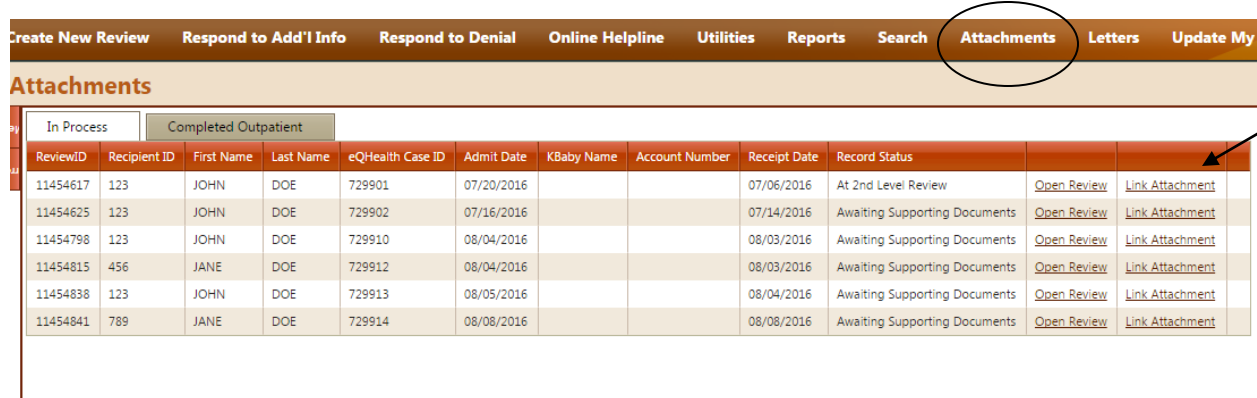


How to submit required documentation

Log into eQsuite and click on the **"Attachments"** Tab



ReviewID	Recipient ID	First Name	Last Name	eQHealth Case ID	Admit Date	KBaby Name	Account Number	Receipt Date	Record Status	Open Review	Link Attachment
11454617	123	JOHN	DOE	729901	07/20/2016			07/06/2016	At 2nd Level Review	Open Review	Link Attachment
11454625	123	JOHN	DOE	729902	07/16/2016			07/14/2016	Awaiting Supporting Documents	Open Review	Link Attachment
11454798	123	JOHN	DOE	729910	08/04/2016			08/03/2016	Awaiting Supporting Documents	Open Review	Link Attachment
11454815	456	JANE	DOE	729912	08/04/2016			08/03/2016	Awaiting Supporting Documents	Open Review	Link Attachment
11454838	123	JOHN	DOE	729913	08/05/2016			08/04/2016	Awaiting Supporting Documents	Open Review	Link Attachment
11454841	789	JANE	DOE	729914	08/08/2016			08/08/2016	Awaiting Supporting Documents	Open Review	Link Attachment

You will see all reviews that are **"In Process"** if you need to attach documentation click on **"Link Attachment"**

You will have the option to "Print attachment coversheet" or "Upload Attachment Image"

If you select **"Print attachment coversheet"**

- Make sure to check **"Supporting Documentation"**
- Then **"Generate Coversheet"**

NOTE: Make sure you do **NOT** have any pop up blockers or the coversheet will not generate



Print attachment coversheet(s) Upload attachment image(s)

Select attachment types [Generate CoverSheet](#)

Supporting Documentation

Close

If you select **“Upload Attachment Image”**

- Click on Browse
- Locate the file and then click **“Upload”**
- If you need to attach more than one document click on the **“Add”** button

