

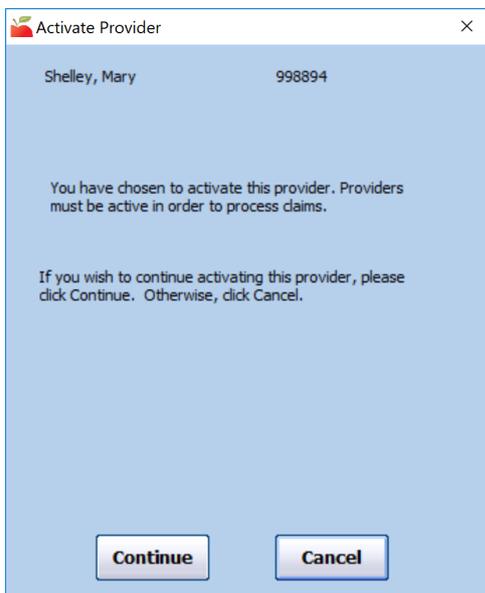
Return Providers to Active Status

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If a provider you have set to Pending resumes operations or is ready to claim with you again, you must set them back to Active Status.

To do so:

1. Click the **Providers** menu and select **List Providers**. The List Providers window opens.
2. Click the **Filter Providers By** drop-down menu and select **Pending**.
3. Click **Refresh List**. Pending providers display.
4. Click **View** next to the provider to update. The Provider Information window opens.
5. Click **Activate** at the bottom of the window. The Activate Provider dialog box opens.



6. Click **Continue**. The provider's status is set to Active.