

## Wisconsin CARES Act Provider Payment Program – Help Document

### View and Update Application (last revised: 8/26/20)

This help document is a living document and will be updated as needed. Check the [CARES Act Provider Payment Program](#) page for the latest version.

This document refers to “Phase 1” and “Phase 2”. These are the same as “round one” and “round two” that have been described elsewhere.

#### Audience

Providers

#### Purpose

This document will outline how to view and update submitted or incomplete applications during Phase 2 of the CARES Act Provider Payment Program. It will also cover how to cancel an application.

#### Instructions

1. Log in to the CARES Act Provider Payment Application Portal. *Note: Refer to the Job Aid – Log in to the CARES Act Provider Payment Application Portal.*
2. Scroll down the page to **Applications**.

2

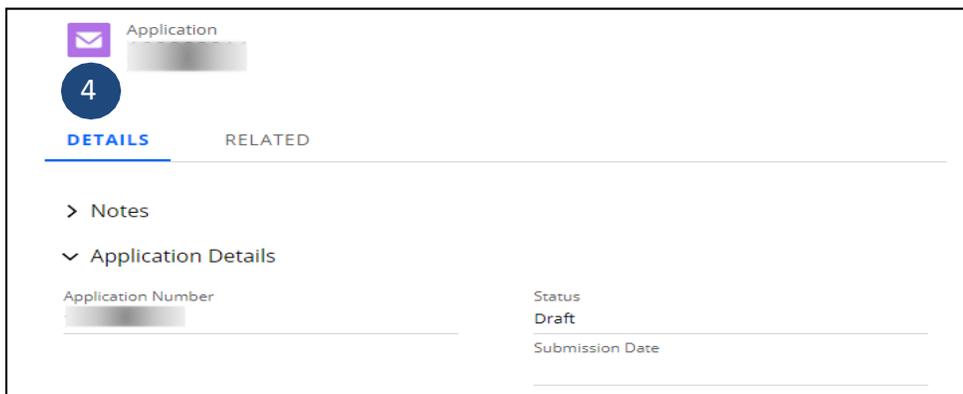
Applications

App #	Phase	Provider ...	Status	Submissio...	Provider ...	Tin#		
1	Phase 2		Draft				<a href="#">View</a>	<a href="#">Edit</a>
2	Phase 2		Draft				<a href="#">View</a>	<a href="#">Edit</a>
3	Phase 1		Submitted	2020-06-04			<a href="#">View</a>	<a href="#">Edit</a>
4	Phase 1		Under Review	2020-06-05			<a href="#">View</a>	<a href="#">Edit</a>
5	Phase 1		Draft				<a href="#">View</a>	<a href="#">Edit</a>

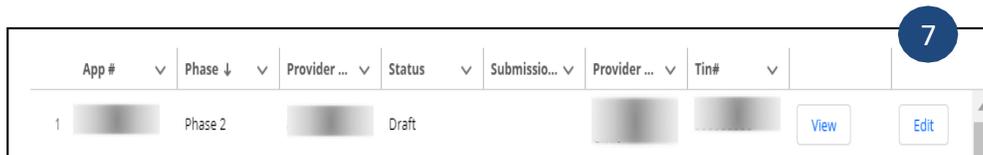
- To view an application from Phase 1 or Phase 2, click the **View** button to the right of the application.



- From there, scroll down to view the application details.



- To **Edit** an application for Phase 2, navigate back to the CAPP home page using the home button at the top left of page.
- Scroll down the page to **Applications**.
- Click the **Edit** button to the right of the application.



*Note: You can only edit applications for Phase 2 during this time. You will receive an error if you attempt to edit an application for Phase 1.*

- This will redirect to the creating an application process and allow for changes to be made. *Note: Please refer to the Job Aid – **Create and Submit an Application**.*

9. To **Cancel** an application, follow instructions to **Edit** the application. Once the creating an application process is launched, click **Cancel** on the right side of the screen toward the top of the page.



10. To confirm canceling the application, click **Yes, Cancel**.

