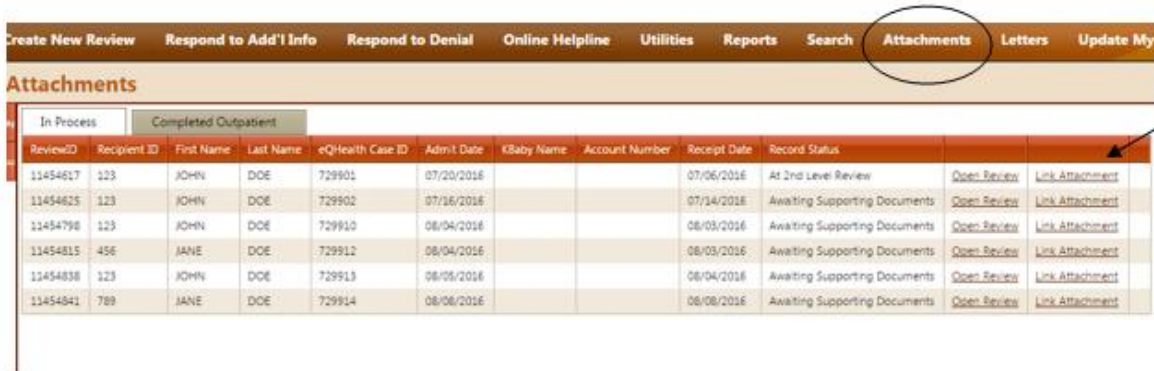


How to upload attachments or print a coversheet

When you log into eQSuite® click on the “**Attachments**” tab.

You will see all reviews that are still in process, find the review and click on “**Link Attachments**”



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	06/04/2016			08/03/2016	Awaiting Supporting Documents	Open Review	Link Attachment
11454815	456	JANE	DOE	729912	06/04/2016			08/03/2016	Awaiting Supporting Documents	Open Review	Link Attachment
11454838	123	JOHN	DOE	729913	06/05/2016			08/04/2016	Awaiting Supporting Documents	Open Review	Link Attachment
11454841	789	JANE	DOE	729914	06/06/2016			08/08/2016	Awaiting Supporting Documents	Open Review	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.



Close

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

Select attachment types Generate CoverSheet

Supporting Documentation

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

