

PAVE PRESS

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Adding Additional Documents to an Application

- 1. Log into PAVE and select Business Profile for entity/provider
- 2. Select Applications tab and start a new application
- 3. Enter information and attach documentation for all required fields in application
- 4. Following the Signature sub-form, is the Submit Application sub-form with a summary checklist of all documents already attached.
- 5. Select the Paper Clip icon in the Right Margin to start adding additional documents

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Getting Started	Oocum	ent Attachments	Applic	ation	
Business Information	0				
Practice Information		ou must attach all the documents listed below before subm	itting your app	lication.)
Practice Information	•O 🖓	lease note, if your documents arent easy to read, your appli	cation may be :	sent back.	
Disclosure Information	•				
Rendering Provider Affiliations	Document	Form/SubForm/Section	Mandatory	Attached	Actions
Claim Payment	Articles of Incorporation	Business Information/Business Profile/Business Profile	Yes	•	/ 🛆 👁 🛍
	EIN/FEIN	Business Information/Business Profile/EIN/Licenses	Yes	2	e 🖉 🖉 🦉 🖞
🧨 Signature	O Sellers Permit	Business Information/Business Profile/Business Permits	Yes	2 (/ 🛆 👁 🛍
Submit Application	Self Insured Document	Business Information/Insurance/Liability Insurance	Yes	2 (/ 🕹 👁 🛍
Checklist	 Self Insured Document 	Business Information/Insurance/Malpractice Insurance	Yes	2 (/ 🛆 👁 🛍
🗸 Submit	O Driver's License	Disclosure Information/Ownership/Control Interest/Ownership/Control Interest	Yes	2 (g 🕹 👁 🛍



6. Either drag and drop the document or click Select your file

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Cetting Stars		Drag and drop here, or Select your file File size can not be greater than 50 MB	Upfood Document	
Disch	Document name Section Name DEA - Copy (7) Document Name Title	e value is required		
Chair Signal Subm Subm Subm	Payment Description ture at Application Descliber	Share it in Document Library. This is a sensitive document.	Cancel	
4 5	idonat O Driver's L	Joense Disclosure Information Ownership/Control Interest/Ownership/Control Interest	Yes Continue	



7. Enter Title for document, Description if applicable, and click Attach





8. The document will be added to the Application Section – Document Library. Please note that this is where the additional documents are listed in the application.

