



### Uploading New Attachments to an Authorization Request

Providers using the Workers' Compensation Medical Bill Processing (WCMBP) System may upload attachments to a previously submitted authorization request. Attachments may be uploaded to an authorization request if the status of the request line item is one of the following:

- Pended Further Development
- In Review
- Processed Awaiting Decision


Attachments will not be accepted for authorization requests in any other status. Additionally, the WCMBP System will automatically notify Department of Labor (DOL) staff or Acentra Health staff when a provider has taken this action.

This quick reference guide (QRG) explains the process of how a provider can upload supporting documentation after an authorization is submitted.

**Note:** Providers must log in to the WCMBP System prior to this step.

1. Select the appropriate Provider ID from the **Available Provider IDs** drop-down list.

Welcome to the WCMBP Provider Portal



Select a Provider ID Number to continue to the Provider Portal:

Available Provider IDs:

*Users can toggle between multiple OWCP Provider IDs using the Switch OWCP Provider ID link on the Provider Portal.*




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2. Select an appropriate profile that allows the user to access authorization request functionality and select **Go**.

**Note:** EXT Provider Eligibility Checker – Claims, EXT Provider Eligibility Checker – Auth, and EXT Provider Bills Submitter profiles can perform the functionality.


Welcome to the Workers' Compensation Medical Bill Process System

**eCAMS<sup>TM</sup>**  
**HCE** 

Select a profile to use during this session:

Profile:  \*

3. On the Provider Portal from the **Online Services** section of the screen, select the **On-line Authorization Submission** link.

Online Services	
Bills	▼
Claimant	▼
Authorization	▼
On-line Authorization Submission	
Provider	▼
Maintain Provider Information	



### Uploading New Attachments to an Authorization Request

- On the **Authorization Request List** page, select the **Auth Request #** link for the previously submitted authorization request record that corresponds to the new attachments to upload. The **Authorization Header** page displays.

Home > Provider Portal > Authorization

Close Add New Request Initiate Correction Cancel Authorization Copy Authorization

#### Authorization Request List

Filter By : [ ] And [ ] And [ ] Submitted In ALL And Header Status [ ] Go Clear Filter Save Filter My Filters

	Auth Request #	Claimant Case ID	Header Status	Auth Type	Last Updated	Submitted Date	Header From Date	Header To Date	Program	Auth Request Type	Source
<input type="checkbox"/>	<a href="#">[ ]</a>	[ ]	In Review	Physical Therapy/Occupational Therapy	11/12/2025	11/12/2025	11/12/2025	11/12/2025	DFEC	Correction	DDE

View Page: 1 Go Page Count SaveToCSV Viewing Page: 1 << First < Prev > Next >> Last

- To upload a new supporting document to the selected authorization request, select **Upload/Retrieve Attachment**.

Home > Provider Portal > Authorization

Auth Request Number: [ ]

Close Upload/Retrieve Attachment Show Duplicate Authorization

Program: DFEC Authorization Type: Physical Therapy/Occupational The

Authorization Status: In Review

Source: DDE



### Uploading New Attachments to an Authorization Request

6. The **Authorization File Attachment** page displays, from the **Document Type** drop-down list select the **Auth Supporting Document**, from **Filename**, select **Choose File**.

Auth Request Number:

Attachment

Please select the file to be uploaded

Document Type : Auth Supporting Documents ▾ \*

Filename :  No file chosen \*

Please be sure the supporting documentation/attachments is for the treated claimant ONLY.  
Please do not upload supporting documentation/attachments for any other claimant as this could potentially cause a denial of your authorization or an unintended disclosure of protected health information (PHI).

The acceptable file extensions for the upload are .tif,.tiff,.pdf.  
Filename cannot be longer than 50 characters.

7. Confirm the correct filename is present and select **OK** to upload a new supporting document file.

Auth Request Number:

Attachment

Please select the file to be uploaded

Document Type : Auth Supporting Documents ▾ \*

Filename :  Test.pdf \*

Please be sure the supporting documentation/attachments is for the treated claimant ONLY.  
Please do not upload supporting documentation/attachments for any other claimant as this could potentially cause a denial of your authorization or an unintended disclosure of protected health information (PHI).

The acceptable file extensions for the upload are .tif,.tiff,.pdf.  
Filename cannot be longer than 50 characters.



### Uploading New Attachments to an Authorization Request

To verify the attachments are uploaded, check the **Attachment List** section. The most recently uploaded attachments are listed first.

8. To view the newly submitted attachment, select the **Image ID** link. The file in a separate browser window.
9. Select **Close** to return to the authorization request.

Auth Request Number:

Attachment

Please select the file to be uploaded

Document Type :

Filename :  No file chosen

Please be sure the supporting documentation/attachments is for the treated claimant ONLY.  
Please do not upload supporting documentation/attachments for any other claimant as this could potentially cause a denial of your authorization or an unintended disclosure of protected health information (PHI).

The acceptable file extensions for the upload are .tif,.tiff,.pdf.  
Filename cannot be longer than 50 characters.

Attachment List

<input type="checkbox"/>	Image ID	Image Title	Document Type	Created By	Created Date	Auth Request Number
<input type="checkbox"/>	<a href="#">ATT731591711</a>	IMG_724018683_5190300004.TIF	Auth Supporting Documents		11-12-2025 19:30:29	
<input type="checkbox"/>	<a href="#">ATT731596911</a>	Test.pdf	Auth Supporting Documents		12-10-2025 11:25:53	

View Page:

Viewing Page: 1



### Uploading New Attachments to an Authorization Request

All authorization lines with the “Pended Further Development” status update automatically to the “In Review” status.

Authorization lines in the “Processed Awaiting Decision” status will not update to the “In Review” status.

**Note:** After uploading new documents to the authorization, the WCMBP System automatically notifies DOL staff or Acentra Health staff that the authorization is ready for review.

[Home](#) > [Provider Portal](#) > [Authorization](#)

Auth Request Number:

[Close](#) [Upload/Retrieve Attachment](#) [Show Duplicate Authorization](#)

Program: DFEC

Authorization Type: Physical Therapy/Occupational The

Authorization Status: In Review

Source: DDE

#### Requestor Information

☐ Initial Request  
☒ Correction

Original Authorization Number (For Correction):

Date Requested:

Requested By:

Phone Number:

#### Claimant Information

Claimant's Case ID:

Date of Birth:

First Name:

Last Name:

Date of Injury: