

Please refer to page 5 for instructions on how to add an additional service location. Please contact NCTracks' Call Center for assistance making this update. Their contact information can be found at the bottom of every page in NCTracks.

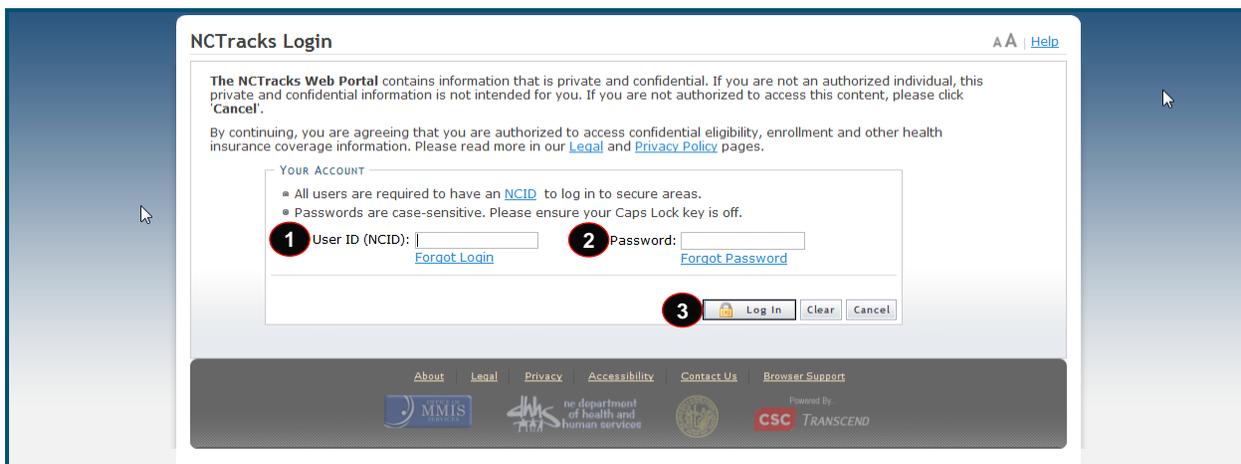
## NAVIGATE TO THE PROVIDER PORTAL HOME SCREEN

The public NCTracks home screen displays before you are logged in to the system. To log in to the secure NCTracks provider portal, complete the following steps.



**Exhibit 1. NCTracks Home Screen**

Step	Action
1	Click the <b>Providers</b> link. The Public Provider screen displays.
2	Click the blue lock on the NCTracks Secure Portal image

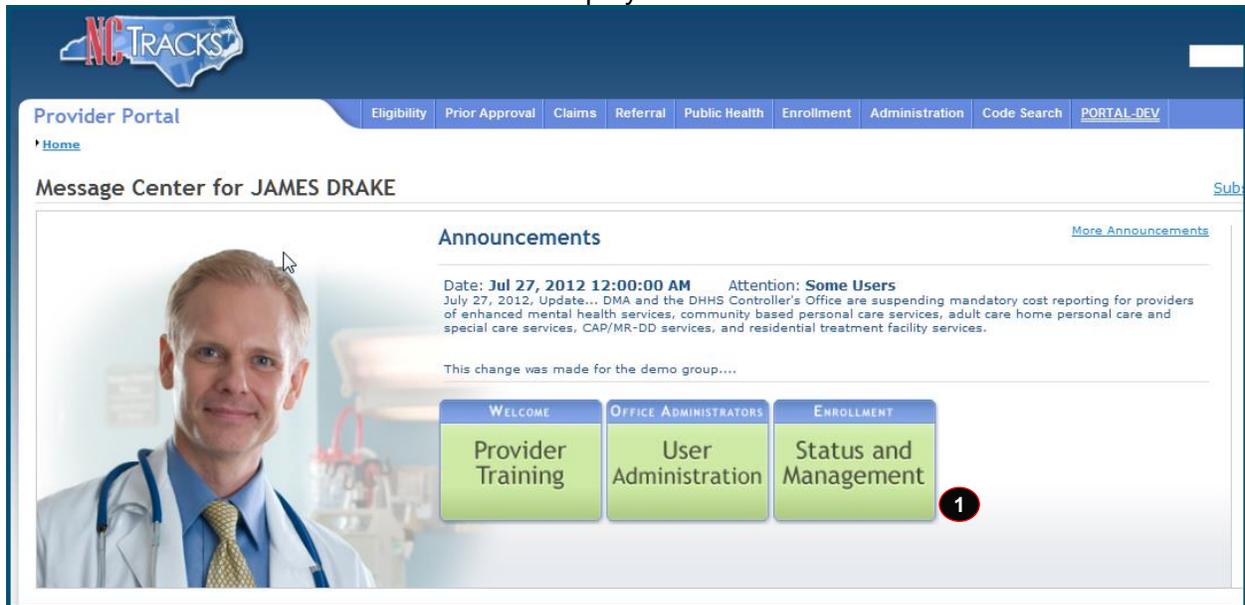


**Exhibit 2. NCTracks Login Screen**

Step	Action
1	User ID (NCID): Enter your <b>NCID</b> . <b>Note:</b> Click the NCID link only if Enrollment Specialist does not have an NCID.
2	Password: Enter your <b>Password</b> .

Step	Action
3	Click the <b>Log In</b> button. The secure Provider portal home screen displays.

The Secure Provider Portal Home screen displays.



**Exhibit 3. Provider Portal Home Screen**

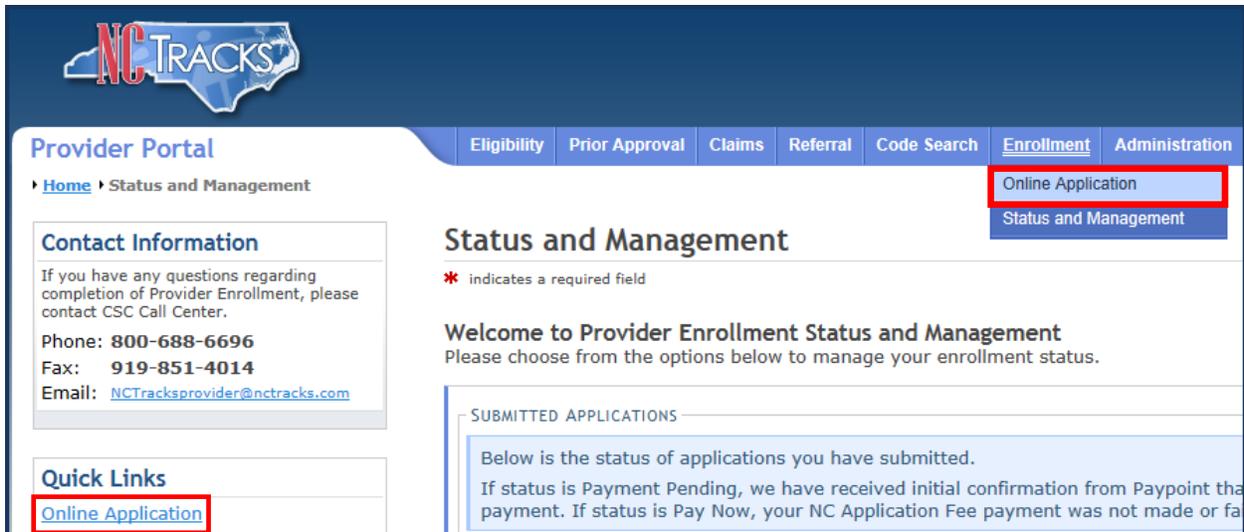
Step	Action
1	Click the <b>Status and Management</b> button.

The Status and Management screen displays.

### **STATUS AND MANAGEMENT – ENROLLMENT SPECIALIST APPLICATIONS**

The Enrollment Specialist can begin a new enrollment application from the Status and Management page.

The ES user can access the **Online Application** through the **Quick Links** to the left of the page or from the **Enrollment Tab**.

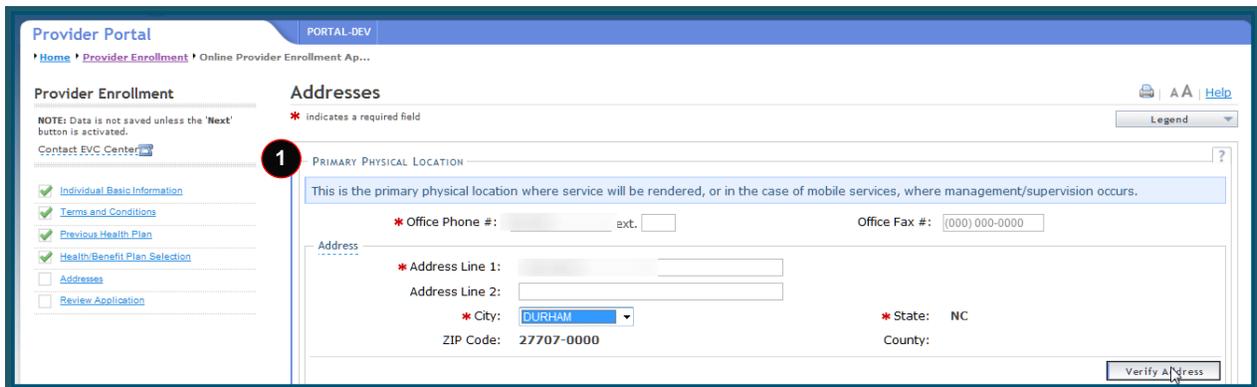


**Exhibit 4. Status and Management Screen**

Navigate to the addresses section of NCTracks.

## ADDRESSES

This screen captures the primary physical location, pay-to/RA, correspondence, and other service location addresses and contact information. Servicing counties are captured for the primary physical location address and for each other servicing address entered.



**Exhibit 12. Addresses Screen #1**

Step	Action
1	Primary Physical Location: Enter the <b>Office Phone</b> , <b>Office Fax</b> , <b>Address</b> , <b>City</b> , and <b>State</b> . Click the <b>Verify Address</b> button (address must correspond to the actual U.S. Postal Service address).

**2** \* Servicing Counties

Note to CCNC/CA providers: In addition to your county, please select the contiguous counties for which your practice will accept CCNC/CA enrollees.

<input type="checkbox"/> NEW HANOVER	<input type="checkbox"/> NORTHAMPTON	<input type="checkbox"/> ONSLOW	<input type="checkbox"/> ORANGE
<input type="checkbox"/> PAMLICO	<input type="checkbox"/> PASQUOTANK	<input type="checkbox"/> PENDER	<input type="checkbox"/> PERQUIMANS
<input type="checkbox"/> PERSON	<input type="checkbox"/> PITT	<input type="checkbox"/> POLK	<input type="checkbox"/> RANDOLPH
<input type="checkbox"/> RICHMOND	<input type="checkbox"/> ROBESON	<input type="checkbox"/> ROCKINGHAM	<input type="checkbox"/> ROWAN
<input type="checkbox"/> RUTHERFORD	<input type="checkbox"/> SAMPSON	<input type="checkbox"/> SCOTLAND	<input type="checkbox"/> STANLY
<input type="checkbox"/> STOKES	<input type="checkbox"/> SURRY	<input type="checkbox"/> SWAIN	<input type="checkbox"/> TRANSYLVANIA
<input type="checkbox"/> TYRRELL	<input type="checkbox"/> UNION	<input type="checkbox"/> VANCE	<input checked="" type="checkbox"/> WAKE
<input type="checkbox"/> WARREN	<input type="checkbox"/> WASHINGTON	<input type="checkbox"/> WATAUGA	<input type="checkbox"/> WAYNE
<input type="checkbox"/> WILKES	<input type="checkbox"/> WILSON	<input type="checkbox"/> YADKIN	<input type="checkbox"/> YANCEY

**3** 1099 REPORTING/PAY-TO ADDRESS

All provider records with the same Employee Identification Number (EIN) must have the same 1099 Reporting Address. You only need to submit one application per EIN. Upon application approval, all records with the same EIN will be updated with the new address.

\* Do you have a separate Pay-To address?  
 Yes  No

**4** CORRESPONDENCE ADDRESS

This is the address where all paper and accounting correspondence is to be mailed.

\* Do you have a separate correspondence address?  
 Yes  No

**Exhibit 13. Addresses Screen #2**

Step	Action
2	<b>Servicing Counties:</b> You must check boxes of all counties in which you will render services.
3	<b>1099 Reporting/Pay-To Address:</b> Do you have a separate Pay-To address?: Select <b>Yes</b> or <b>No</b> .
4	<b>Correspondence Address:</b> Do you have a separate correspondence address?: Select <b>Yes</b> or <b>No</b> .

**5** SERVICE LOCATIONS

\* Do you have additional service locations?  
 Yes  No

Service Locations

Add Service Locations

Please complete all the required fields and click the **Add** button.

Service Location Name:

\* Office Phone #:  (000) 000-0000 ext.  Office Fax #:  (000) 000-0000

Address

\* Address Line 1:

Address Line 2:

\* City:

\* State: --

\* ZIP Code:  00000-0000 County

Verify Address

**6** Add Clear

**7**

(( Previous Next ))

Please be sure to complete all required fields with valid content.

**Exhibit 14. Addresses Screen #3**

Step	Action
5	<b>Service Locations:</b> Do you have additional service locations?: Select <b>Yes</b> or <b>No</b> . If <b>Yes</b> , enter <b>Office Phone</b> , <b>Address</b> , <b>City</b> , <b>State</b> , and <b>ZIP Code</b> .
6	Click the <b>Add</b> button to add a service location.
7	Click the <b>Next</b> button to continue.