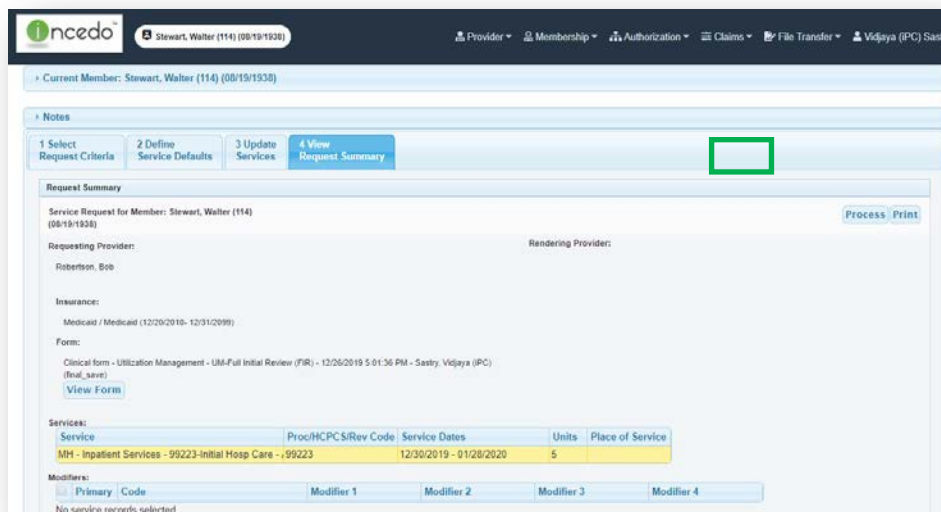![OPTUM | Maryland]

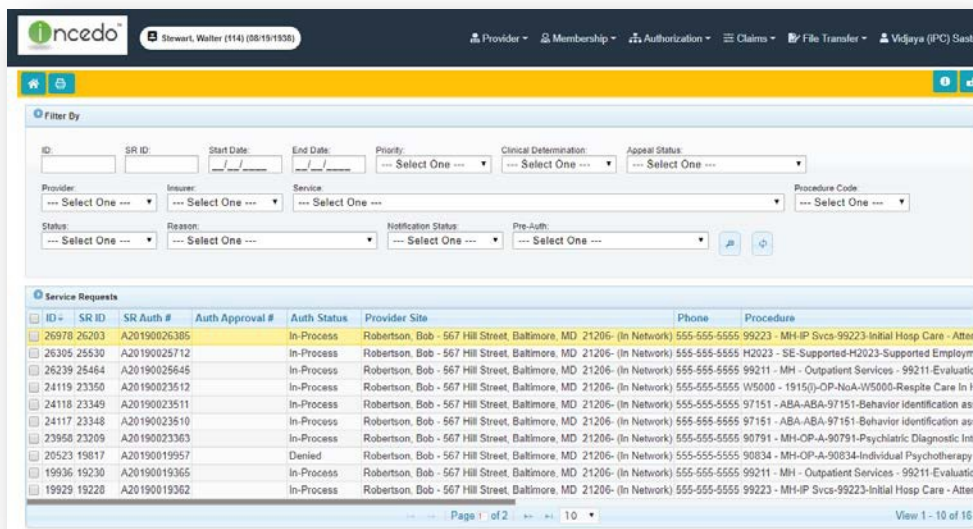# Incedo Provider Portal
Quick Reference Guide

Please view the following steps necessary for submitting attachments up to 2MB in size within the Incedo Provider Portal. If the attachments you wish to submit are larger than 2MB, please fax the information to 1-844-887-9875.

1. **Bypass the "attach a document" section within tab #2 (Define Service Defaults)**
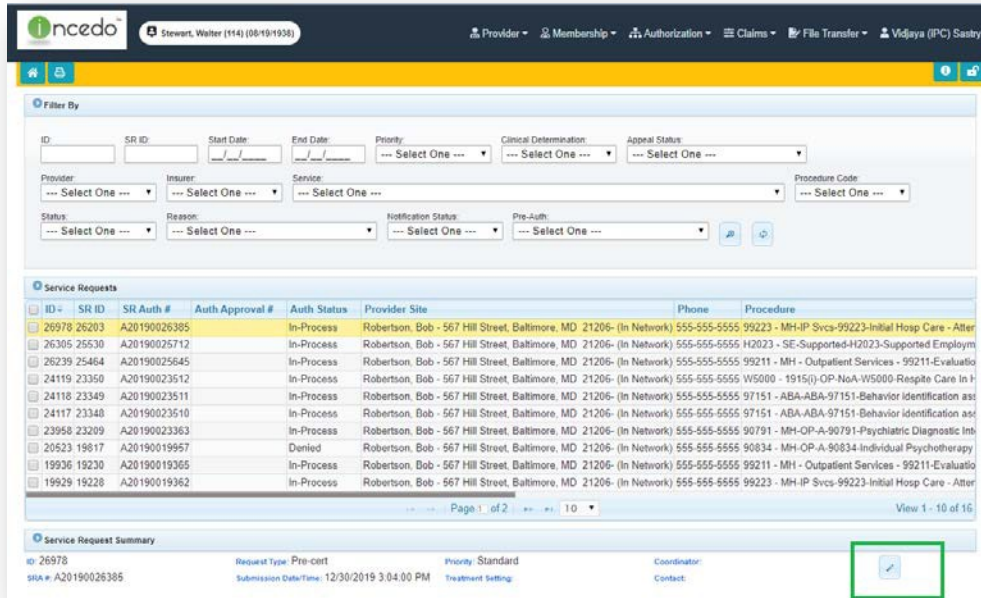2. **Submit request by selecting 'process' as the last step to enter the authorization**

3. *Next screen automatically appears*

4. Scroll down and click the 'edit' button under 'service request summary'
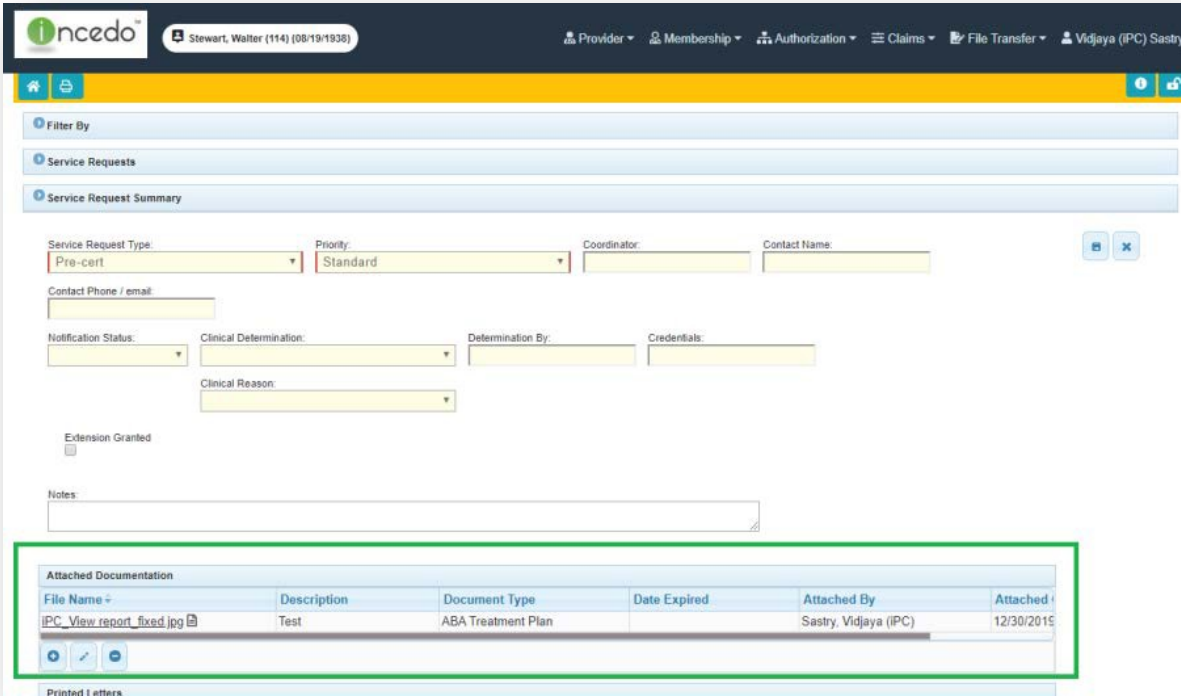
5. Click the '+' icon to add an attached document

6. Follow process for each document needed for the request

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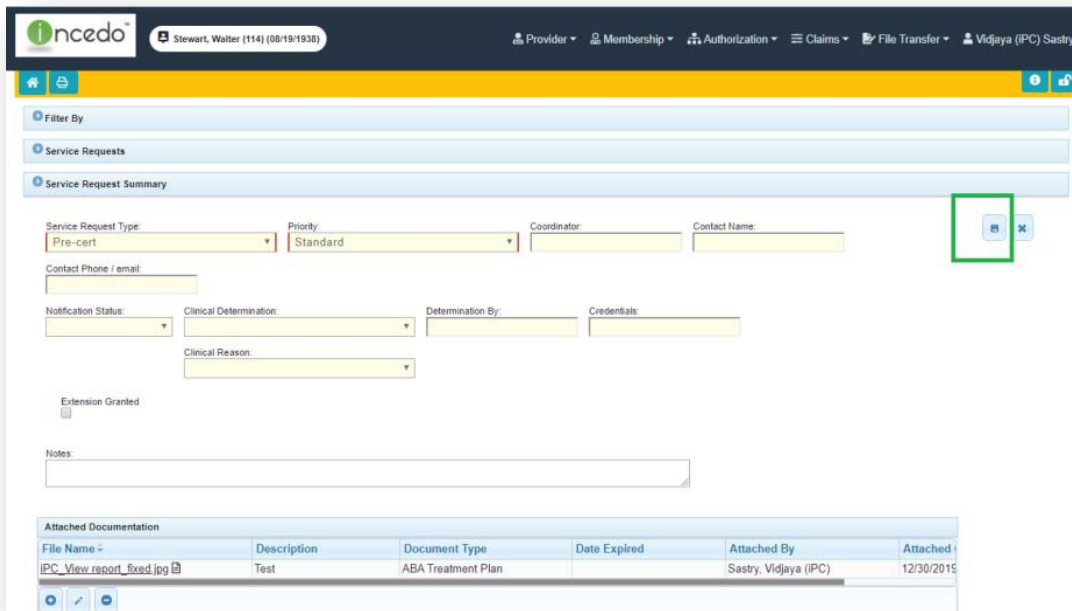
7. *Attachment will appear*

8. **Click the 'save' icon (disk icon) after attaching all documents**

You're all set. Your authorization is submitted with document attached.