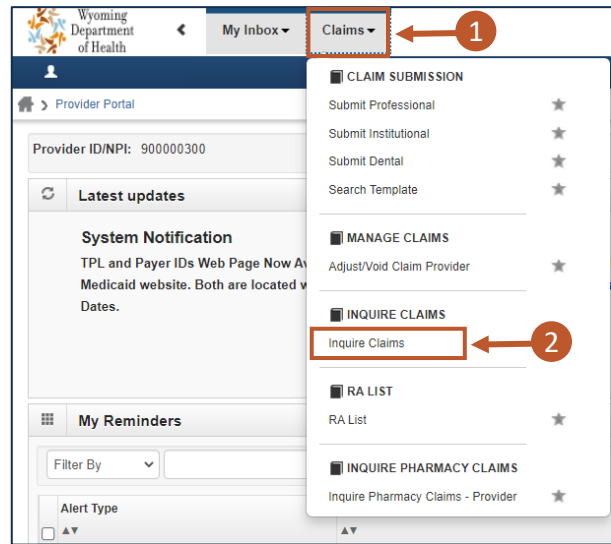


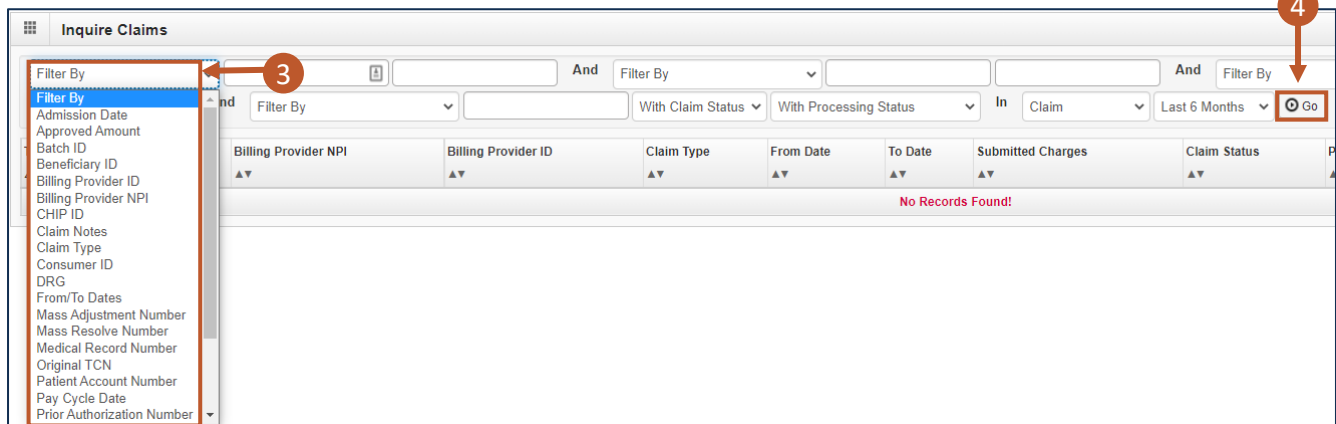
Adding Claim Attachments (1 of 2)

Note: Prior to beginning this process, access and log in to the Provider Portal using the Claims Access profile.

1. Select **Claims**.
2. Select **Inquire Claims**.

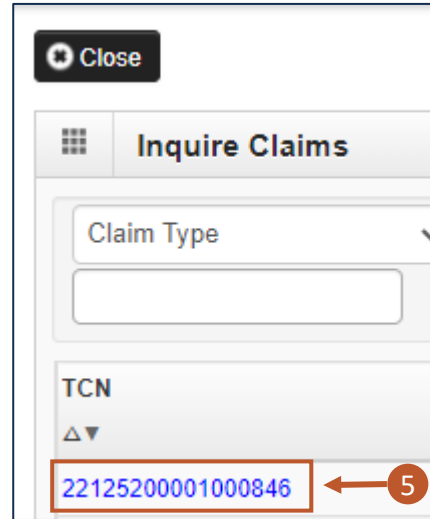


3. Select **Filter By** to select an option to search by and open a claim.
4. Select **Go**.

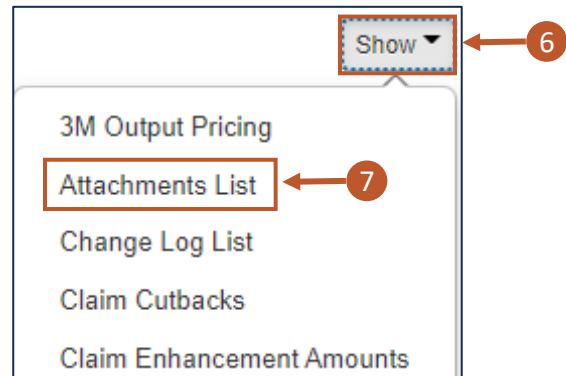


Adding Claim Attachments (2 of 2)

- From the **Inquiry Claims** page, select the Transaction Control Number (TCN) link under **TCN** associated with the claim to add an attachment.



- From the **Header Details** page, select **Show**.
- Select **Attachments List**.



- From the **Additional Documents** page, select the **paper clip** icon to search for and select a file to upload.
- Select **Save**.

