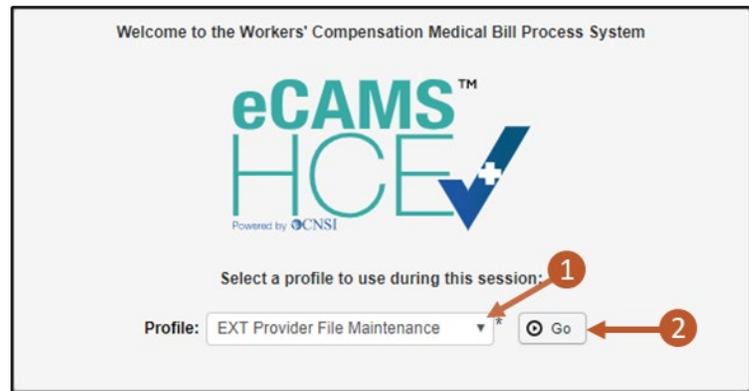This quick reference guide outlines the steps a provider will take to locate 1099s from within the Provider Portal.

Locating 1099s in the Provider Portal

1. Select the **EXT Provider File Maintenance** profile from the **Profile** drop-down list.

   Note: The **EXT Provider Super User** profile may also be used to access 1099s.

2. Select **Go**. The Provider Portal homepage opens.

Welcome to the Workers' Compensation Medical Bill Process System

Select a profile to use during this session:

Profile: EXT Provider File Maintenance

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

On-line Authorization Submission
Provider
Maintain Provider Information
HIPAA
Submit HIPAA Batch Transaction
Retrieve HIPAA Batch Responses
SFTP User Details
Admin
Maintain Users
My Interactions
Correspondences

4. Locate the Correspondence/Images/Attachments Retrieval page, which has two grids.

5. Locate the 1099 in the first grid, **Correspondence Retrieval Page**, titled "1099 MISC" under the CORRESPONDENCE TITLE column.

6. To open the 1099, select the linked text in the **CORRESPONDENCE ID** column. A separate window opens showing the 1099.

Locating 1099s in the Provider Portal, Cont'd

7. Select the **Download arrow** icon to download the PDF if required.