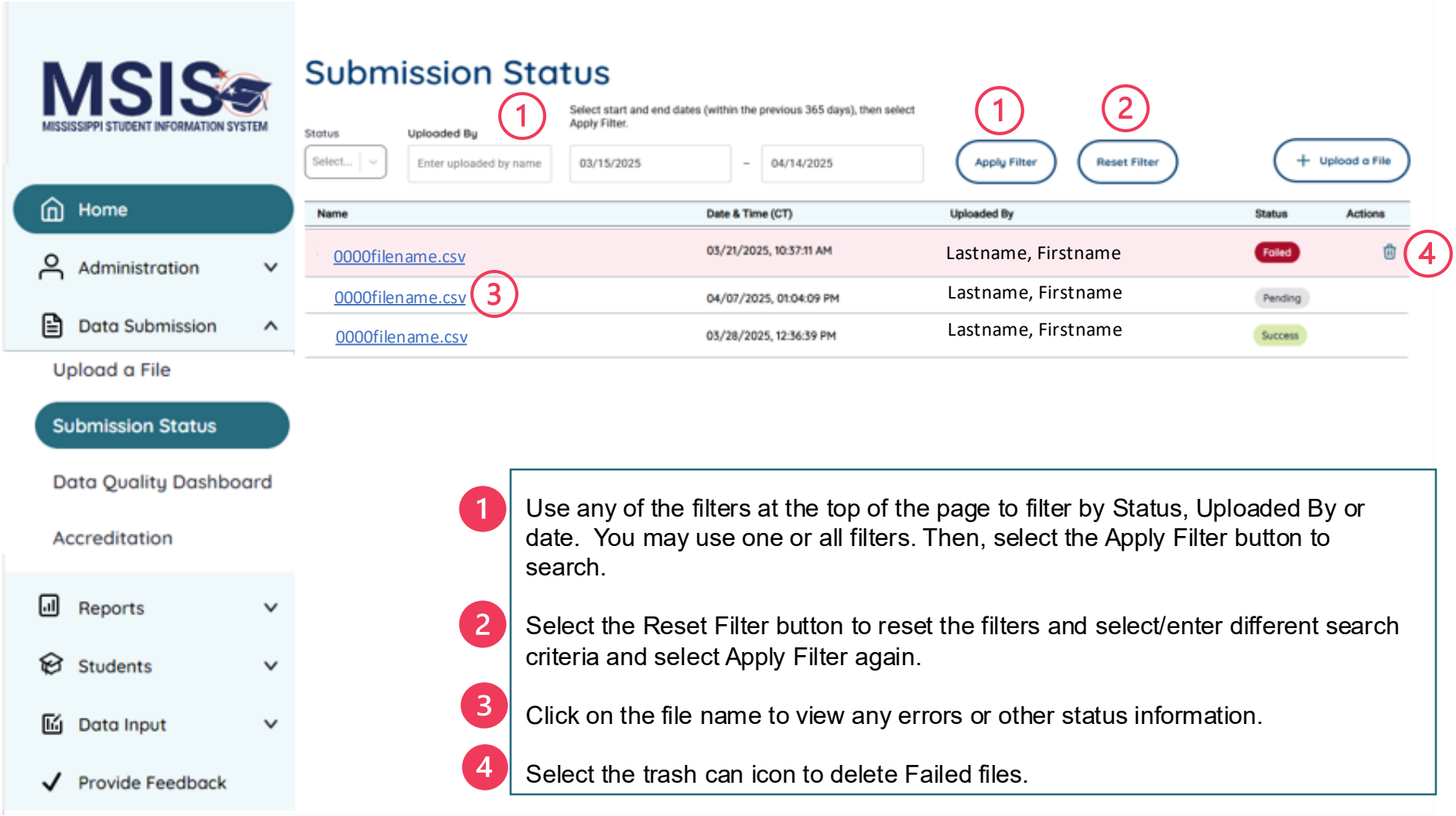
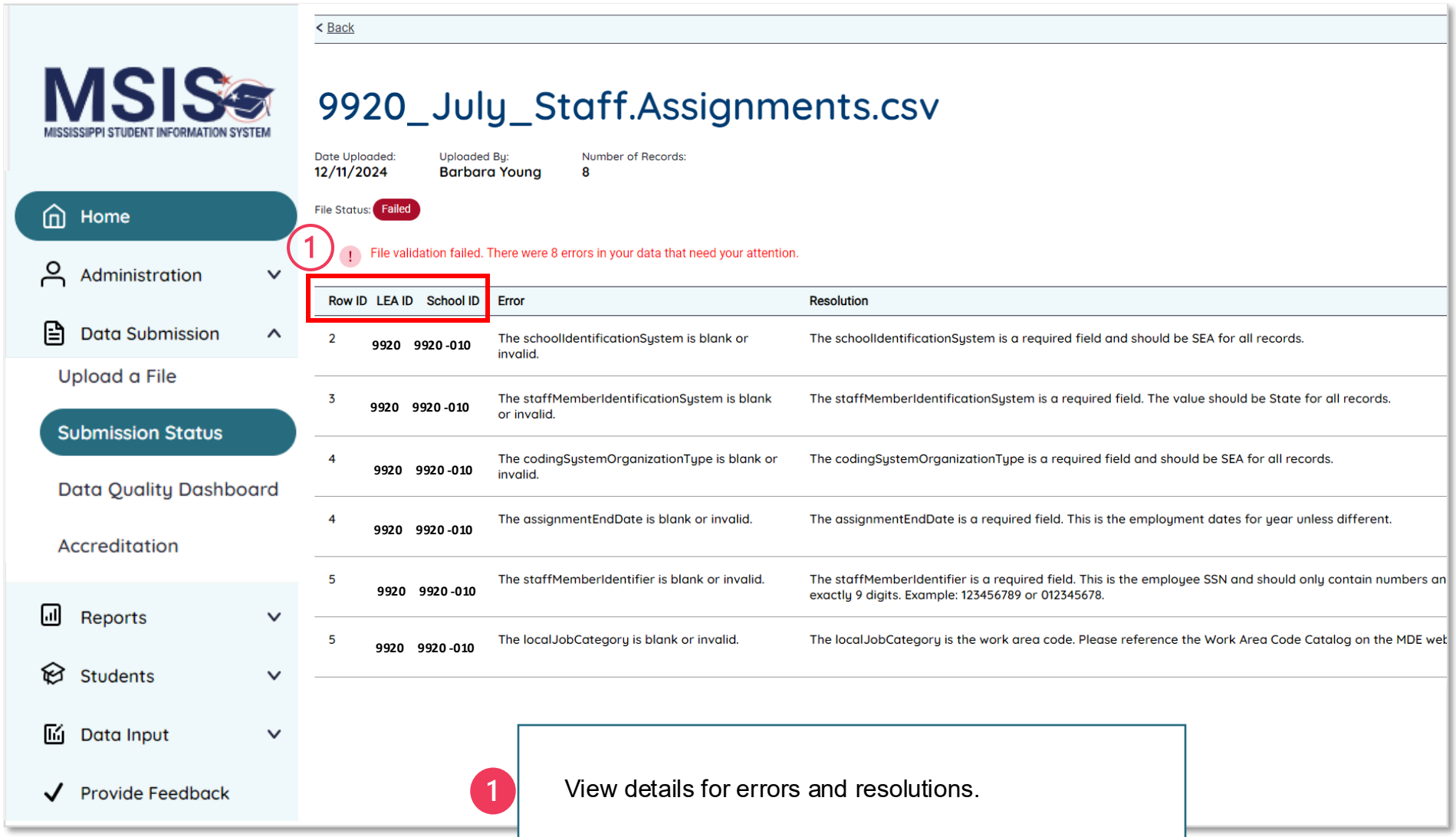
QUICK REFERENCE GUIDE

Submission Status



1. Use any of the filters at the top of the page to filter by Status, Uploaded By or date. You may use one or all filters. Then, select the Apply Filter button to search.
2. Select the Reset Filter button to reset the filters and select/enter different search criteria and select Apply Filter again.
3. Click on the file name to view any errors or other status information.
4. Select the trash can icon to delete Failed files.



1

View details for errors and resolutions.

Other columns that may appear for some files are: First Name, Last Name, or MSIS ID.