all the documents you want to upload, you can click the Save All Attachments button. You will not see further acknowledgements.

When the size or type of document you attempt to upload or a virus causes a rejection, you will see the following message:




If you receive this error, you need to use another method to submit your documents. You can either fax or mail documents in to complete your enrollment submissions. The mailing address is on the confirmation page, and the fax number for the enrollment team is 888.944.6877. For further information or if you need additional assistance, call the Provider Enrollment team at 907.644.6800, option 2 or 800.770.5650, option 1,3.