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## VHCP:

1. Review and update your current list of providers.
  - a. Check name, title and status. Hover over the field and click the icon pencil to update.
  - b. A save button will appear once you make the edit.
  - c. After editing a field the background changes from white to yellow to remind you to save your work before moving to another screen.
2. Scroll to the bottom of the page to add new providers.
  - a. Select 'Yes - I need to add a new provider(s)' from the dropdown.
  - b. Add one provider at a time and click submit.
  - c. The providers you add will populate in your current list of VHCP providers.
3. Your changes will be saved when you click submit.
4. Do you need to add a new VHCP Provider(s)?
5. Once you've completed this enrollment wizard and arrive at the final screen, a list of all active VHCP Providers on file for your organization will be sent to the Organization Email we have on record. You may also specify an additional email address in the following field to receive this email. We will also document today as the most recent date that your organization has updated their VHCP information. By selecting "Yes- please email me our list of active providers after I click Submit" and clicking on the "Submit" button, you will receive an email listing your current active VHCP Providers.