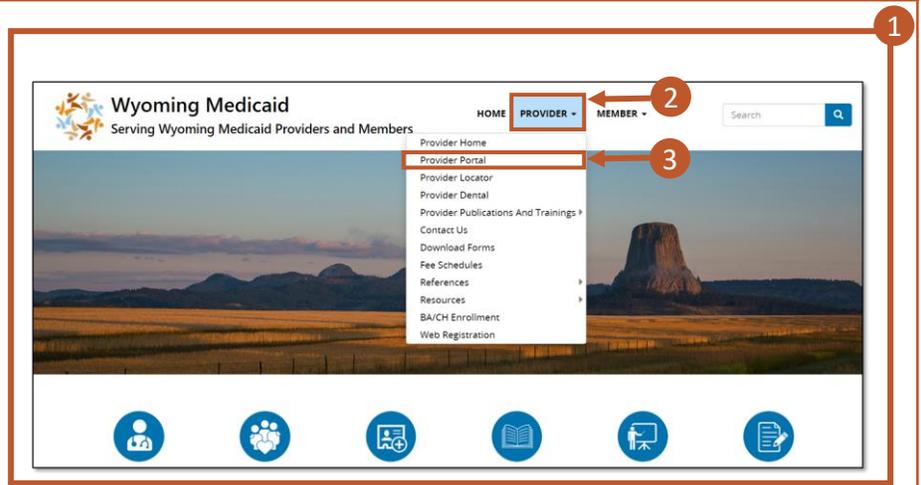
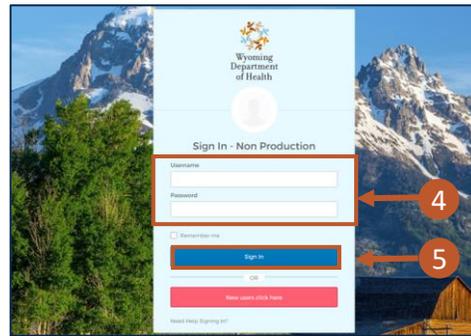


Accessing the Provider Portal

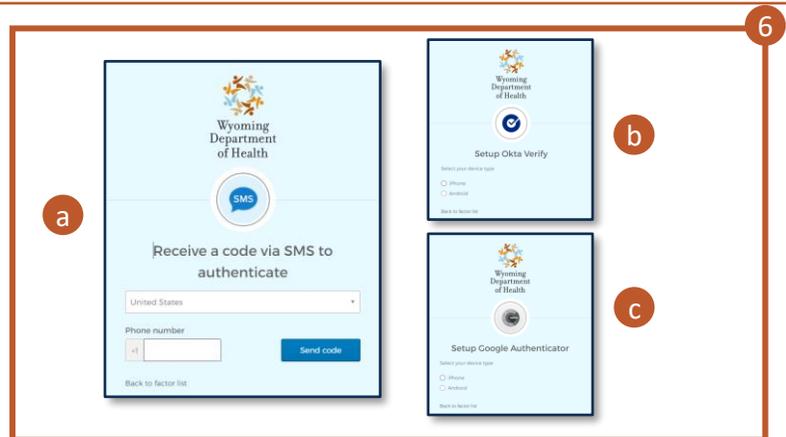
1. Use the following link to access the Medicaid website at:
<https://www.wyomingmedicaid.com>
2. Select **Provider**.
3. Select **Provider Portal**.



4. Log in to the Provider Portal with your Single Sign-On (SSO) **Username** and **Password**.
5. Select **Sign In**.



6. Verify authentication based on your setup selection:
 - a) For SMS, select **Send code**
 - b) If you selected an OKTA push, accept the push
 - c) If you chose Google Authenticator, enter that code



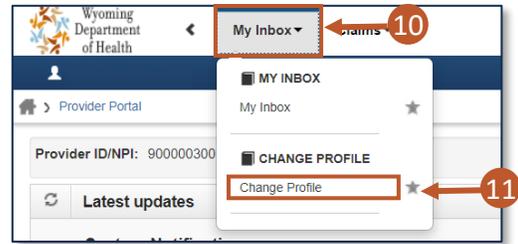
7. Select the domain you want to work in from the **Domain** drop-down list.
8. Select **Claim Access**.
9. Select **Go**.



Accessing the Provider Portal Cont'd

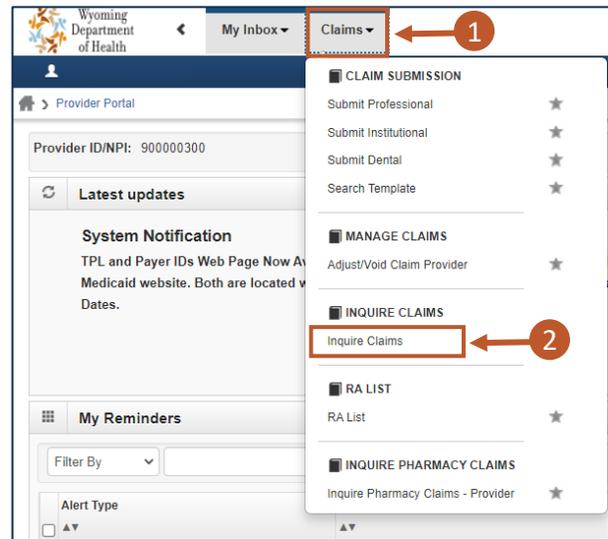
If you are already logged into the Provider Portal, you can change the profile:

10. Select **My Inbox**.
11. Select **Change Profile**.

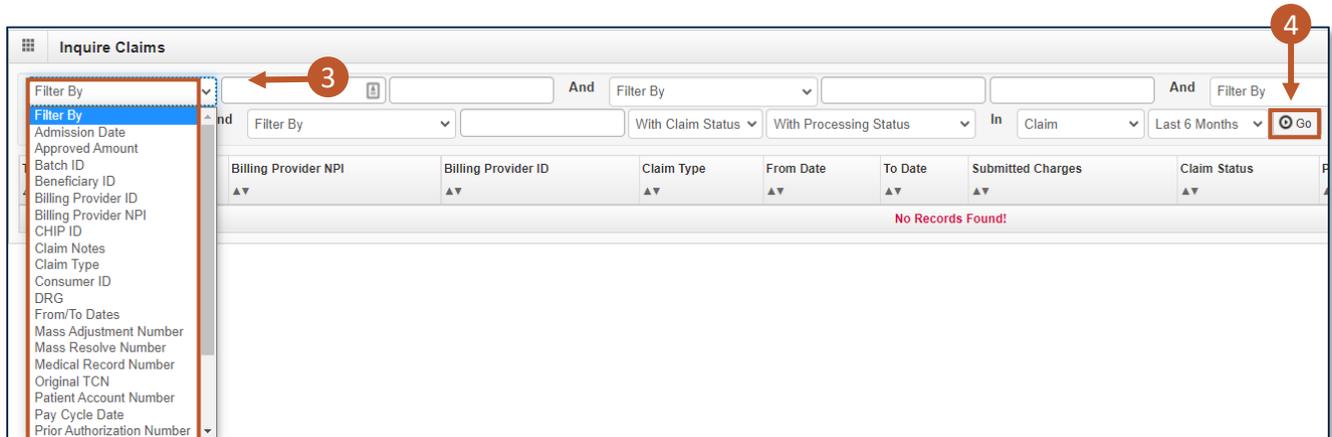


Adding Claim Attachments

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

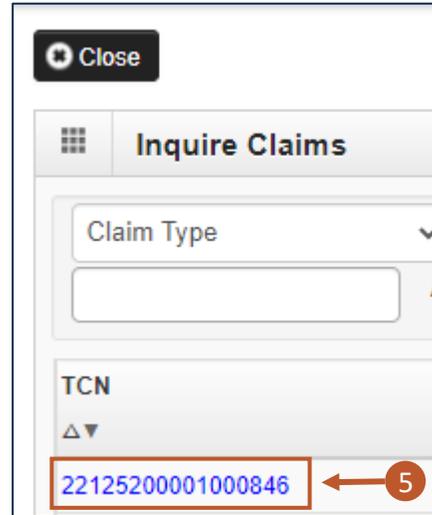


3. Select **Filter By** to select an option to search by and open a claim.
4. Select **Go**.

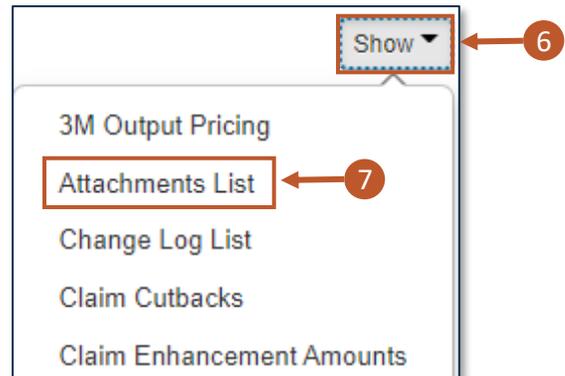


Adding Claim Attachments Cont'd

- 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**.

