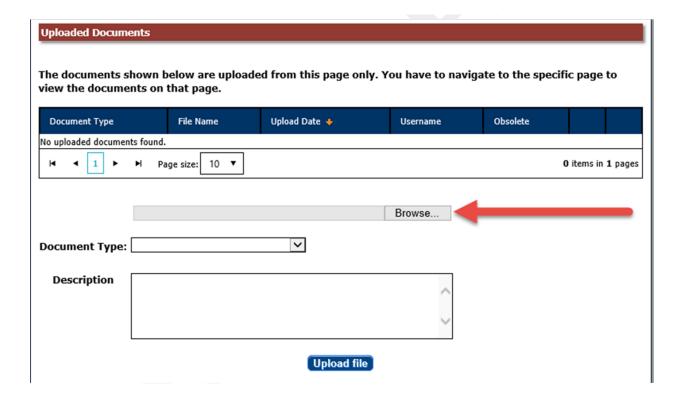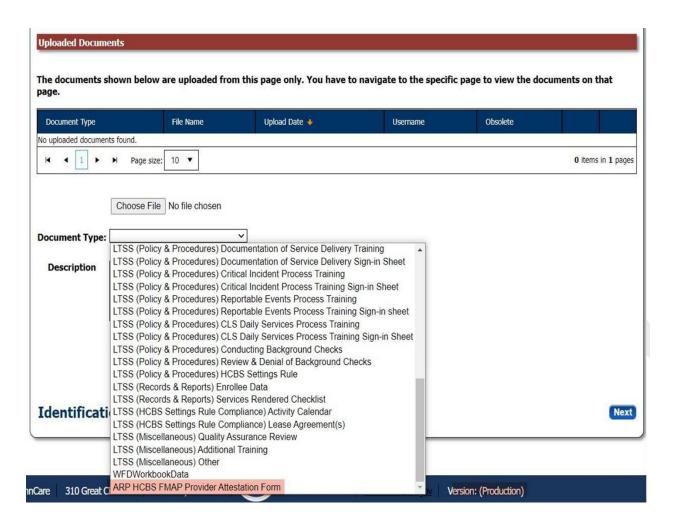![TN Division of TennCare logo]

TennCare provider registration portal

Steps to Uploading Documentation

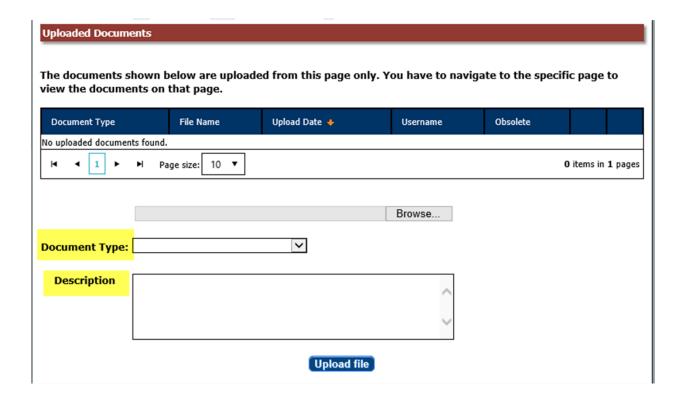TennCare provider registration portal Steps to Uploading Documentation

1. When submitting new documentation on the TennCare provider registration portal, please ensure the document(s) are saved on your personal computer.

2. You can upload documents to any of the sections found on the left-hand side of the TennCare provider registration portal labeled "**identification**" through "**agreements**". The upload section will be found at the bottom of each labeled section.

3. Select "**Browse**".

4. Another pop-up box will open, allowing you to find the saved document to upload from your computer.

5. Select "**Open**" once the saved document is identified from your desktop to be uploaded.

6. On the TennCare provider registration portal you will see "**Document type**". Next you will select the document type to identify the contents of the document.

7. If more information is needed, the "**description**" text box will allow you to enter more details. (ex: Contract dated 12/01/2019).

Uploaded Documents

The documents shown below are uploaded from this page only. You have to navigate to the specific page to view the documents on that page.

Document Type	File Name	Upload Date ↓	Username	Obsolete		
No uploaded documents found.						

|◄ ◄ 1 ► ►| Page size: 10 ▼   0 items in 1 pages

Browse...

Document Type: [▼]

Description [   ]

Upload file

8. Select "Upload file"

Uploaded Documents

The documents shown below are uploaded from this page only. You have to navigate to the specific page to view the documents on that page.

Document Type	File Name	Upload Date ↓	Username	Obsolete		
No uploaded documents found.						

|◄ ◄ 1 ► ►| Page size: 10 ▼   0 items in 1 pages

Browse...

Document Type: [▼]

Description [   ]

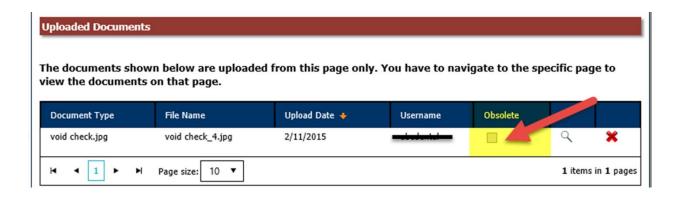**Upload file**

9. All uploaded documents will be listed in this section. You can view your documents any time you log into the TennCare provider registration portal.

If an incorrect upload is made, you will **not** be able to delete this information, and the system will only allow you to select "**obsolete**".

Uploaded Documents

The documents shown below are uploaded from this page only. You have to navigate to the specific page to view the documents on that page.

Document Type	File Name	Upload Date ↓	Username	Obsolete		
void check.jpg	void check_4.jpg	2/11/2015	▬▬▬▬▬	☐	🔍	✖

|◄ ◄ 1 ► ►| Page size: 10 ▼   1 items in 1 pages

If you should need further assistance with this process, please contact
Provider.Registration@tn.gov.