







Complete the Program Year Renewal Packet

1. Select the Program Year
2. Select **Applications** Tab
3. Click **Add**  for the *Sponsor Application*
4. Review pre-populated data and revise as necessary.
5. Check the TWO Certification Statement checkboxes; click **Save** at bottom of form
6. Correct any errors, re-check the TWO Certification Statement checkboxes; click **Save**
7. Click **Add**  for any *Site Application*
8. Review pre-populated data and revise as necessary
9. Check the TWO Certification Statement checkboxes; click **Save** at bottom of form
10. Correct any errors, re-check the TWO Certification Statement checkboxes; click **Save**
11. Repeat steps 7-10 for each Site

12. At bottom of **Checklist** Tab page, click [here](#)  to enter dates when required *Off-Line Forms* were sent to HCNP

13. Enter "Date Sent" for each Required *Off-Line Form* sent to HCNP


14. Click **Save** at bottom of *Date Entry page*

15. Click **Upload**  to add the Off-Line Forms

16. Forms will be in *Pending Approval* status


Edit Forms

(Make changes to a form and correct errors before a form is submitted to HCNP for Approval)

1. Click **Edit**  for the form you want to modify
2. Edit data as necessary
3. Click **Save** at bottom of form
4. Correct any errors, check the TWO Certification Statement checkboxes; click **Save** at bottom of form

Revise Forms

(Make changes to a form after the form is in *Approved* status)

1. Click **Add**  for the form you want to revise
2. Change data as necessary, check the TWO Certification Statement checkboxes
3. Click **Save** at bottom of form
4. Correct any errors, check the TWO Certification Statement checkboxes; click **Save** at bottom of form
5. Form will be in *Pending Approval* status


**A Revision is a new electronic version (copy) of an *Approved* form containing all the information copied from the prior *Approved form*. The prior *Approved* version of the form is permanently saved and cannot be changed. The Revised version is modified, approved and permanently saved as a new version (copy) of the form.

**This institution is an equal
opportunity provider.**




Submit a Reimbursement Claim

(Program Year Packet must be in *Approved* status)


1. Select **Claims** Tab
2. Click [Add](#) for the *Sponsor Claim*
3. Click **Submit** at bottom of form without checking the certification statement checkbox
4. Click the  folder icon to expand to the site claims
5. Click [Add](#) for any *Site Claim*
6. Enter Site Claim data; click **Submit**
7. Correct any errors until *Site Claim* is in *Complete* status
8. Repeat steps 4-7 for each *Site Claim*
9. Click [Edit](#) for *Sponsor Claim*
10. Check the certification checkbox; click **Submit**
11. *Sponsor Claim* will be in *Pending Approval* status.
 - If errors are detected while claim is in *Pending Approval status*, contact HCNP to have the claim returned for corrections
12. When *Sponsor Claim* is *Approved*, it will be processed in the next payment batch.

Revise Claims

(Only claims in *Paid* status can be revised)

1. Click [Revise](#)** for the *Sponsor Claim*
2. Click **Submit** at bottom of *Sponsor Claim* form without checking the certification statement checkbox
3. Click the  folder icon to expand to the site claims
4. Click [Revise](#)** for any *Site Claim*
5. Revise data on *Site Claim*; click **Submit**
6. Correct any errors until *Site Claim* is in *Complete* status
7. Repeat steps 3-6 for each *Site Claim* you want to revise
8. Click [Edit](#) on *Sponsor Claim*
9. Check the certification checkbox; click **Submit**
10. When *Sponsor Claim* is *Approved* it will be processed in the next payment batch.

View Payment Information

1. Select **Payments** Tab
2. *Approved status* claims are in Open Balance section until the payment batch is processed
3. *Paid status* claims are displayed by Payment Batch Number in the payments section
4. Use the expansion  buttons next to the Batch Number to view details of a payment

**A Revision is a new electronic version (copy) of an *Approved* form containing all the information copied from the prior *Approved form*. The prior *Approved* version of the form is permanently saved and cannot be changed. The Revised version is modified, approved and permanently saved as a new version (copy) of the form.

This institution is an equal opportunity provider.