PROVIDER QUICK TIPS

Electronic Provider Enrollment Automation Project (ePEAP) is Designed for Providers with Internet Access

ePEAP enables providers to request changes to their provider information via the internet. In order to access ePEAP, providers must be registered users of PROMISe™ with valid passwords.

To register with ePEAP, access PROMISe™ at the following link:

http://promise.dpw.state.pa.us

Click on Register Now under the logon box in the logon window. The User Register window will be displayed. The following information will be required:

- Valid provider ID and service location
- Social Security number or Tax ID number
- Valid email address

There is a link to ePEAP at the PROMISe™ provider main page. To access ePEAP from this screen, click on the ePEAP link, which is located in the “Other Links” box.
The ePEAP link will lead to the ePEAP menu.

What functions can be done in ePEAP?

- Enter enrollment changes (birthdate, gender, Medicare A&B numbers)
- Manage active Mail-to, Pay-to and/or Home Office address(es) and manage email addresses
- Add or close Mail-to, Pay-to and/or Home Office address(es)
- Add a Group for Fee Assignment, from the rendering provider’s account only
- Terminate MA enrollment by service location
- Verify provider membership in your group by individual thirteen (13) digit provider number only
- Manage Medical Assistance Bulletins and Remittance Advices
- Upload documents to the Enrollment Unit

What functions *cannot* be done in ePEAP?

- Adding a new service location. A PROMISe™ Provider Enrollment Base Application must be submitted to add a new service location(s) for enrolled providers.

Additional ePEAP Information

- To access the ePEAP user manual, on the main page, click Download the Internet Help Manuals here under Quick Links and Need Help?
- The HELP function can be used and a “View Helpful Hints” link is available.

Check the department’s website often at: www.dhs.pa.gov
Thank you for your service to our Medical Assistance recipients.
We value your participation.