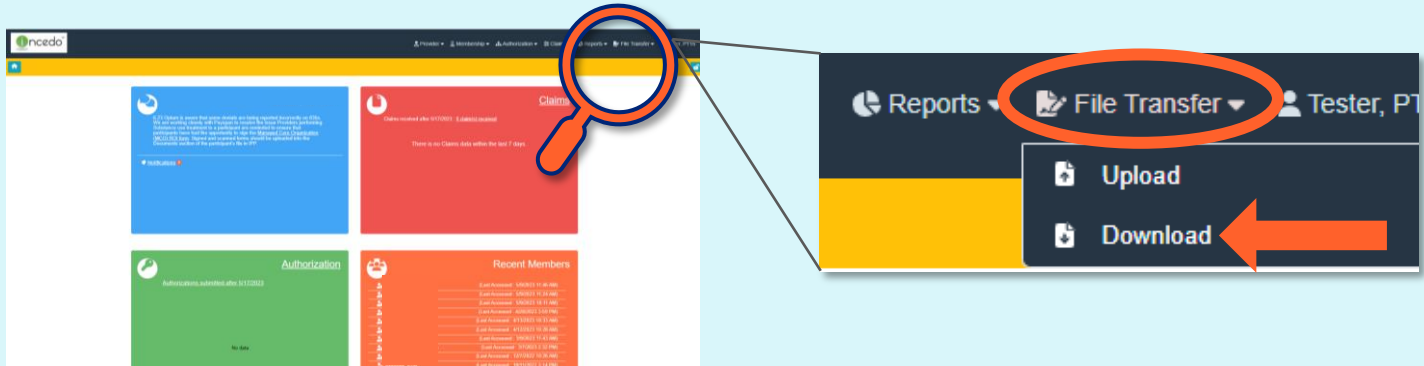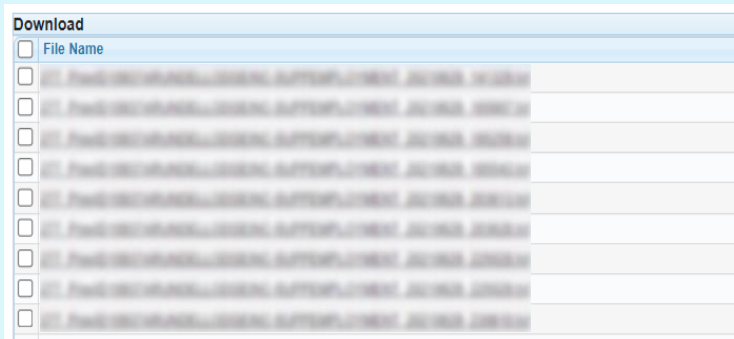**Optum** | Maryland

Accessing the Download Folder in the Incedo Provider Portal (IPP)

1. Log into the Incedo Provider Portal and go to the "Download" screen, listed under the "File Transfer" drop-down tab.

2. In the "Download Folder," you will see all items that have not yet been downloaded. (To download, double click on the file to open/save it).

Your download folder will hold various files and documents. To easily locate what you need, try using the keyboard shortcut ctrl + f to quickly find what you're looking for.

3. There is a checkbox to display items already downloaded. This checkbox defaults to "unchecked" and will only show the most recent items that have not been downloaded. Check the box to view all items; both new and those already downloaded.

Download Filters

☑ Include already downloaded files