



# Locating 1099s in Provider Portal

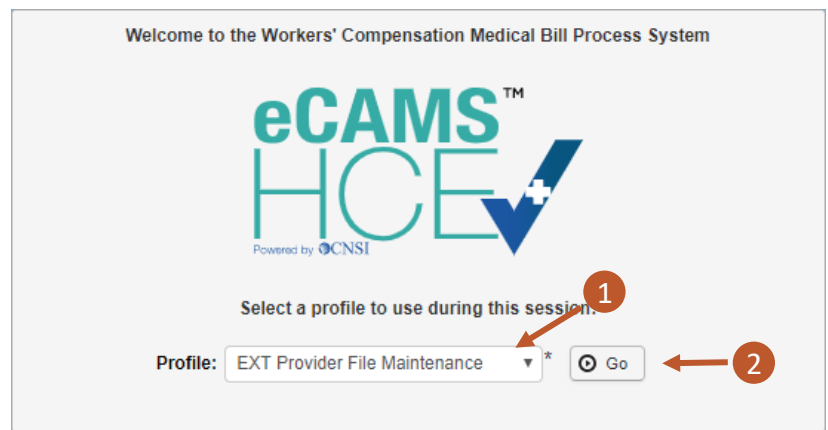
## Quick Reference Guide

This quick reference guide outlines the steps a provider will take to locate 1099s from within the Provider Portal.

### Locating 1099s in Provider Portal

1. Select the **EXT Provider File Maintenance** profile from the **Profile** drop-down.  
**Note:** The **EXT Provider Super User** profile may also be used to access 1099s.
2. Select the **Go** button.

The Provider Portal Home page will open.



3. Select the **Correspondences** hyperlink to navigate to the Correspondence/Images/Attachments Retrieval page.



4. On the Correspondence/Images/Attachments Retrieval page there are two grids. The 1099 will be accessible in the first grid, **Correspondence Retrieval**. The 1099 will have the 1099 MISC correspondence title.
5. To open the 1099, select the blue hyperlinked text in the **E2 VAULT KEY** column. A separate window will open showing the 1099, which can be downloaded if needed.

