Electronic Provider Enrollment Automation Project (*e*PEAP) is Designed for Providers with Internet Access

*e*PEAP enables providers to request changes to their provider information via the internet. In order to access *e*PEAP, providers must be registered users of **PROMISe™** with valid passwords.

To register with *e*PEAP, access PROMISe™ at the following link:

http://promise.dpw.state.pa.us

Click on **Register Now** under the logon box in the logon window. The **User Register** window will be displayed. The following information will be required:

- ✓ Valid provider ID and service location
- ✓ Social Security number or Tax ID number
- ✓ Valid email address

There is a link to *e*PEAP at the PROMISe™ provider main page. To access *e*PEAP from this screen, click on the *e*PEAP link, which is located in the "Other Links" box.
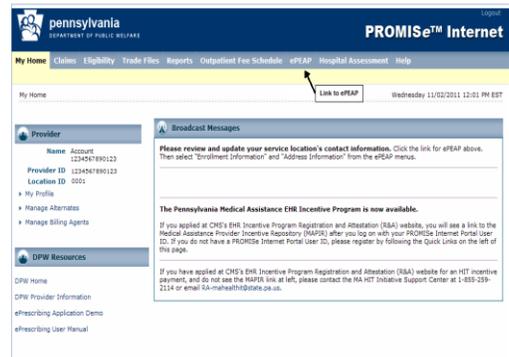
The *e*PEAP link will lead to the *e*PEAP menu.

What functions can be done in *e*PEAP?

- Enter enrollment changes (birthdate, gender, Medicare A&B numbers)
- Manage active Mail-to, Pay-to and/or Home Office address(es) and manage email addresses
- Add or close Mail-to, Pay-to and/or Home Office address(es)
- Add a Group for Fee Assignment, *from the rendering provider's account only*
- Terminate MA enrollment by service location
- Verify provider membership in your group by individual thirteen (13) digit provider number only
- Manage Medical Assistance Bulletins and Remittance Advices
- Upload documents to the Enrollment Unit

What functions *cannot* be done in *e*PEAP?

- Adding a new service location. A PROMISe™ Provider Enrollment Base Application must be submitted to add a new service location(s) for enrolled providers.

Additional *e*PEAP Information

- To access the ePEAP user manual, on the main page, click Download the Internet Help Manuals here under **Quick Links** and **Need Help?**
- The HELP function can be used and a "View Helpful Hints" link is available.

Check the department's website often at: www.dhs.pa.gov
Thank you for your service to our Medical Assistance recipients.
We value your participation.

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