Indiana Department of Child Services Vendor Profile Attachments Provider Quick Start Guide

Authorized Vendor Users with either the security of "User Admin" or "Fiscal User" may attach documents within the "Vendor Profile Attachments" page.

Navigate

Step #1 click "Vendor Profile" icon Step #2 click "Attachments" tab Step #3 click "Add" button

KidTraks	Step #1 Click Icon	r Profile 🔒 Account Profile 🖂 Messages Search	
Account Home Invoices Payme	nts Contracts → Referrals → Cases	es - CPI/CPS Portal - Help	
Vendor Profile Profile Contact E-Invoic	Step #2 Click Tab		
Attachments		Step #3 Click button Add	
	There are no	o attachments	

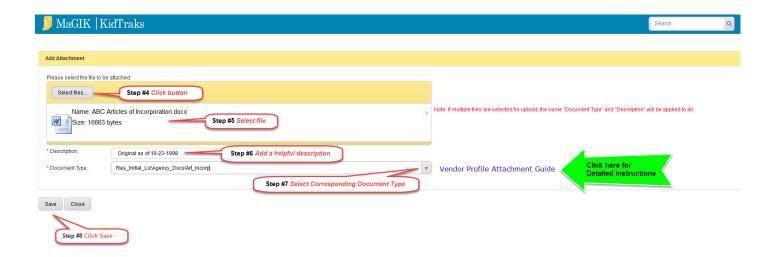
Add File(s)

Step #4 click "Select files" button

- Step #5 select file(s) to add
- Step #6 add a helpful description

Step #7 select the corresponding "Document Type" Start typing in the box to reduce selections Vendor Profile Attachment Guide provides a list of types

Step #8 click "Save" button



See "Vendor Profile Attachments"

KidTraks per edite MaGIK family	🔊 Vendor Profile 🛛 🚨	Account Profile Messages Search		م
Account Home Invoices Payments Contracts -	Referrals ← Cases ← CPI/CP	S Portal - Help		
Vendor Profile Profile Contact E-Invoicing Subscriptic	ons Attachments tite	Cited any sort		
Attachments			dd	J
Document Type	Filename	Description	Created Date	User Name
LCPA_FC\Agency_Docs\IN_Locations	ABC Google Location Information.pdf	Picture taken before we painted building brown recently	01/09/2020	Jane Doe
LCPA_FC_Initial_Lic\Agency_Docs\IN_Locations	ABC Google Location Information.pdf	Picture taken before we painted building brown recently	01/09/2020	Jane Doe
LCPA_Adopt_Ini&Ongoing\Agency_Docs\IN_Locations	ABC Google Location Information.pdf	Picture taken before we painted building brown recently	01/09/2020	Jane Doe
Res_Initial_Lic\Agency_Docs\Art_Incorp	ABC Articles of Incorporation.docx	Updated September 12, 2012	01/09/2020	Jane Doe
Res_Initial_Lic\Agency_Docs\Art_Incorp	ABC Articles of Incorporation.docx	Original as of 10-23-1998	01/09/2020	Jane Doe