



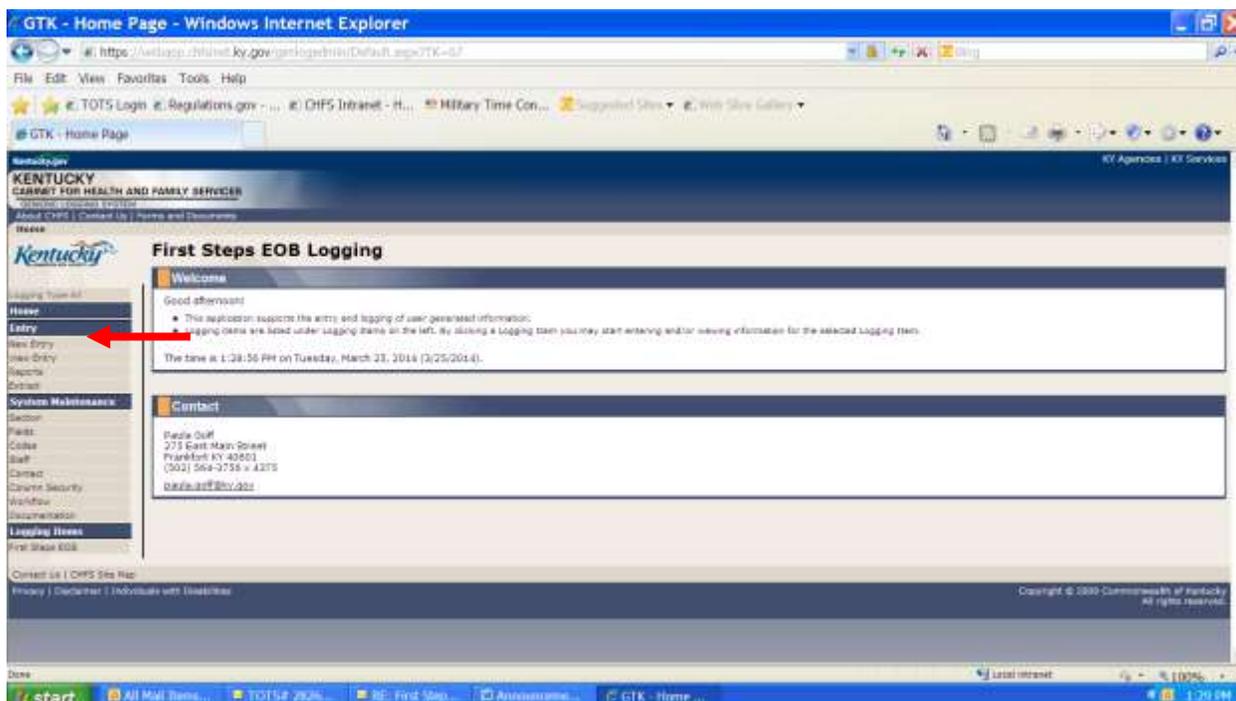
MEMORANDUM

To:	Early Intervention Providers, POE Managers
From:	Paula E. Goff, Part C Coordinator
Date:	7/14/16
Subject:	GenLog – Updated website

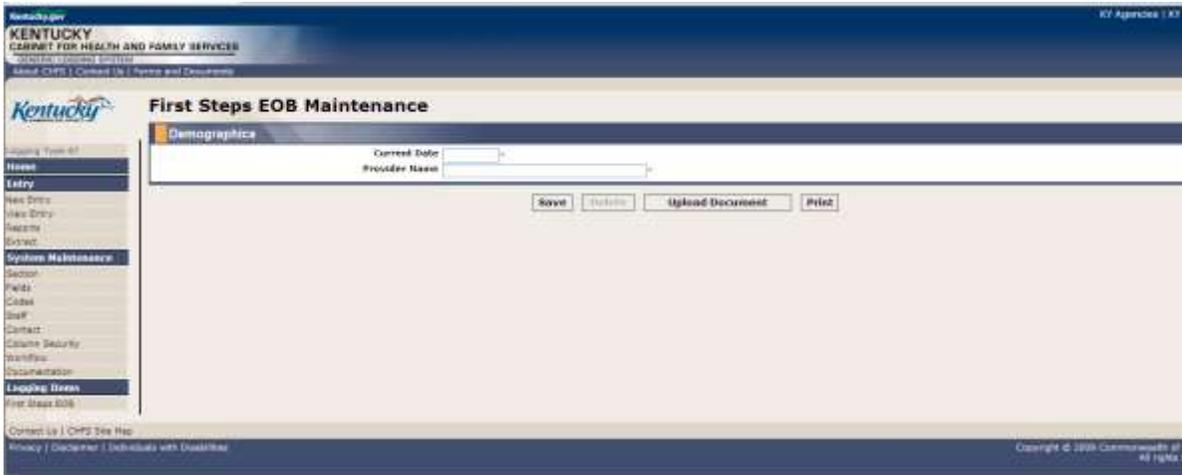
We are pleased to announce a new system for submitting EOBS to the state lead agency for processing, First Steps GENLOG, an online method for secure EOB transmission. This system allows providers to upload scanned EOBS to a specific email address.

Here's how it works:

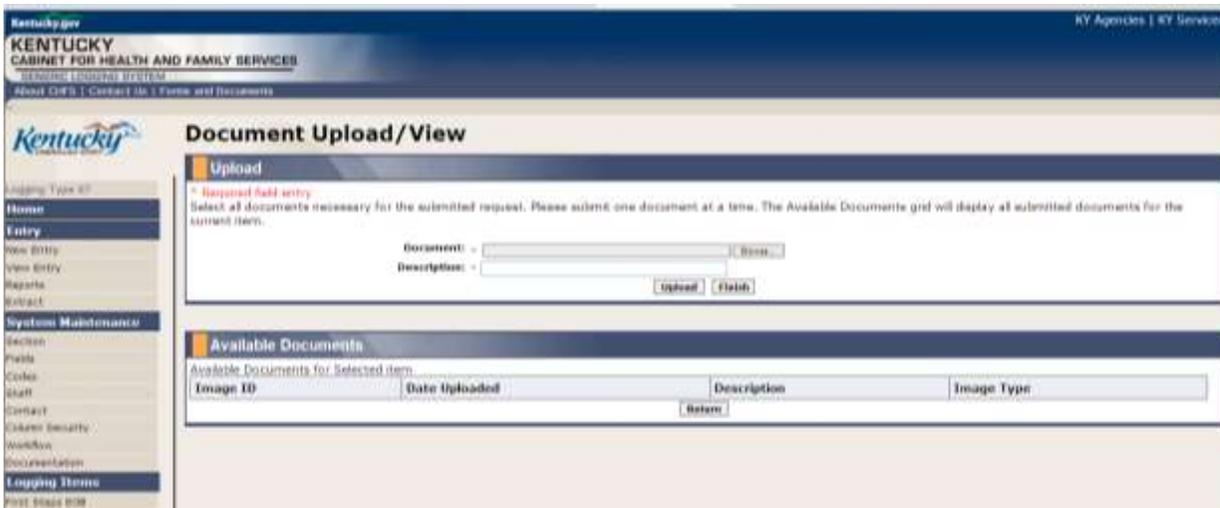
1. Provider scans or takes a picture of the EOB and saves this on their computer. We recommend checking the scanned EOB before saving to ensure that it's readable.
2. Provider goes to the First Steps GENLOG site by clicking this link: <https://prdweb.chfs.ky.gov/GenLogEX/Default.aspx?TK=67> **Be sure to bookmark this link in your favorites.**
3. The first screen is the welcome screen. To upload an EOB, click on "New Entry" found in the list on the left under the heading Entry. This will take you to a new screen.



4. Once at the First Steps EOB Maintenance screen, enter your name or agency name and current date in the respective boxes and click “Upload Document”.



5. On the next screen, click BROWSE to locate the saved EOB on your computer and then click UPLOAD. You need to enter the TOTS identification number in the text box on the screen if you are submitting only EOBs for one child. Multiple EOBs for several children must be labeled “Group EOBs”. No more than 50 pages of scanned documents can be uploaded at one time.



6. The uploaded file is displayed in the section labeled “Available Documents”. Once you click Finish, you are through with EOB submission.

7. An automatic notification is emailed by GENLOG to the SLA announcing that a new EOB has been uploaded.

8. SLA staff will process the EOB from the GENLOG site.