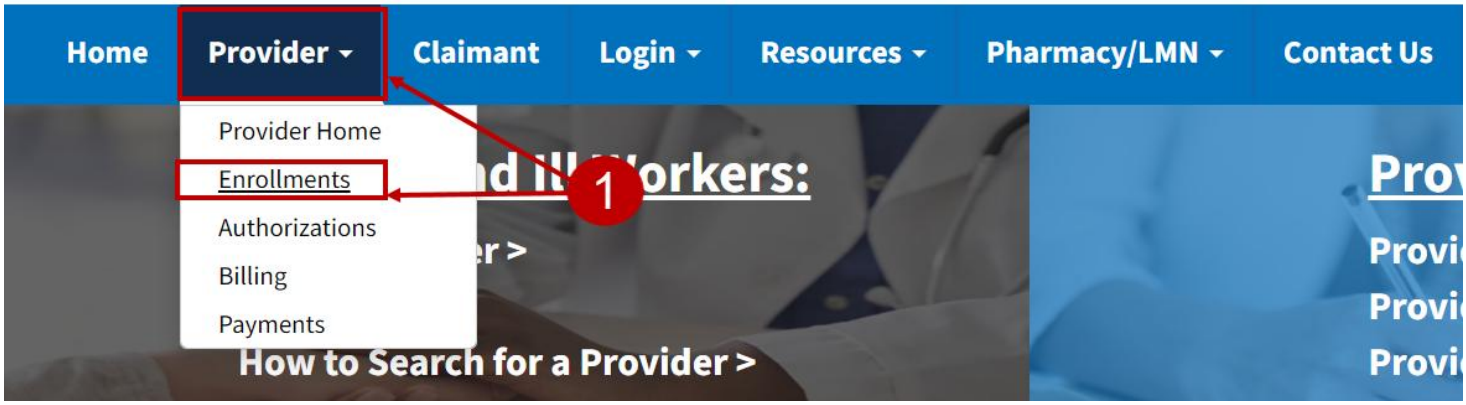
Resubmitting a Returned to Provider Enrollment Application

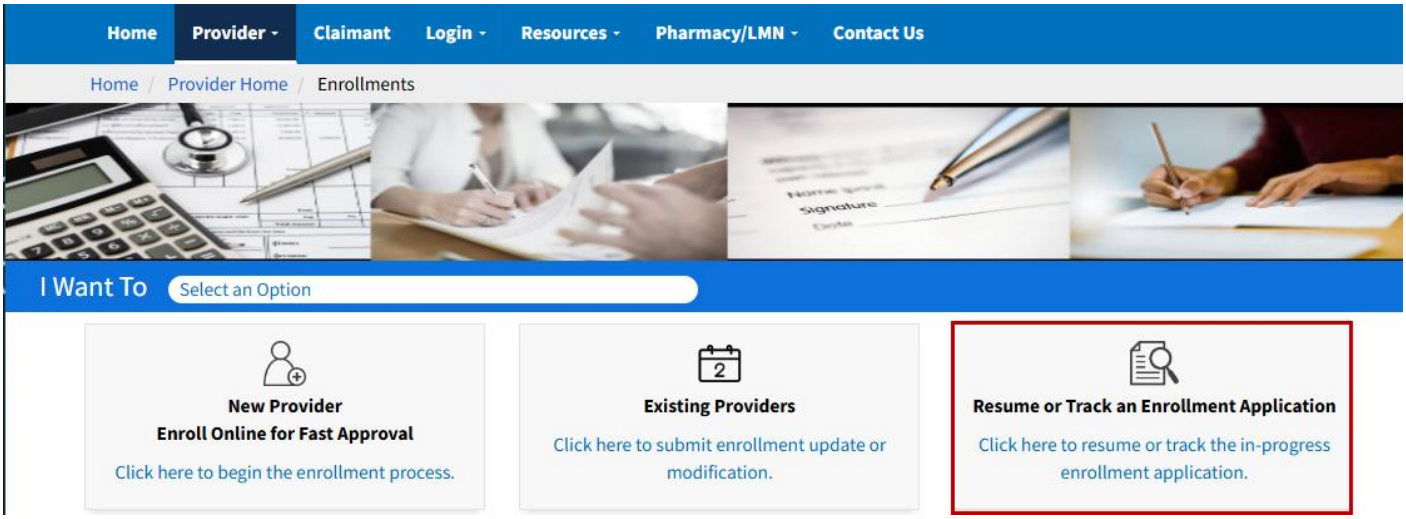
If a provider receives a Return to Provider (RTP) letter after submitting an enrollment application, the provider can make required updates to the initial application and resubmit it.

If a provider receives an RTP letter, complete the following steps:

1. From the WCMBP Portal, select the **Provider** tab, then select **Enrollments**.



2. Select the **Click here to resume or track the in-progress enrollment application** link.



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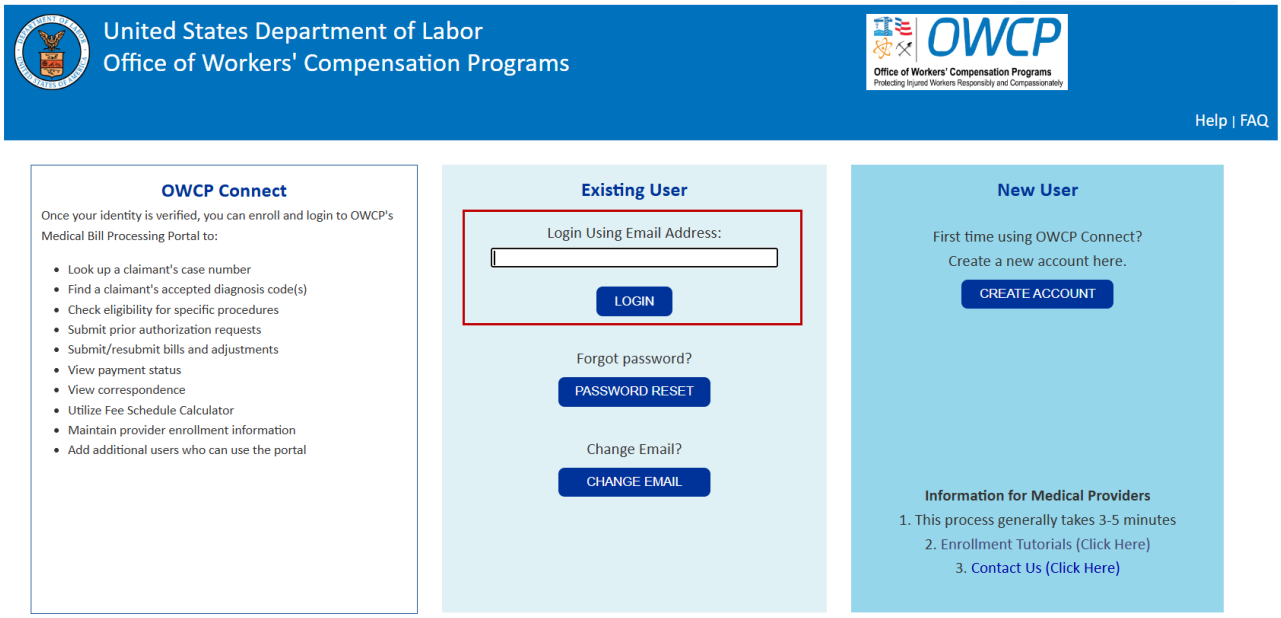
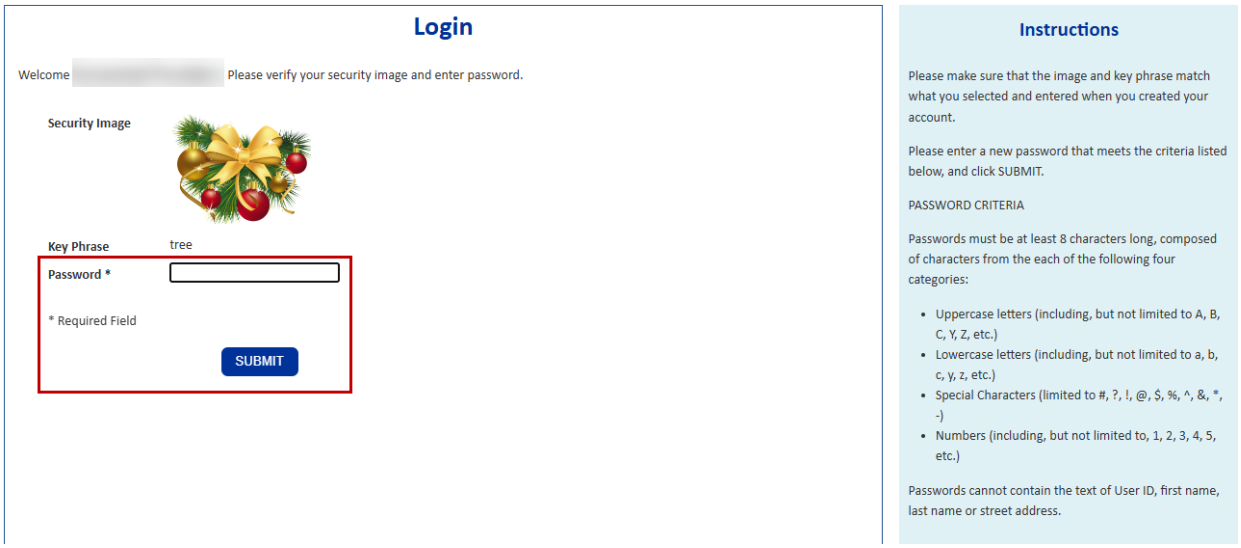
3. Log in via OWCP Connect with the email address used during OWCP Connect registration.



4. Enter the password created during OWCP Connect registration, then select **Submit**.



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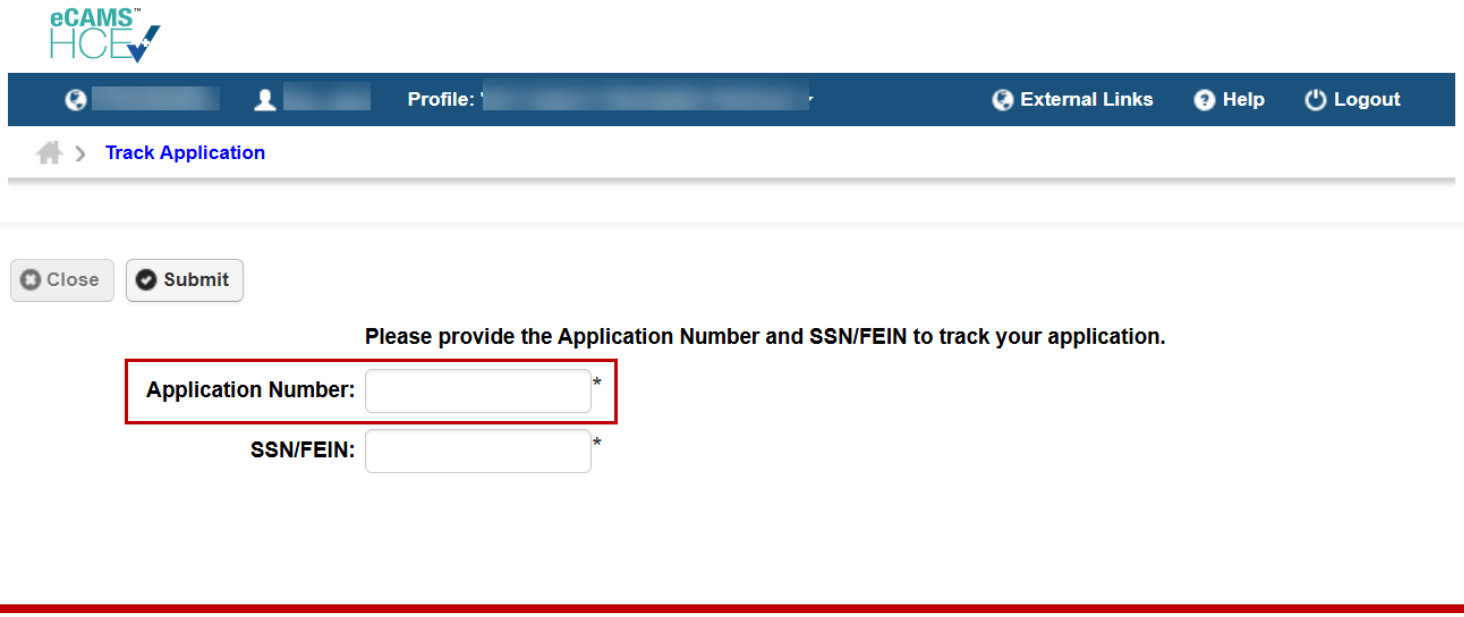
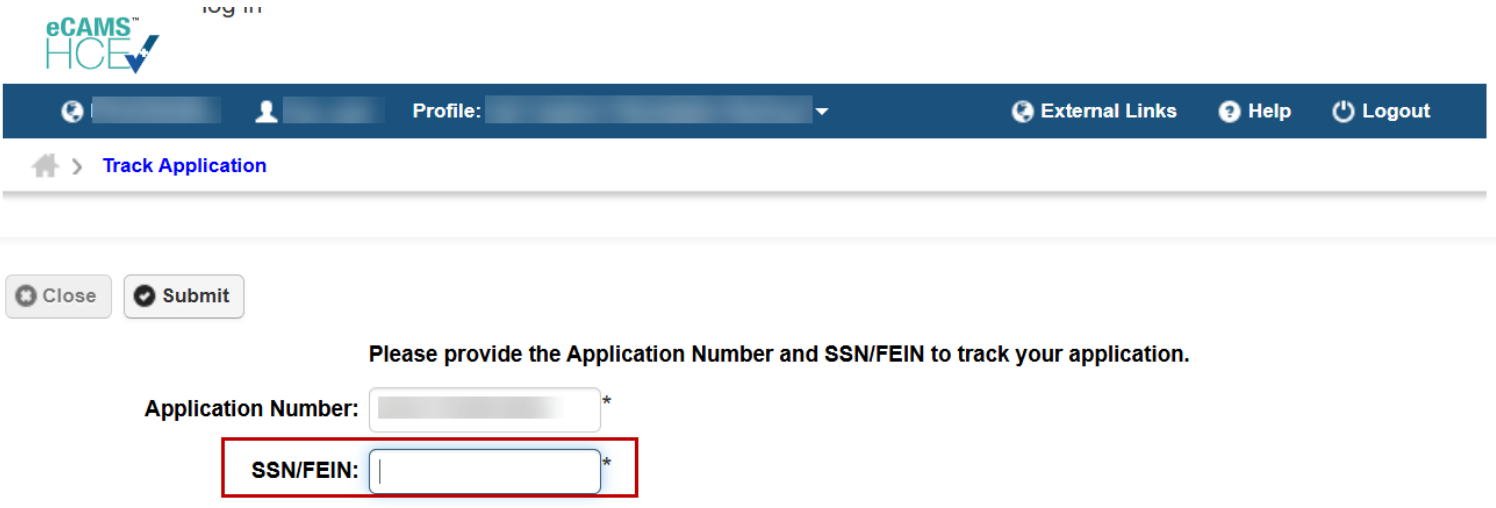
5. In the **Application Number** field, enter the application number received during the initial enrollment.



6. In the **SSN/FEIN** field, enter the Social Security Number (SSN) or Federal Employer Identification Number (FEIN) used during the initial enrollment.



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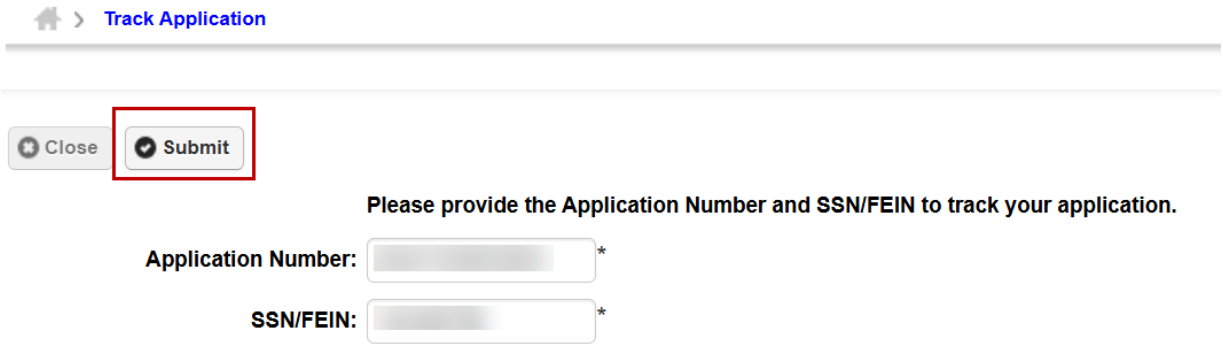
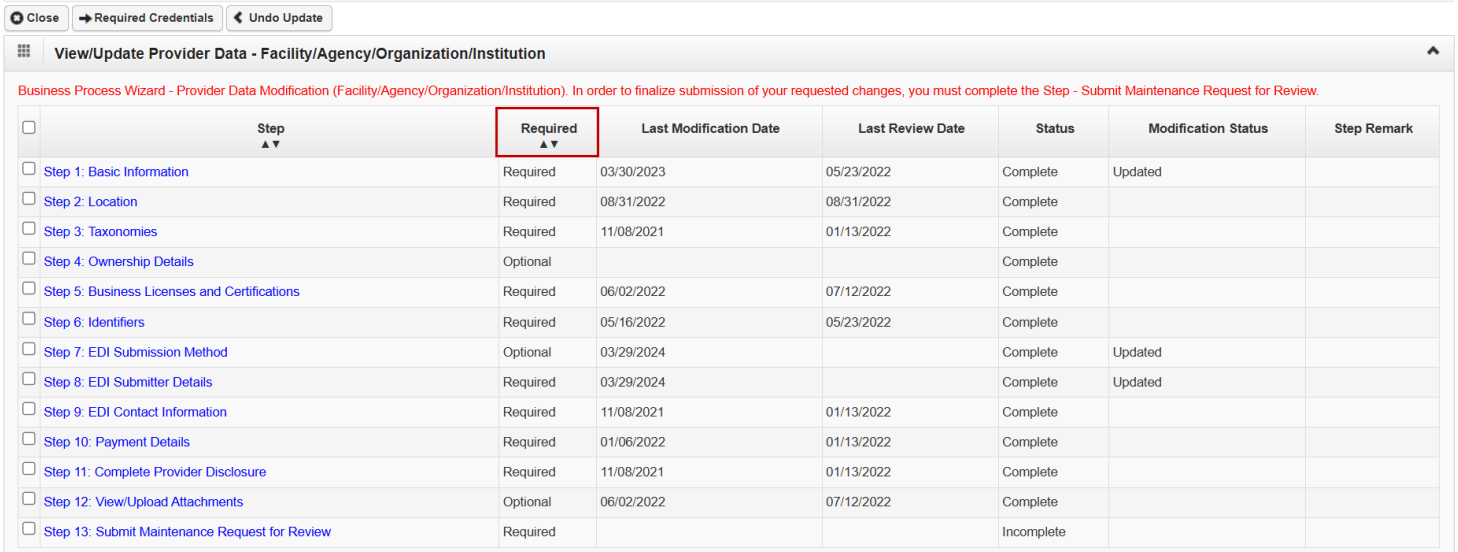
7. Select **Submit** to return to the application and make the necessary adjustments as indicated in the RTP letter or for any updates needed.



Note: When returning to the enrollment application, the status of all required steps will be displayed as **Incomplete**.

- Each required step must be opened to verify that the information is correct or make necessary adjustments.
- Selecting the caret within the Required column sorts steps by required or optional.
- Open each step, verify or adjust the information as needed, and then close the step.
- The step status will then be marked as Complete.

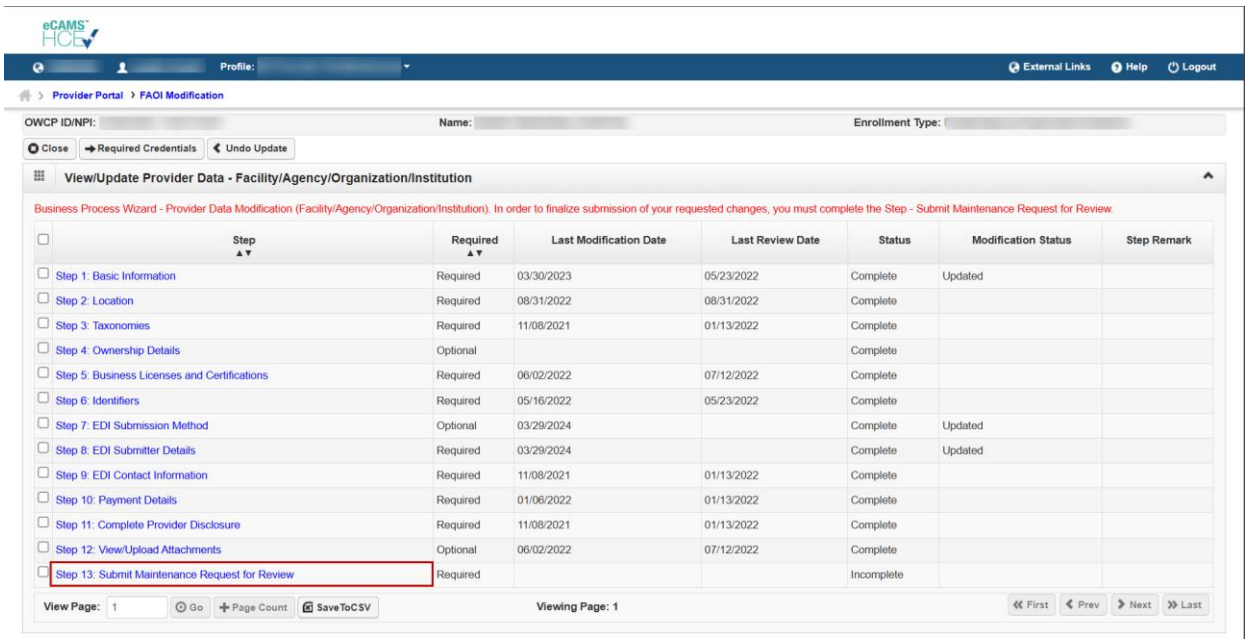


Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
Step 1: Basic Information	Required	03/30/2023	05/23/2022	Complete	Updated	
Step 2: Location	Required	08/31/2022	08/31/2022	Complete		
Step 3: Taxonomies	Required	11/08/2021	01/13/2022	Complete		
Step 4: Ownership Details	Optional			Complete		
Step 5: Business Licenses and Certifications	Required	06/02/2022	07/12/2022	Complete		
Step 6: Identifiers	Required	05/16/2022	05/23/2022	Complete		
Step 7: EDI Submission Method	Optional	03/29/2024		Complete	Updated	
Step 8: EDI Submitter Details	Required	03/29/2024		Complete	Updated	
Step 9: EDI Contact Information	Required	11/08/2021	01/13/2022	Complete		
Step 10: Payment Details	Required	01/06/2022	01/13/2022	Complete		
Step 11: Complete Provider Disclosure	Required	11/08/2021	01/13/2022	Complete		
Step 12: View/Upload Attachments	Optional	06/02/2022	07/12/2022	Complete		
Step 13: Submit Maintenance Request for Review	Required			Incomplete		

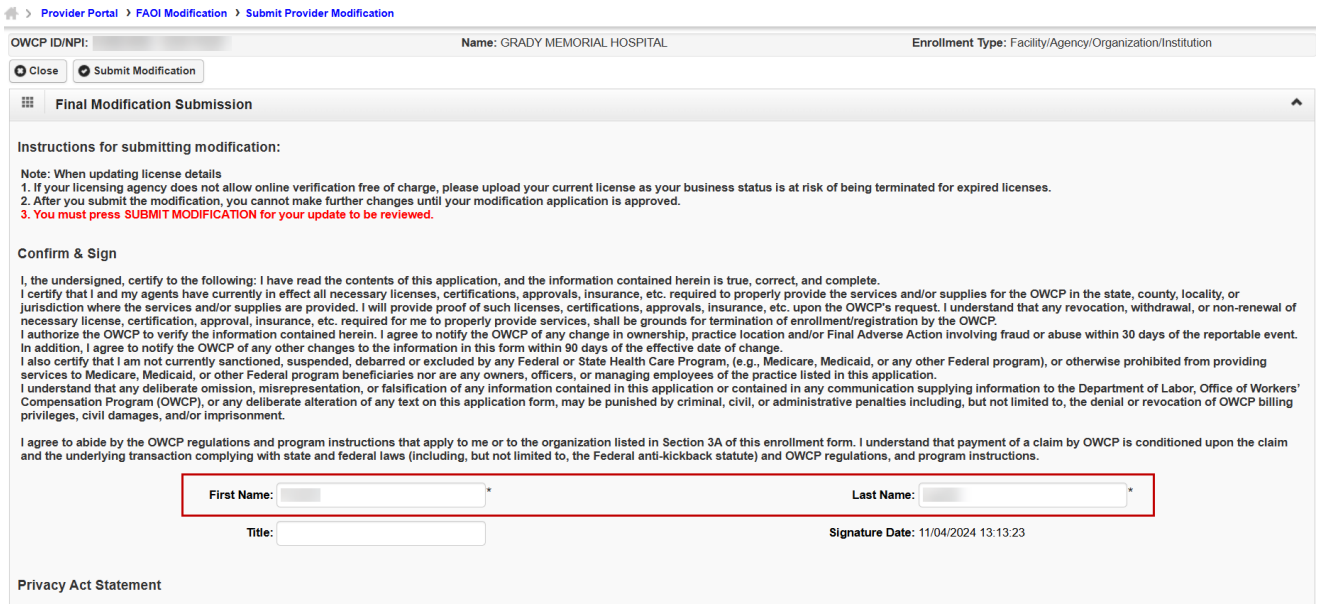
Resubmitting a Returned to Provider Enrollment Application

Note: After verifying the data in each step and revising or adding the required information, submit the enrollment application.

8. Select **Step 13: Submit Enrollment Application for Review**.



9. Enter the first and last name in the **First Name** and **Last Name** fields.



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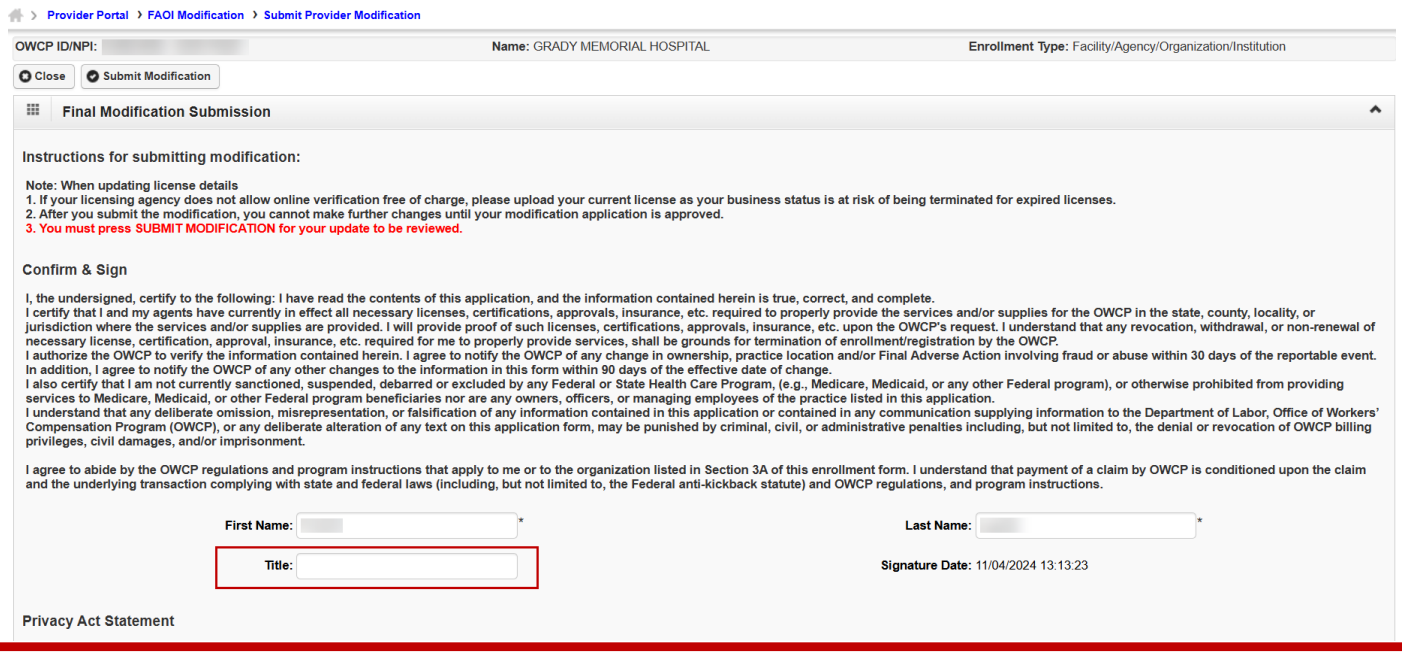
10. Optionally, in the **Title** field, enter the title of the final submitter.



11. To complete the re-submission of the enrollment application, select **Submit Modification**. This action will change the status of the enrollment application to **In Review**.