

# **NOTICE:** AHCCCS Provider Enrollment Portal (APEP) Re-registration and Re-validation Requested

January 20, 2022

Dear Provider,

After implementing APEP in August 2020, AHCCCS asked providers to “re-register” as an AHCCCS provider by creating an account in APEP and confirming that the data converted into the new portal is accurate and current. AHCCCS has not terminated providers for non-compliance with this re-registration process.

Over the past 16 months, providers have received a written invitation through the US Postal Service that includes a temporary 14-digit application ID and instructions to create a user account to access their file. AHCCCS also transitioned away from accepting paper-based updates, and encouraged providers to submit their updates directly into APEP. AHCCCS will return any paper-based update request forms to providers with instructions to report the update directly into APEP using the re-registration process.

In the month of January, AHCCCS will generate a second written request to providers who potentially need to complete the re-registration process. If you are a provider who has received a written invitation, but have not yet completed the re-registration process, please do so now. If you have received a written notice titled “Second Request” and believe you have completed this process, please follow these steps to confirm your AHCCCS provider re-registration in the AHCCCS Provider Enrollment Portal (APEP).

Step 1: Sign into APEP.

Step 2: Select the provider domain you're searching for and select the Provider Enrollment Access profile in the dropdown menu.

Step 3: Select My Inbox and Archived Documents.

Step 4: Change Document Type from “All” to PE Correspondence.

Step 5: Use percent symbol (%) as a search value, click the Go button.

Step 6: All documents related to application will appear in list form.

Step 7: Click on the document hyperlink named “Welcome Notice” to view the notice as a PDF.

If you have a “Welcome Notice” dated after August 30, 2020, you have successfully completed the re-registration process and no further action is required. If you have received a notice and are no longer interested in participating in the Medicaid program or the provider is no longer with your organization, please notify AHCCCS.

For more information regarding the provider re-registration invitation plan, please visit

[www.azahcccs.gov/PlansProviders/APEP/ProviderReRegistrationInvitePlan](http://www.azahcccs.gov/PlansProviders/APEP/ProviderReRegistrationInvitePlan) or email questions to

[APEPTrainingQuestions@azahcccs.gov](mailto:APEPTrainingQuestions@azahcccs.gov).

This notice is also posted in the AHCCCS [COVID-19 FAQs](#).

*To view this notice for embedded links and for content specific to education related material, please visit us online at*

[www.HealthChoiceAZ.com](http://www.HealthChoiceAZ.com) under our “Providers” tab.



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