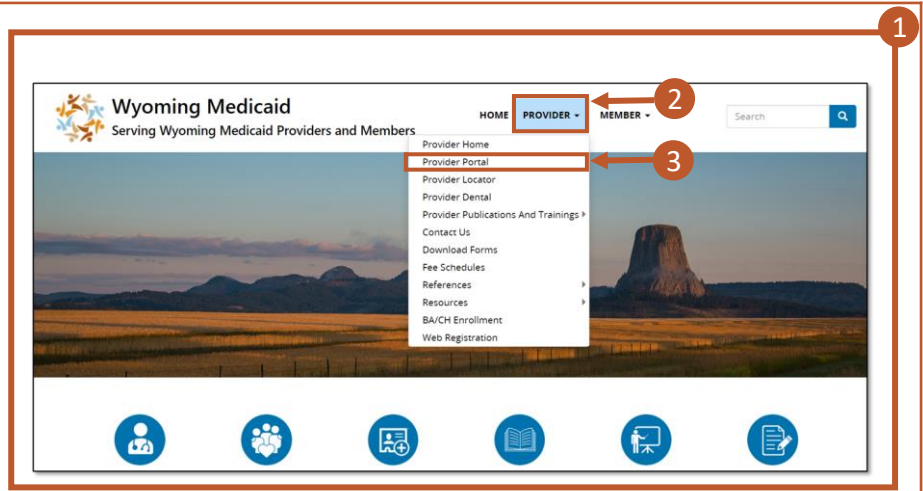
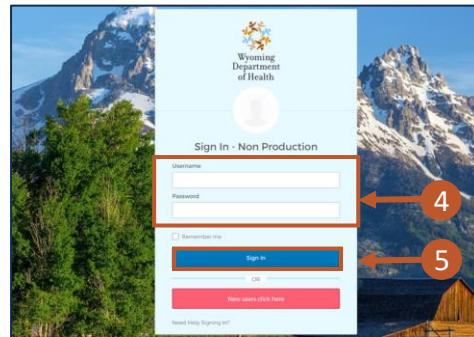


Accessing the Provider Portal

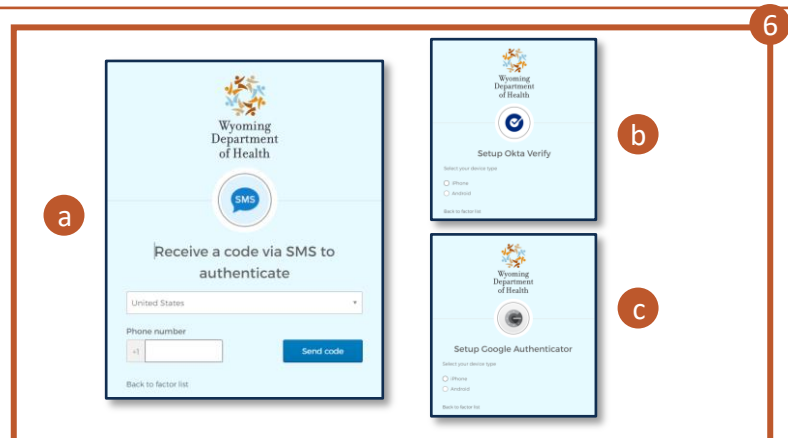
1. Use the following link to access the Medicaid website at:
<https://www.wyomingmedicaid.com>
2. Select **Provider**.
3. Select **Provider Portal**.



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



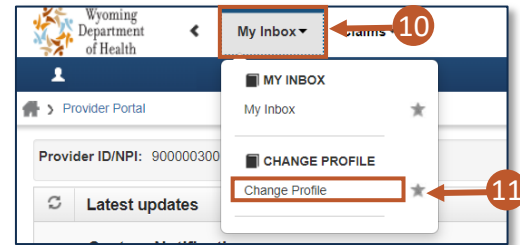
7. Select the domain you want to work in from the **Domain** drop-down list.
8. Select **Prior Authorization Access**.
9. Select **Go**.



Accessing the Provider Portal Cont'd

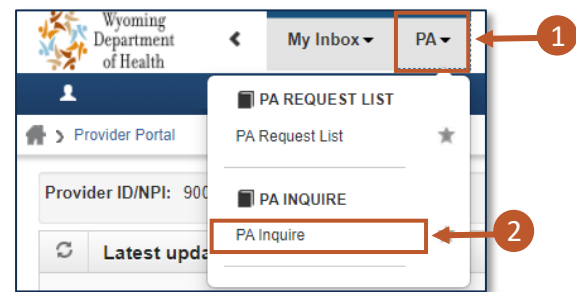
If you are already logged into the Provider Portal, you can change the profile:

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

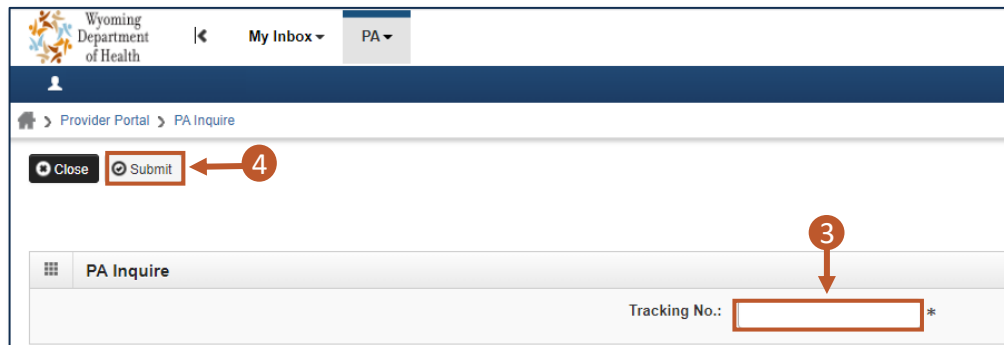


Accessing a Prior Authorization (PA) Inquiry

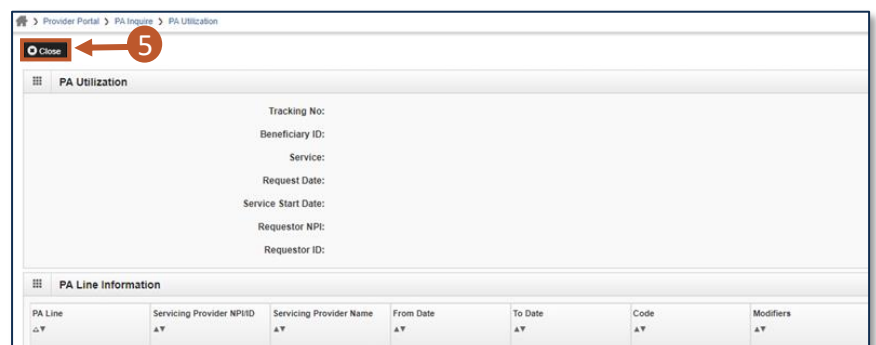
1. Select **PA**.
2. Select **PA Inquire**.



3. Enter the tracking number in the **Tracking No** field.
4. Select **Submit**.

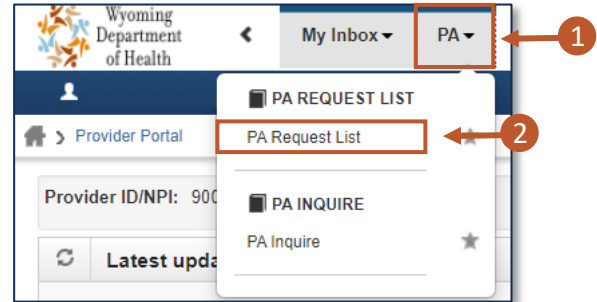


5. View the Prior Authorization (PA) from the **PA Utilization** page, and select **Close** when finished viewing.

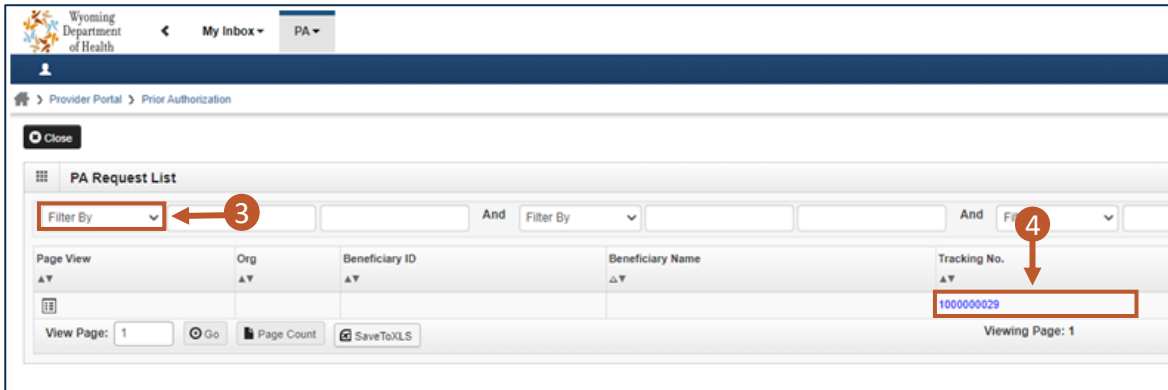


Accessing a Prior Authorization (PA) Request List

1. Select **PA**.
2. Select **PA Request List**. The **PA Request List** opens displaying all PAs for your Provider ID.



3. If needed, use the **Filter By** selections to narrow the list.
4. To view detailed information for a PA, select the tracking number link under **Tracking No.**



5. To view the following information, select an option from the left navigation:
 - PA Basic Info
 - Beneficiary Info
 - Provider Info
 - Diagnosis Info
 - Procedure Info
 - Additional Documents
6. When finished, select **Close**. For information on member eligibility and thresholds view Member Eligibility Quick Reference Guild.

