

Centene Workbench

Upload Application

wellcare™



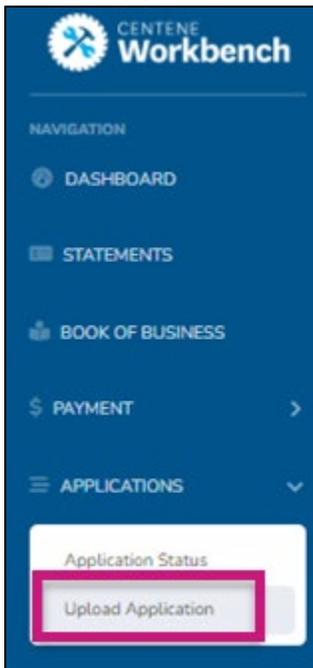
CENTENE
Workbench

Introduction

This guide will review how to utilize the Upload Application feature.

Steps to Upload Applications

1. When you log in to the Centene Workbench via PingOne, use the **Navigation** menu to select **Applications** and from the drop-down tab select **Upload Application**.



2. To upload an application for processing select the **Upload Application** Button.
Note: This is for paper applications (PDF, TIFF) only.



3. Fill out the information in the pop-up window:
 - Applicant First Name
 - Applicant Last Name
 - Applicant MBI

4. Select **CMS Contract** from the drop-down (you can also search by typing in the field).

Upload Application Document

Note: This is for paper applications (PDF, TIFF) only.

Applicant First Name

Applicant Last Name

Applicant MBI

CMS Contract*
NOTHING SELECTED

Application File to Submit

Only PDF/TIFF files are accepted

*If a Contract Code is not listed, this method of submission is not applicable for the application type.

Note 1: If a Contract Code is not listed, this method of submission is not applicable for the application type.

Note 2: For PDP applications select **S4802** from the drop-down.

CMS Contract

NOTHING SELECTED

S

S4802

5. Select **Browse** and upload the correct file and format.

Application File to Submit

Only PDF/TIFF files are accepted

6. Select the **Upload Application** button.

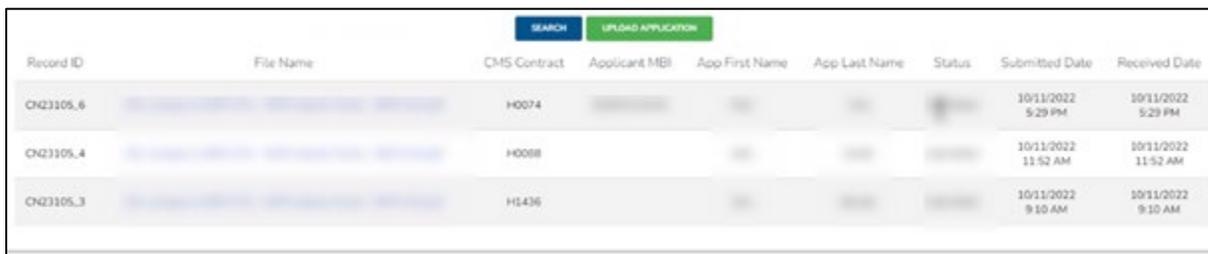
Reviewing Submitted Applications

To review submitted Application(s) navigate to **Upload Application** and select the **Search** button to load a list of all previously submitted applications.



The list will display the following:

- Record ID
- File Name
- CMS Contract
- Applicant MBI
- App First Name
- App Last Name
- Status
- Submitted Date
- Received Date



Record ID	File Name	CMS Contract	Applicant MBI	App First Name	App Last Name	Status	Submitted Date	Received Date
CH23105_6		H0074					10/11/2022 5:29 PM	10/11/2022 5:29 PM
CH23105_4		H0088					10/11/2022 11:52 AM	10/11/2022 11:52 AM
CH23105_3		H1436					10/11/2022 9:10 AM	10/11/2022 9:10 AM

Note 1: Submitted Apps can have three potential statuses:

- **Updated Successful** = Upload Processing (Application is queued to be faxed, App is NOT Received/Complete)
- **Application Received** = Wellcare Enrollment received E-FAX
- **Upload Failed** = Unsuccessful, application did not go through

Note 2: Apps can take 1-2 Hours to upload.

Note 3: You can also search for specific apps by entering the following search fields and selecting **Search**:

- Applicant MBI
- Applicant First Name

- Applicant Last Name
- CMS Contract
- Upload Date

Applicant MBI	Applicant First Name	Applicant Last Name
CMS Contract NOTHING SELECTED	Upload Date	
	<input type="button" value="SEARCH"/>	<input type="button" value="UPLOAD APPLICATION"/>