

Revalidating with a 14-Digit Application ID

If you have received notification requesting you to apply in the AHCCCS Provider Enrollment Portal (APEP) that includes a 14-digit application id, this means your provider id has not yet been approved in APEP. The steps below will help you get started to avoid disenrollment and claim denials.

To begin, the provider or user submitting the application on their behalf must establish an individual username and password otherwise called a Single Sign-On (SSO). The SSO registration can be found under the "Login to APEP" link located under the AHCCCS Provider Enrollment Portal (APEP) menu options to the left.

Once the SSO is established, login to APEP.

Step 1: Input username & password, click "Sign In"

AHCCCS/Med-QUEST

Oracle Cloud Account Sign In

User Name

User name or email

Password

Password

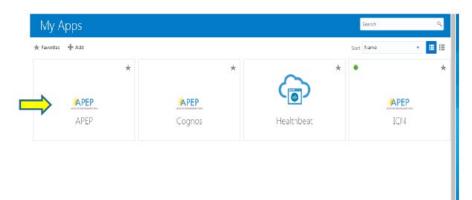
Sign In

Need help signing in? Click here

Step 2: Select, APEP app

Landing Page

Click the APEP icon to access the application.



Step 3: Agree to "Terms of Use," select Continue

Terms of Use Page

Once reviewed, click the Terms of Use checkbox and then click Continue.

Terms of Use	
Please review the Terms of Use governing access to this application. You must agree to them to proceed.	
drinces Health Care Cest Containsent System (ARCCS) computer information system (protent) are the property of the State of Arizona and uniject to state and federal lace, rules, and regulations. The authorized parsons and only for official state builders. System users are pointliked from using any assigned or emitted access control accuments for any purpose stare than these realized to particle parsons and only for official state builders. System users and uniject to state and federal lace, rules, and regulations. The authorized parsons are needed to particle systems user and these realized to particle or particle departs of the parsons are to be shared. System users and an adjusted to resulting data to sendbring indeproves. System users are set all net use ARCCS systems for needed an particle political properts. Reliang indextry stateates, optimum users and universes in a particle state state state to sendbring indeprove. System users are stated to particle and the properties and the particle applied in the system give the optimum exercise of the interval is any the distribution of the attending of the system. All users of the systems give the optimum exercise to the matching and the distribution and the distribution and the system give the system give the optimum exercise to the matching are the system. All users of the system give the optimum exercise to the matching are the system give the optimum exercise to the matching are the system give the optimum exercise to the matching are the system give the system give the system give the optimum exercise to the matching are the system (all class of the system give the application are system and clicking in the built helps. I achoralize and agrees to able by all governing privacy and security terms, conditions, policies, and rest agricuation.	<pre>rm authorized data exchange with AHCCCS. e system for which they have printed, or ransved in any format from f their activities on the systems. If by accessing information provided by</pre>
I agree to the Terms of Use	Cancel Continue
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Step 4: A or B

A. Once in APEP, if you come to this screen, select "Track Application" and you will be prompted to input the 14-digit application id number to continue.

First Screen

You may now begin a new enrollment application.

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ш	Provider Enrollment							
		New Enrollment	Enroll As A New Provider					
		Track Application	Track Existing Provider Application					
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B. Once in APEP you come to the APEP logo screen, this identifies you have domain permission to other provider ids. Please select any provider file under the first drop-down menu, select "Provider Enrollment Access," click "Go."



Step 5:

At the APEP toolbar, click on the Provider Enrollment drop-down menu, select "Track Application."

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A > Provider Portal	New Enrollment	π
AHCCCS ID:	Track Application	π
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Welcome	to APEP	

Step 6: Input 14-digit application id.

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. 5	-						
A > Provider Portal > Track Application							
Close Next							
Track Existing Application							
			Application ID:	Please provide the Application ID to track your application.			

NOTE:

Once the 14-digit application id is entered the provider will be required to answer security questions. These include zip code, DOB, SSN, and NPI. Please note, these were pulled from our records previously reported by the provider and could be outdated and/or could have been entered incorrectly. If you get locked out of the system, please be patient as we have staff to assist.

Send an email to <u>APEPTraininguestions@azahcccs.gov</u> with the responses you provided and an AHCCCS representative will unlock the account for you and will provide aid with the questions.