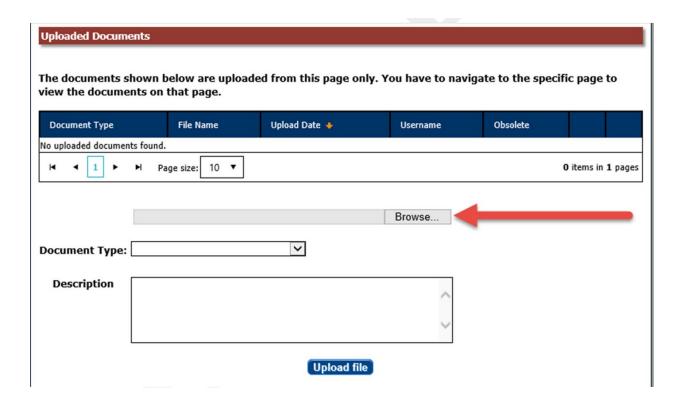


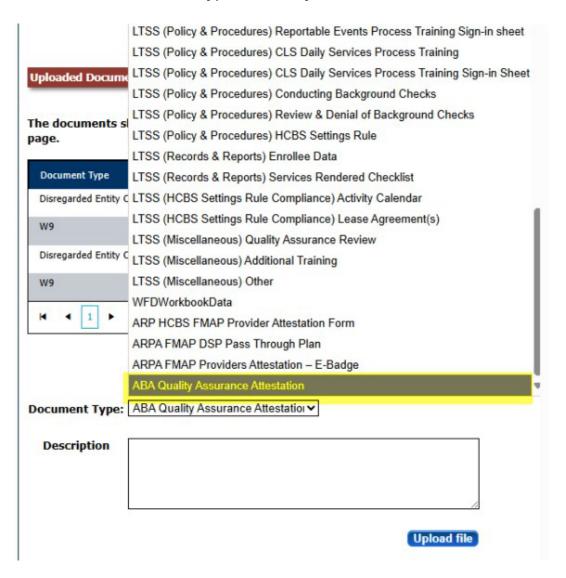
TennCare provider registration portal Steps to Uploading Documentation

TennCare provider registration portal Steps to Uploading Documentation

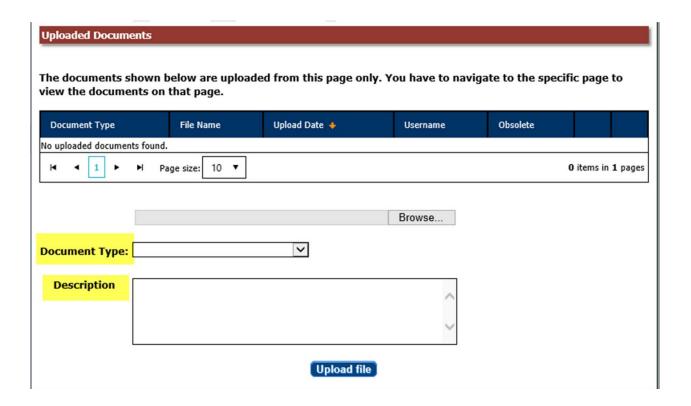
- 1. When submitting new documentation on the TennCare provider registration portal, please ensure the document(s) are saved on your personal computer.
- 2. You can upload documents to any of the sections found on the left-hand side of the TennCare provider registration portal labeled "identification" through "agreements". The upload section will be found at the bottom of each labeled section.
- 3. Select "Browse".



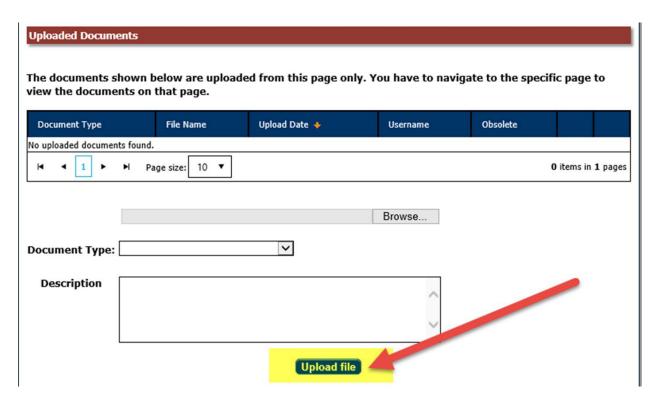
- 4. Another pop-up box will open, allowing you to find the saved document to upload from your computer.
- 5. Select "**Open**" once the saved document is identified from your desktop to be uploaded.
- 6. On the TennCare provider registration portal you will see "**Document type**". Next you will select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



7. If more information is needed, the "**description**" text box will allow you to enter more details. (ex: Contract dated 12/01/2019).



8. Select "Upload file"



9. All uploaded documents will be listed in this section. You can view your documents any time you log into the TennCare provider registration portal.

If an incorrect upload is made, you will **not** be able to delete this information, and the system will only allow you to select "**obsolete**".



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