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.
2. To search or submit update request, click on Provider Functions.

3. Click Search Update Requests link.
4. Search by: tracking ID, request type, status, from and to date.

5. Click Tracking ID link to view the request.
6. Once complete you can view the status of your request.

7. Click the ‘?’ for information.
8. Click the Back to Search Results link to do more searches or create a New Request.
9. Enter a **New Request** from provider Functions tab by selecting **Submit an Update Request** or in **Search Update Request** and click the **New Request** button.
10. Click Select button to upload an attachment.

11. After you select your attachment, Click Add Button (the document is not uploaded until you click the Add button) then click Submit.
12. Once the document is uploaded the Attachment Status will display Uploaded, Pending Submission.