

**Purpose:** This guide serves as a tool on how to upload attachments or print a fax coversheet in eQSuite®.

When you log into eQSuite® click on **“Attachments”**.

You will see all reviews that are still in process, find the review and click on **“Link Attachments”**



Attachments												
Menu	In Process		Completed Outpatient									
	Review/ID	Recipient ID	First Name	Last Name	eQHealth Case ID	Admit Date	KBaby Name	Account Number	Receipt Date	Record Status		
Errors	11450408	123	JOHN	DOE	729637	12/04/2012			12/05/2012	Awaiting Supporting Documents	<a href="#">Open Review</a>	<a href="#">Link Attachment</a>
	11450819	456	JANE	DOE	729663	09/04/2013			09/04/2013	Awaiting Supporting Documents	<a href="#">Open Review</a>	<a href="#">Link Attachment</a>

You will have the option to **“Print attachment coversheet”** or **“Upload Attachment Image”**

If you select “Print attachment coversheet”

- Make sure to check “Supporting Documentation”
- Then “Generate Coversheet”

NOTE: Make sure you do NOT have any pop-up blockers enabled on your computer or the coversheet will not generate.



If you select "Upload Attachment Image"

- Click on Browse
- Locate the file and then click "Upload"
- If you need to attach more than one document click on the 'Add' button

