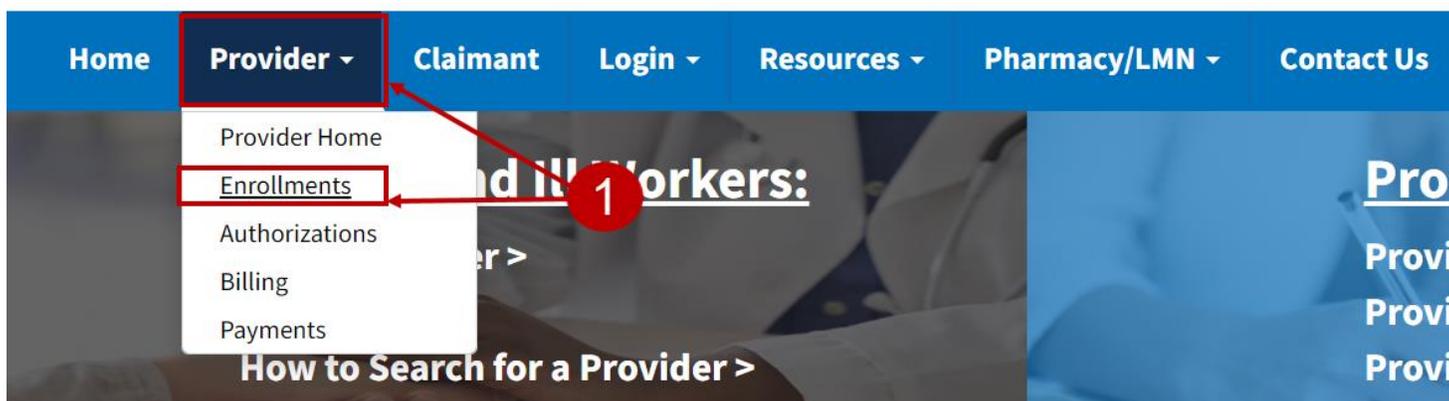## Resubmitting To Provider Enrollment Application

If a Return to Provider (RTP) letter is received after submitting an application, the applicant can make the required updates to the initial application and resubmit it.

If an RTP letter is received, complete the following steps:

1. From the WCMBP Portal, select the **Provider** tab, then select **Enrollments.**

2. Select the **Click here to resume or track the in-progress enrollment application** link.

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3. Log in via OWCP Connect with the email address used during OWCP Connect registration.

4. Enter the password created during OWCP Connect registration, then select **Submit**.

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5. In the **Application Number** field, enter the application number provided during the initial enrollment.
6. In the **SSN/FEIN** field, enter the Social Security Number (SSN) or Federal Employer Identification Number (FEIN) used during the initial enrollment.
7. Select **Submit** to return to the application and make necessary adjustments.

Note: All required steps in the application will be marked with the status of **Incomplete**. Each required step must be opened to verify the information is correct.

8. Open each step, verify the information is correct, and close the step. The step status will be marked **Complete**.

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Note: After verifying the data in each step and making any required updates, the last step is to submit the enrollment application.

9. Select **Step 13: Submit Enrollment Application for Review**.

10. If there are any typographical errors, edit the first and last name in the **First Name** and **Last Name** fields.
11. (Optional) Enter the title of the individual signing the **Title** field.
12. To submit enrollment again, select **Submit Enrollment**. The enrollment application will change to **In Review** status.