Provider Modifications
Log-in to IMPACT

- Enter the **User ID** and **Password** then, click **Login**.
## Log-in to IMPACT

### Manage your account
- Request Application Access
- Update Profile
- Change Password
- Update Security Q&A

### Access your applications
- IMPACT Provider Enrollment

- Click on the hyperlink, **IMPACT Provider Enrollment**.
Modifying an enrollment

• From the first drop down, choose the provider name of the enrollment that needs modified.
Modifying an enrollment

• From the second drop down, select *Provider Enrollment Access*, then click *Go*.
• From the **Provider** drop down, select **Manage Provider Information**.
### Modifying an enrollment

- Click on the hyperlinked step(s) that need updated and make the necessary adjustments.
Modifying an enrollment

- After making all necessary updates, click on **Complete Modification Checklist** and answer the provided questions.
Modifying an enrollment

- Each question needs answered with a **Yes** or **No**. Enter **Comments** as necessary. If a question does not apply, choose **No**.
- When completed, click **Save**, then **Close**.
Submitting a modification

- When the modification checklist is completed, click on **Submit Modification Request for Review**.
Submitting a modification

- Read the posted statement, then click **Next**.
Submitting a modification

Read through the terms and conditions. Scroll down and click the checkbox to agree, then click **Submit for Modification**.
Submitting a modification

- Click OK on the message box.

- **Modification Status** will show the status of the review of the modification.
• To cancel an update prior to submitting, place a check in the box next to the line that has the update that needs deleted, then click on **Undo Update**.
Deleting a modification

• When completed, click **Close**.