

3 Steps to find Servicing Provider IDs in P1

- 1: From Provider Portal page, click **Manage Provider Information**.
- 2: In the next window, click the blue hyperlink (NOT the checkbox) for **Step 14: Servicing Provider Information**.
- 3: In the next window, scroll down to the bottom of page and click the **Save to Xls** button under the **Social Service Servicing Provider** section (2nd section on pg).
Follow onscreen steps to save.

1

The screenshot shows the 'Provider Portal' interface. On the left sidebar, under the 'Social Services Authorization and Billing' section, the 'Manage Provider Information' link is highlighted with a red box. A red arrow points to this link.

2

The screenshot shows the 'View/Update Provider Data - Facility/Agency/Organization/Institution' wizard. A list of steps is displayed, with 'Step 14: Servicing Provider Information' highlighted by a red box. A mouse cursor is pointing at the text of this step.

3

The screenshot shows the 'Social Service Servicing Only Provider' section. At the bottom right of the page, the 'SaveToXLS' button is highlighted with a red box. The table above it has columns for 'ProviderOne ID' and 'SS Serv Only Provider Name'.