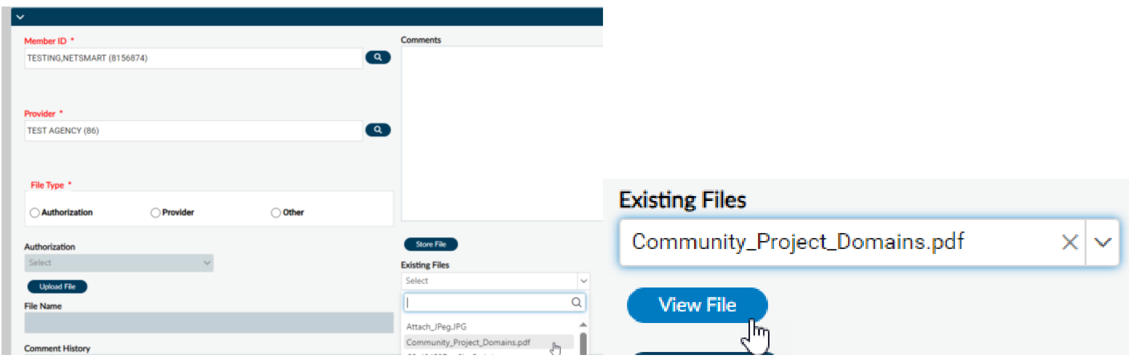
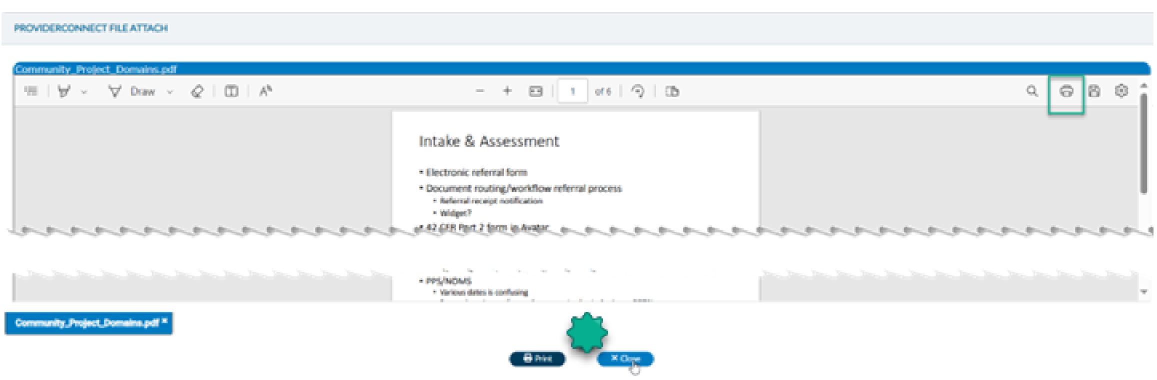
Viewing Attachments from ProviderConnect Legacy

Purpose: how to review historical information post sunsetting of ProviderConnect Legacy (applies only to programs that previously used the legacy system)

Steps:

1. Open **ProviderConnect File Attach** via the *"What can I help you find?"* search menu or via *My Favorites*
2. Enter client's name in **Member ID**
3. Enter **Provider (agency)**
4. Click the drop-down for **Existing Files** and select a file
5. Click **View File**
6. When finished viewing document(s), click **Close**
    a. *Users can print document by clicking on printer icon on the top-right corner*





DO NOT USE THIS FORM TO UPLOAD DOCUMENTS. THEY WILL NOT SAVE/DISPLAY IN NX ENVIRONMENTS.