1 Go to the portal landing page and log in using your User ID and password.
If you do not have a User ID and password, click Register Now or see the JOB+AID “Registering on the Portal.”
If you have already logged in, skip to step 2.
Click the Characteristics link
Scroll down to Provider Maintenance

To add an attachment, complete the required fields (all fields that have a red asterisk are required). Click Browse to locate the file to upload.

NOTE: Use the “Other” selection to upload an attachment that is not in the list. These attachments could include but are not limited to: consent form, notes required for manual review of claim, medical history documents, OP notes or X-rays.

You must have the document scanned into your computer first in order to upload it to the portal.

Click Add

Click Submit
A pop-up window will alert you that your provider maintenance request was submitted successfully.