



How to Respond to Additional Information Requests

Please log into eQSuite®. Click on the Existing Requests Tab. You will then click on the Submitted Requests-Additional Information Needed Tab. You will locate your request and click the additional information info link.

New Request | Existing Requests | Archived Requests

Search Filters

Tracking ID:

Medicaid ID:

First Name:

Last Name:

Search Clear Search

Submitted Requests - Additional Information Needed

Request #	Name	Date Submitted	Deadline		
██████	██████████	09/06/2019	10/11/2019	View	Additional Info

Incomplete Requests Not Yet Submitted

Requests Submitted For Approval

Approved Requests

Denied Requests

This will take you to your review with the request for additional information

Log Off

OCLE Requests Update My Profile User Administration Logoff

OCLE Request

Tracking ID: ##### Agency ID: ##### Agency Name Recipient: ##### Client Name

General Information | **Attach Documents** | Final Step

Attach Documents

Question: Please provide any supporting documentation & any CES services currently utilized.

Additional Info:

Please do not click the Submit Info button until you have entered necessary documentation in the response box above.

Cancel Submit Info

Uploaded?	Document Name		
✓	Supporting Documentation	Upload	View



You will respond in the additional information text box below the request.

If you have documentation to add, click upload at the bottom of the screen:

Tracking ID: ##### Agency ID ##### Agency Name Recipient ##### Client Name

General Information
Attach Documents
Final Step

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Once completed you will be prompted to sign and submit your review.