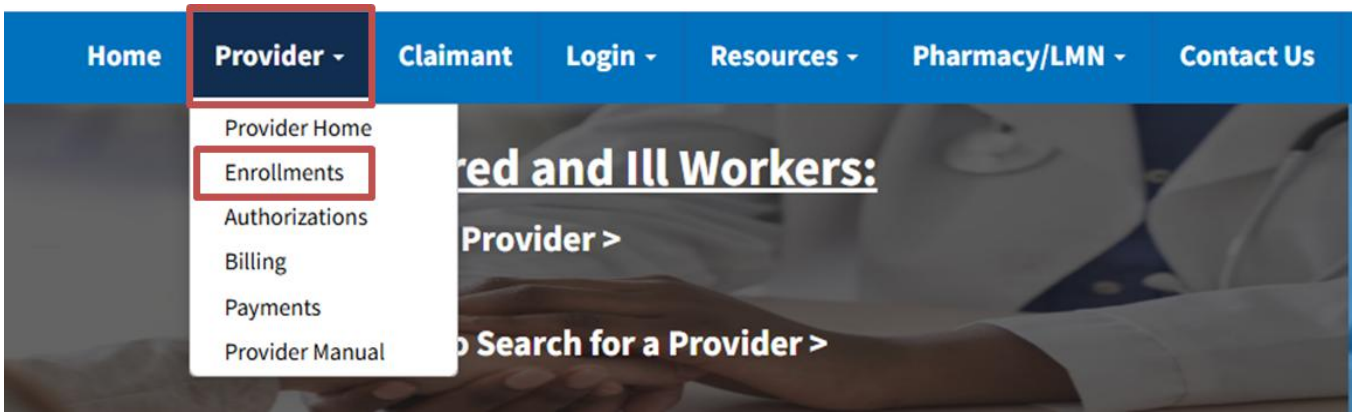
Resubmitting a Returned to Provider Enrollment Application

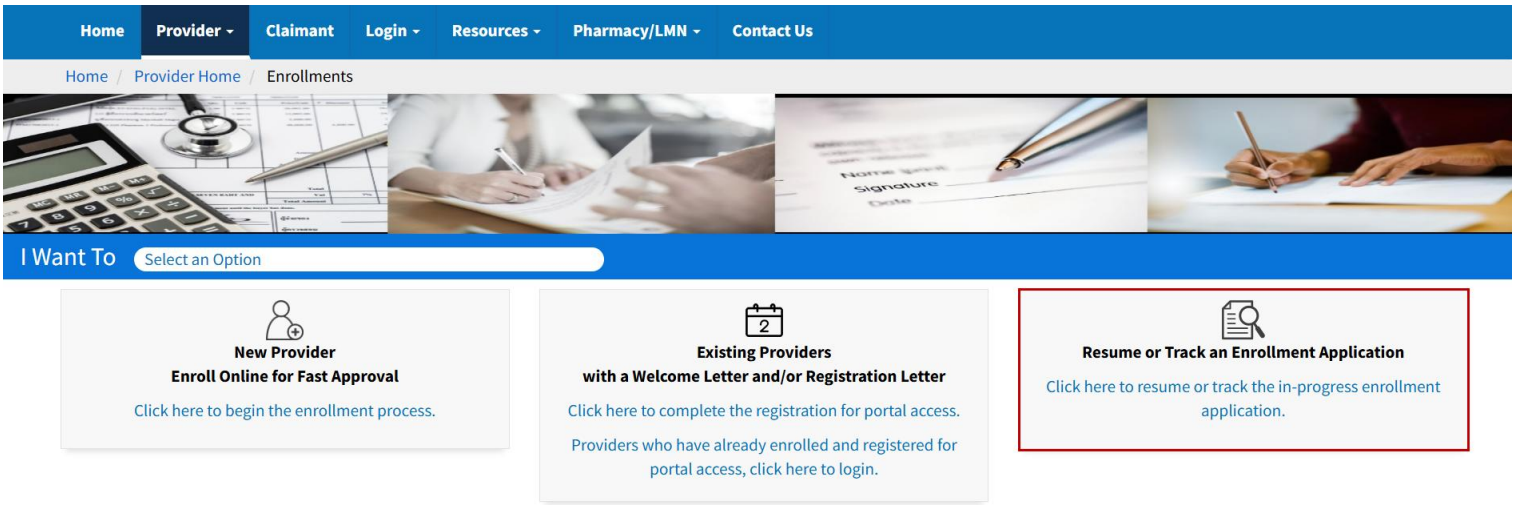
If a provider receives a Return to Provider (RTP) letter after submitting an enrollment application, the provider can make the necessary updates to the initial application and resubmit it.

Note: Corrections or updates to the enrollment type require a new application submission.

1. Go to the Medical Bill Processing Portal homepage (https://owcpmed.dol.gov) and select **Enrollments** from the **Provider** drop-down list.



2. Locate the **Resume or Track an Enrollment Application** section and select the **Click here to resume or track the in-progress enrollment application** link.



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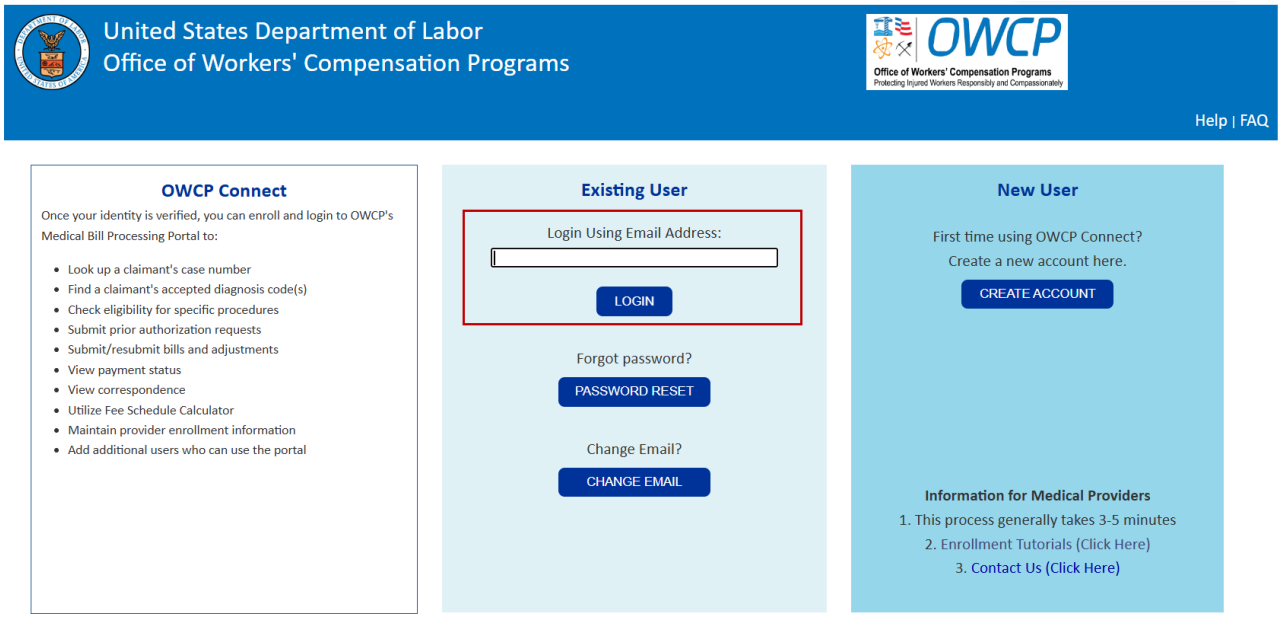
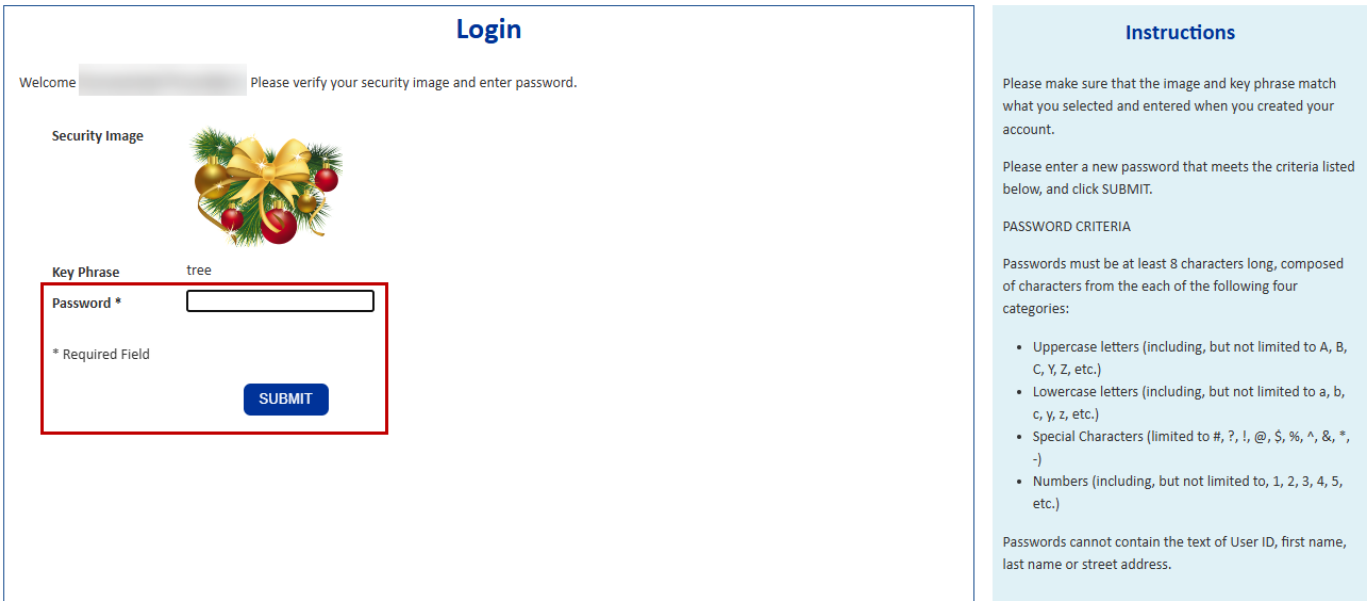
3. In the **Existing User** section, enter the email address used for the OWCP Connect registration and select **LOGIN**.



4. Enter the password, then answer the security question and confirm the security image and select **SUBMIT**.



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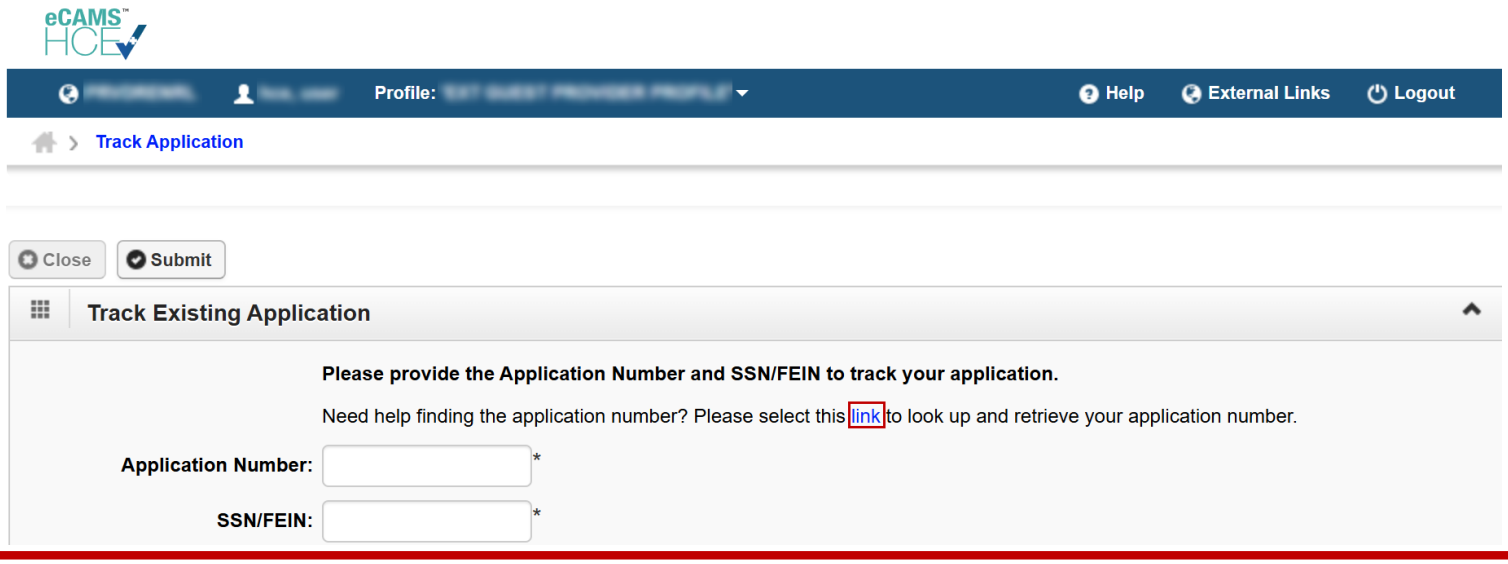
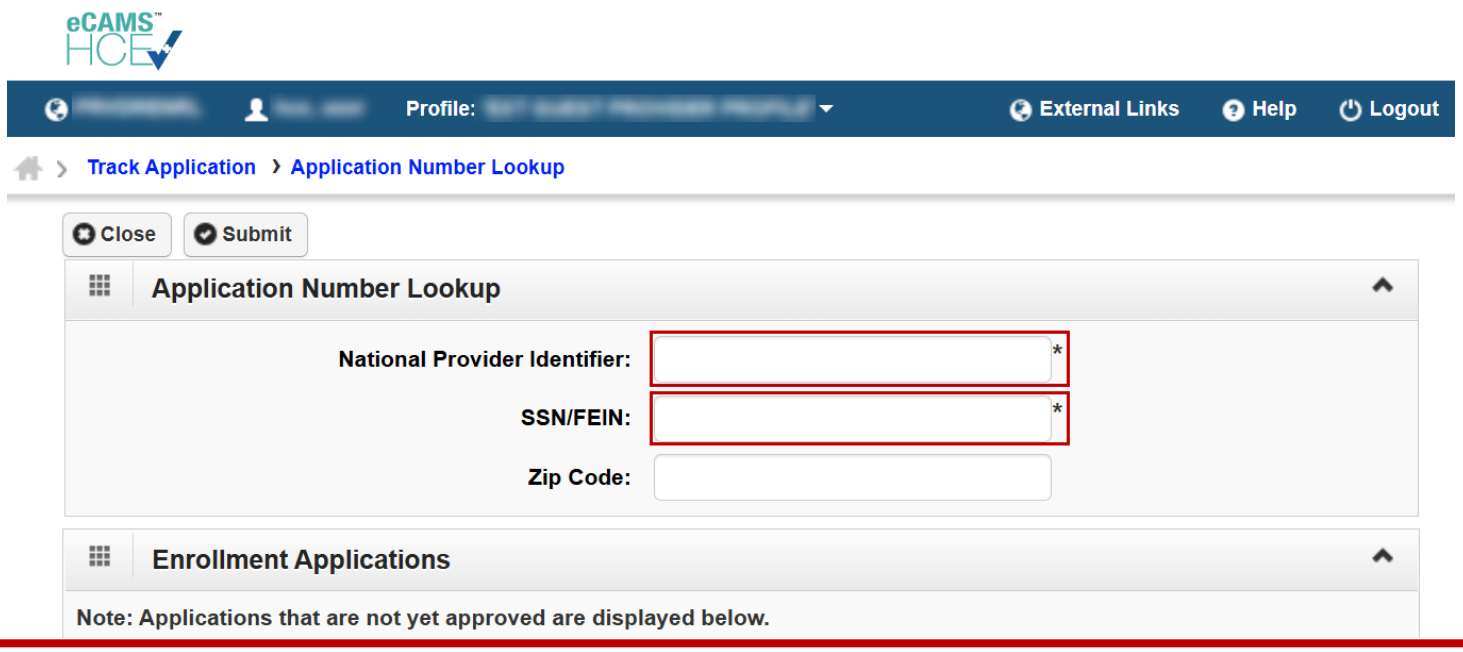
5. Complete the **Track Application** section as applicable:
   a. If the provider knows the application number and Social Security Number (SSN) or Federal Employee Identification Number (FEIN), proceed to Step 9 for next steps.
   b. If the provider does not know the application number, select the link in the "Need help…" text just above the **Application Number** field.

Note: The application number is in the **Return to Provider (RTP)** letter.



6. To retrieve the **Application Number**, enter National Provider Identifier (NPI) and SSN or FEIN in the **National Provider Identifier** and **SSN/FEIN** fields.



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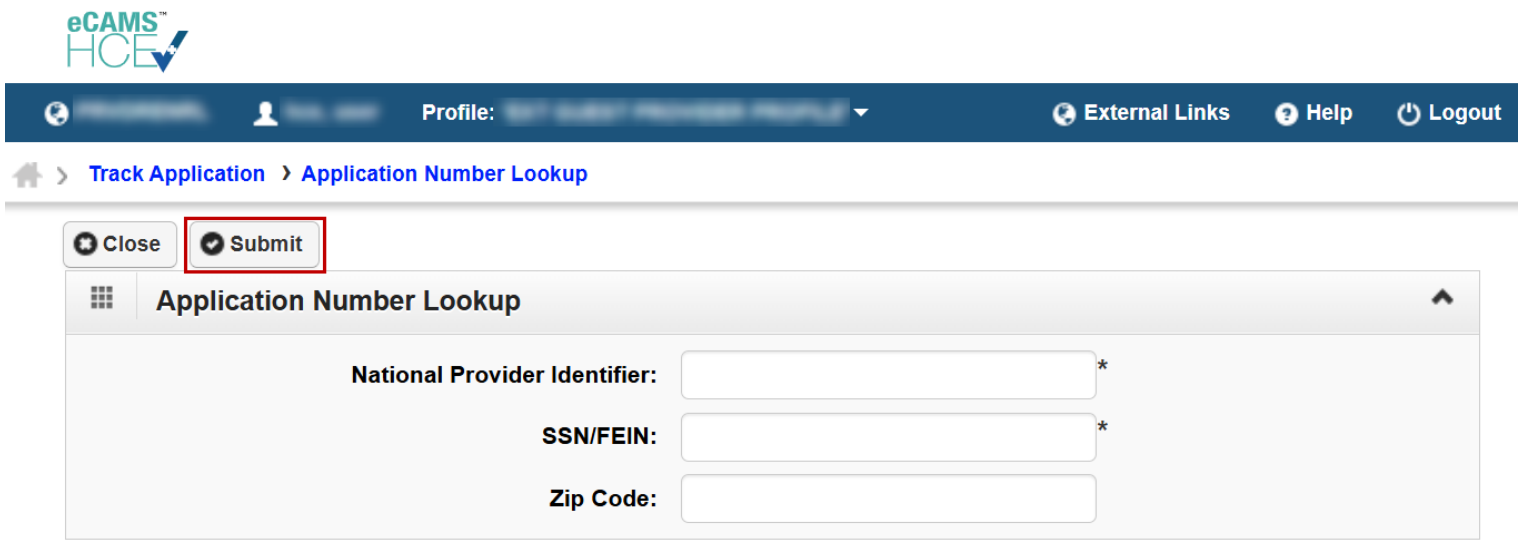
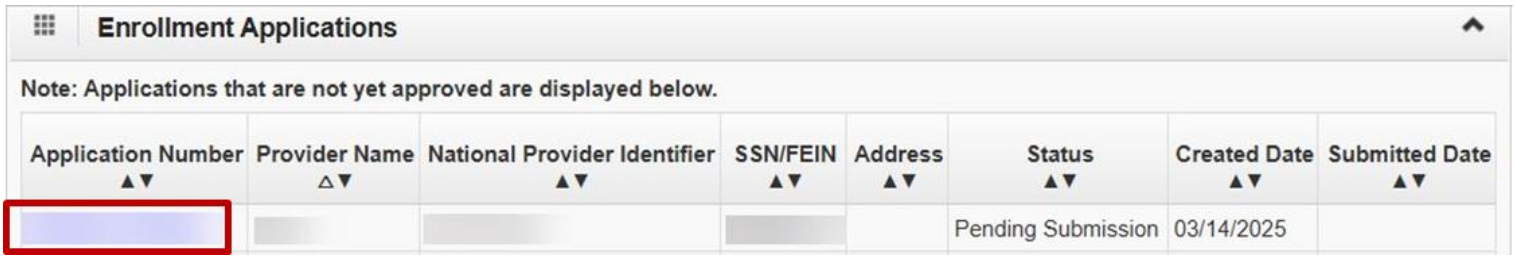
7. To view the application number, select **Submit** above the **Application Number Lookup** section.



The system identifies the matching enrollment application and displays the application's details in the **Enrollment Applications** section.

8. To access the application, select the **Application Number** link.

Note: Only enrollment applications that have not been approved display.



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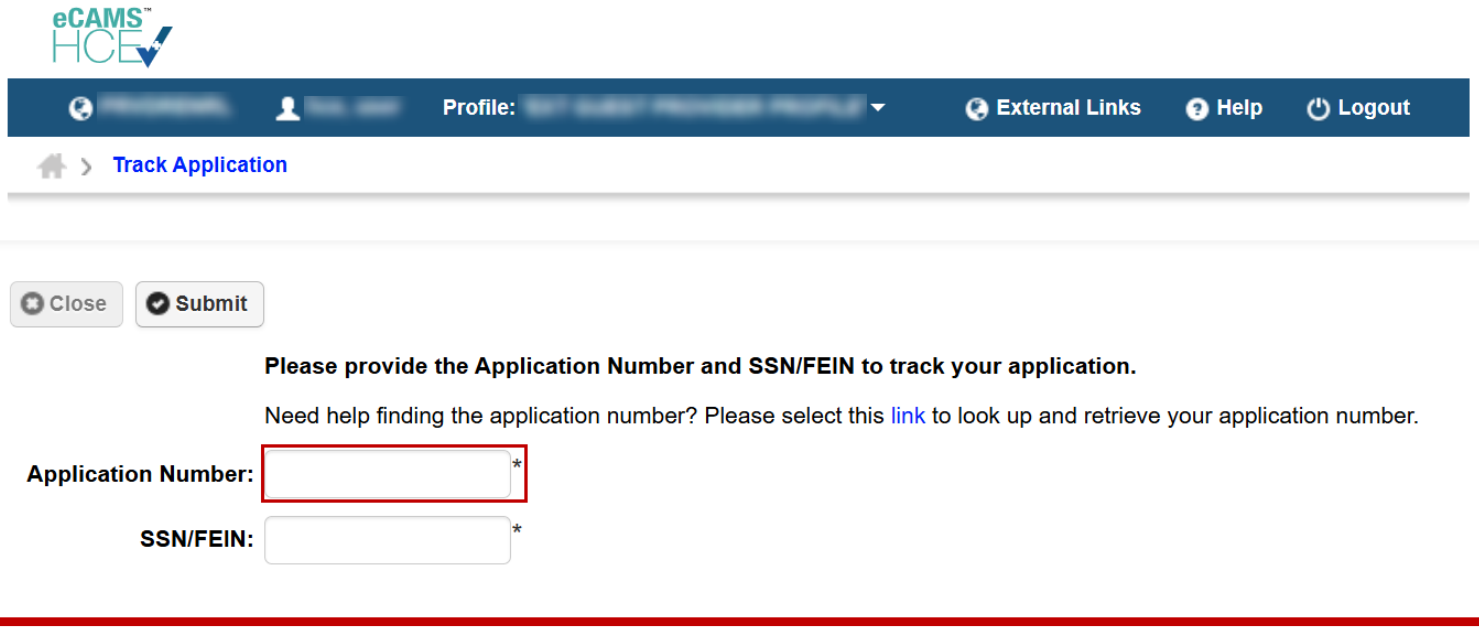
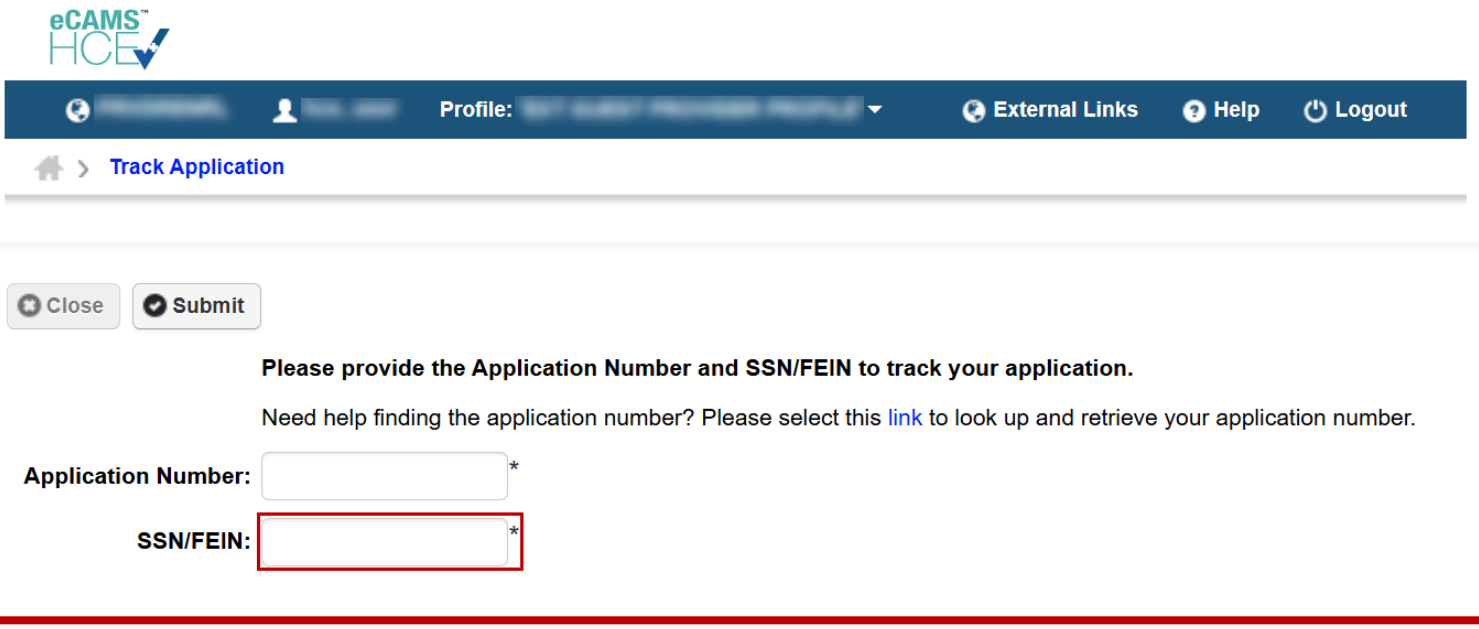
9. For providers who know their application number, enter the application number received during the initial enrollment in the **Application Number** field.



10. 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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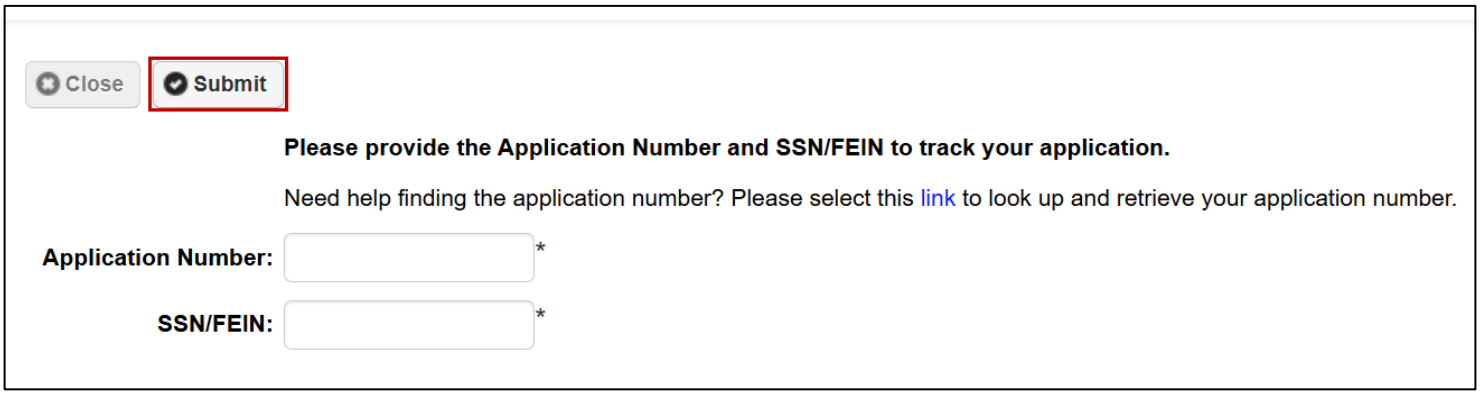
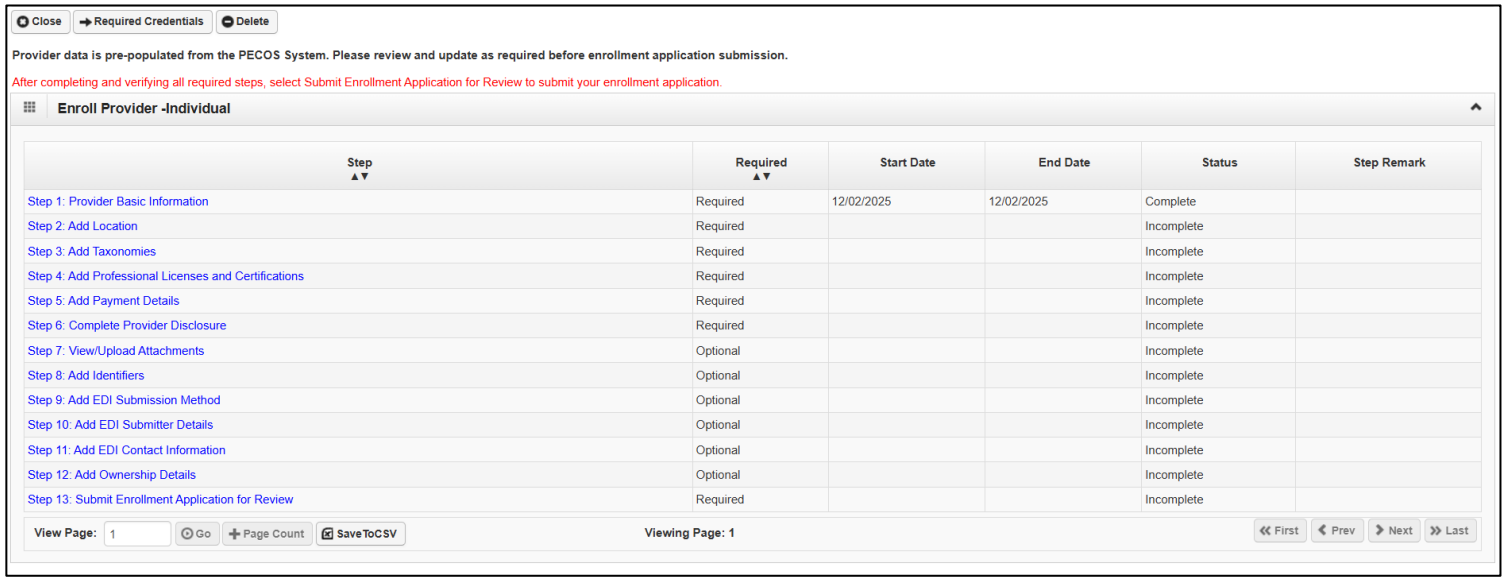
11. To return to the application and make the necessary adjustments as indicated in the RTP letter, select **Submit**.



- The enrollment application will display the status of all required steps as "Incomplete."
- Providers must open each required step to verify that the information is correct or to make necessary revisions. The step **Status** will then be marked as "Complete."
- Providers can select the column header in the **Required** column to sort each step by "Required" or "Optional."



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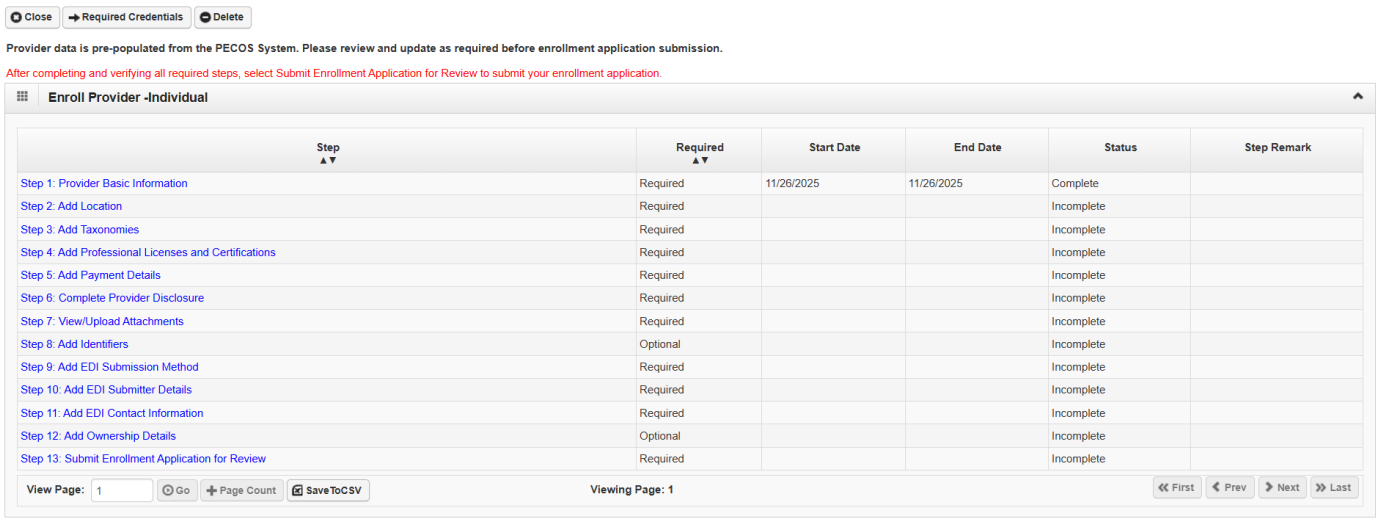
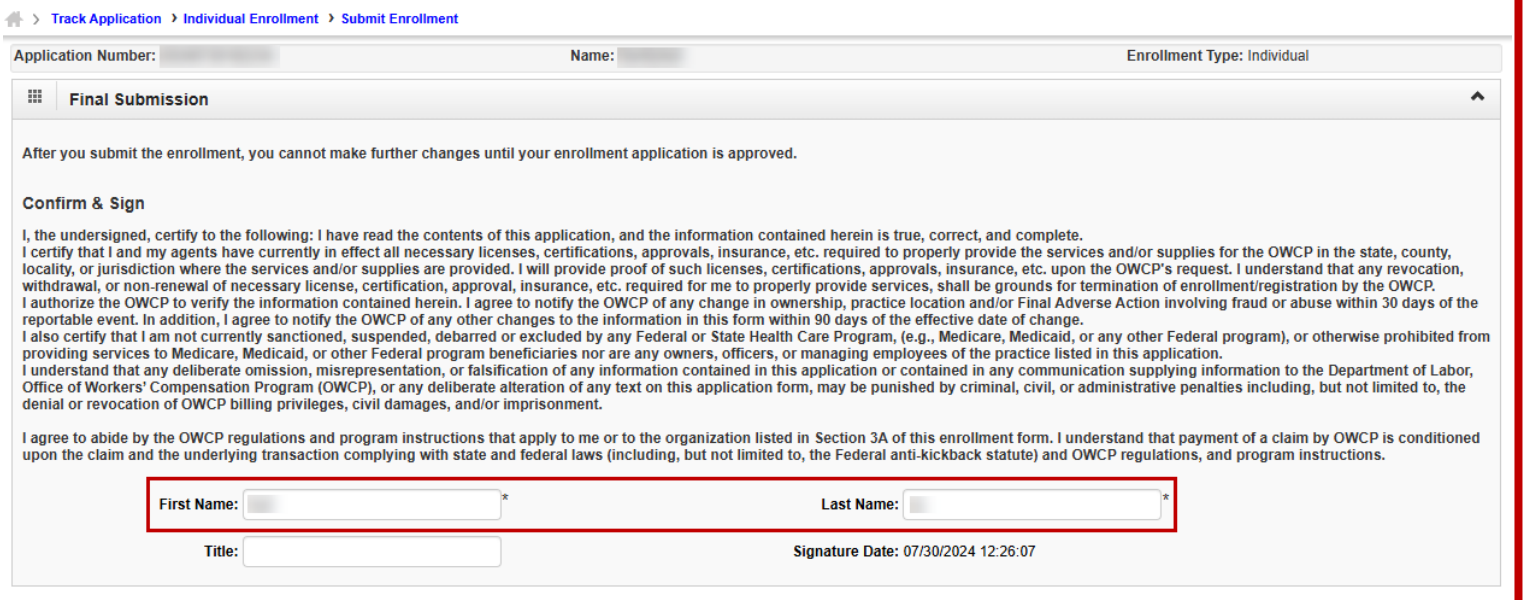
12. After verifying, revising, or adding the required information for each step, select **Step 13: Submit Enrollment Application for Review** to submit the enrollment application.



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



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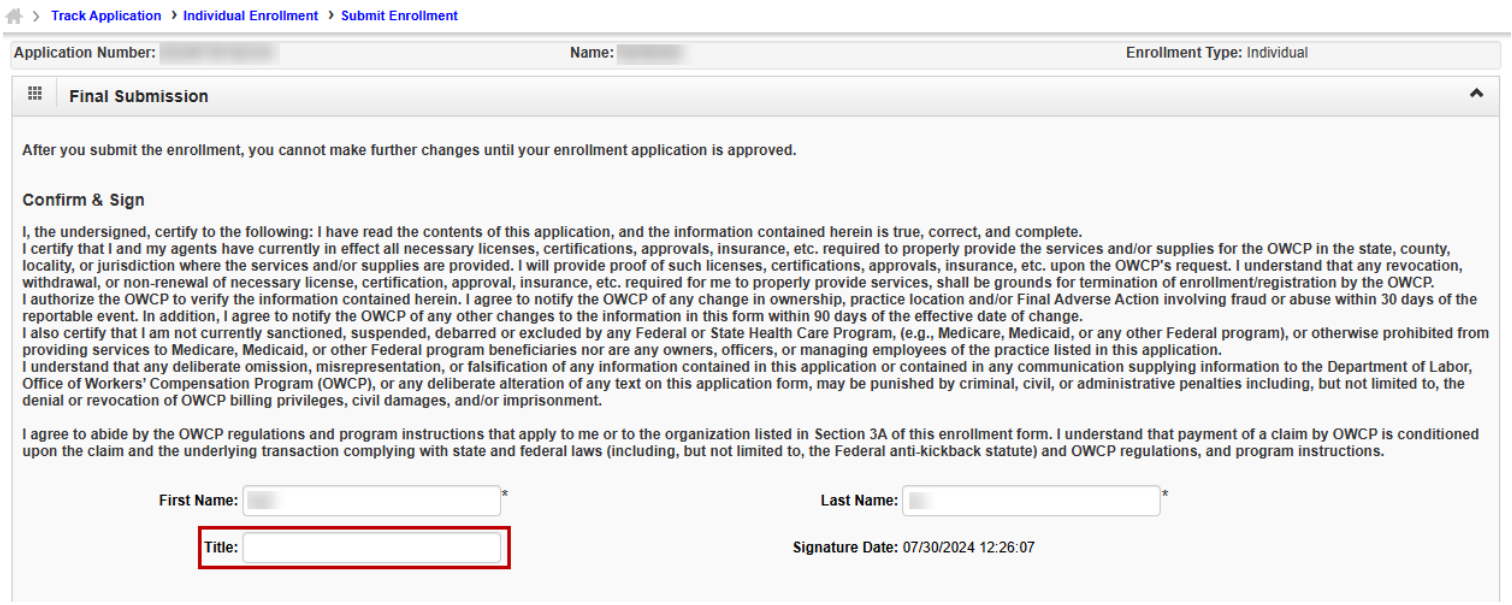
14. If applicable enter the title of the final submitter in the **Title** field.



15. Select **Submit Enrollment**. The application will go into a "Submitted" status. Once the application completes the IRS validation, the status will change to "In Review."