

User Guide

Children's Long-Term Support Waiver Agency Prior Authorization

April 28, 2025



WISCONSIN DEPARTMENT
of HEALTH SERVICES

Table of Contents

1 Introduction.....	1
2 Access the Prior Authorization Page	2
3 Upload a Prior Authorization File	7
4 View Uploaded Prior Authorization File Results	11
5 Access Prior Authorization File Submission Template.....	14
6 Submit a New Prior Authorization.....	17
7 Search or Amend a Prior Authorization.....	25
8 Prior Authorization Search-Bulk	31

1 Introduction

A prior authorization (PA) is a required authorization issued by the county waiver agency (CWA) before a provider may submit claims or receive payment for services and supports delivered to a Children's Long-Term Support (CLTS) participant. All CLTS services must have a PA, and all CLTS PAs are automatically approved once accepted into ForwardHealth.

CWAs can use the PA features on the ForwardHealth Portal (the Portal) to do the following:

- Upload a PA File
- View Upload PA File Results
- Access PA File Submission Template
- Submit a New PA
- Search or Amend a PA
- Search PAs in Bulk

2 Access the Prior Authorization Page

1. Access the Portal at forwardhealth.wi.gov/.

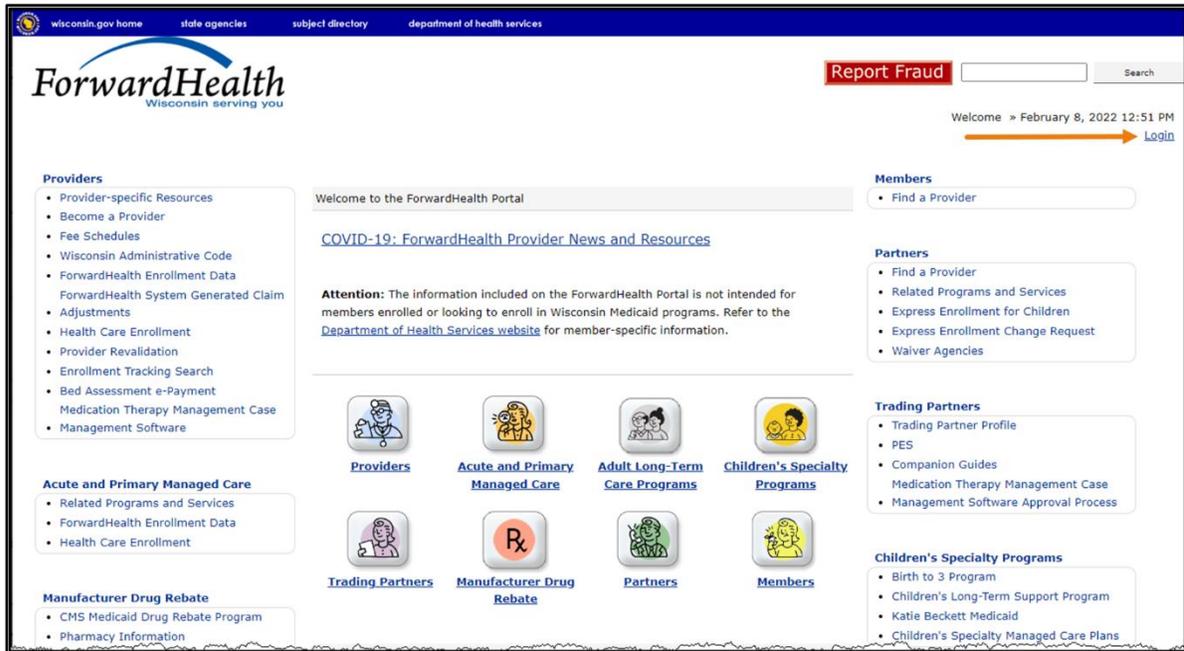
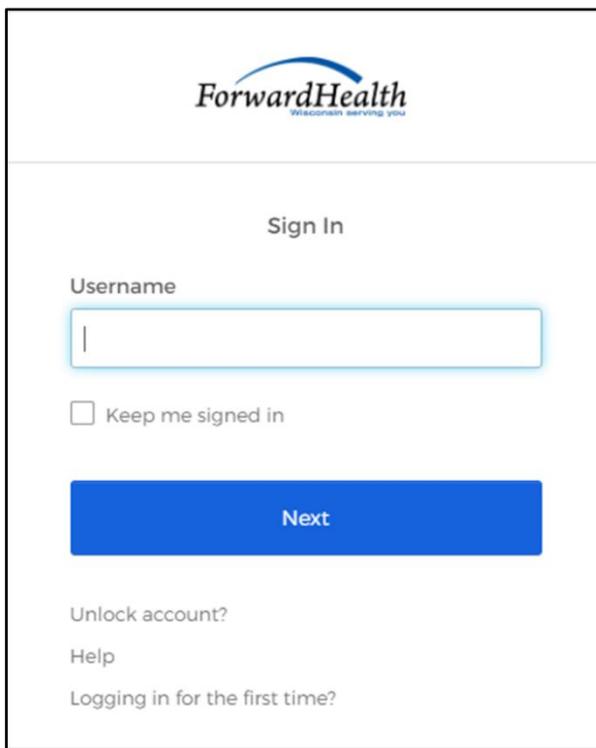


Figure 1 ForwardHealth Portal Homepage

2. Click **Login**. A Sign In box will be displayed.



The screenshot shows the ForwardHealth Sign In interface. At the top is the ForwardHealth logo with the tagline "WISDOM SERVING YOU". Below the logo is the heading "Sign In". There is a text input field labeled "Username" with a vertical cursor inside. Below the input field is a checkbox labeled "Keep me signed in". A blue button labeled "Next" is positioned below the checkbox. At the bottom of the form, there are three links: "Unlock account?", "Help", and "Logging in for the first time?".

Figure 2 Sign In Box

3. Enter the user's username.

4. Click **Next**. A Verify with your password box will be displayed.

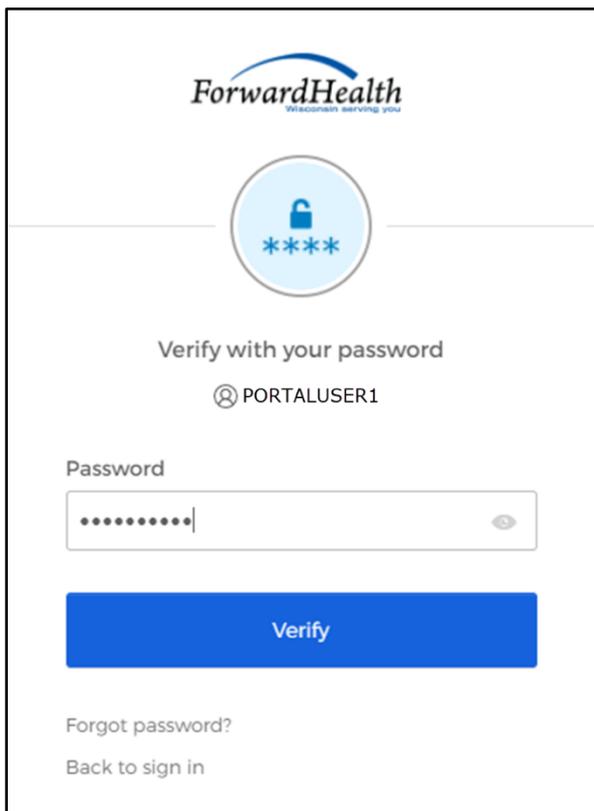


Figure 3 Verify With Your Password Box

5. Enter the user's password.

6. Click **Verify**. The secure Waiver Agency page will be displayed.

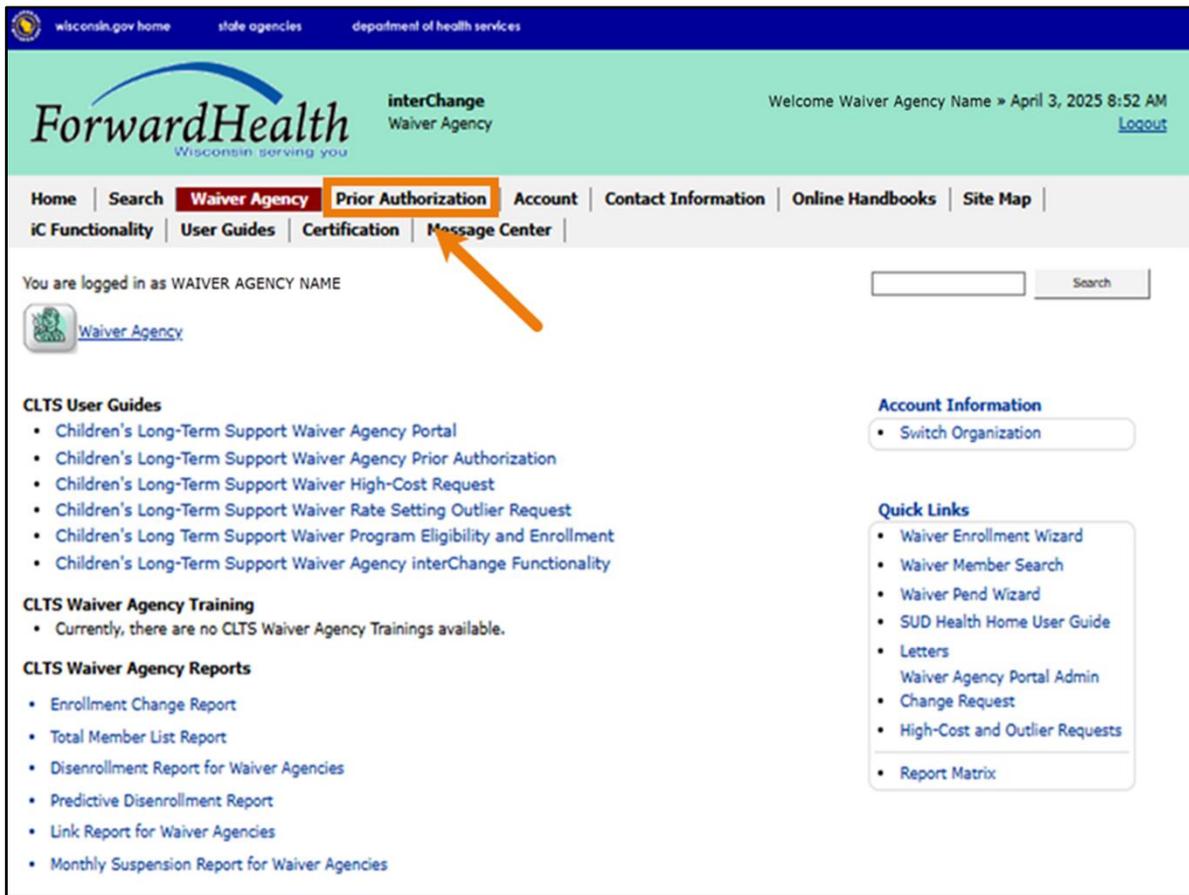


Figure 4 Secure Waiver Agency Page

7. Click **Prior Authorization** on the main menu at the top of the page. The Prior Authorization page will be displayed.

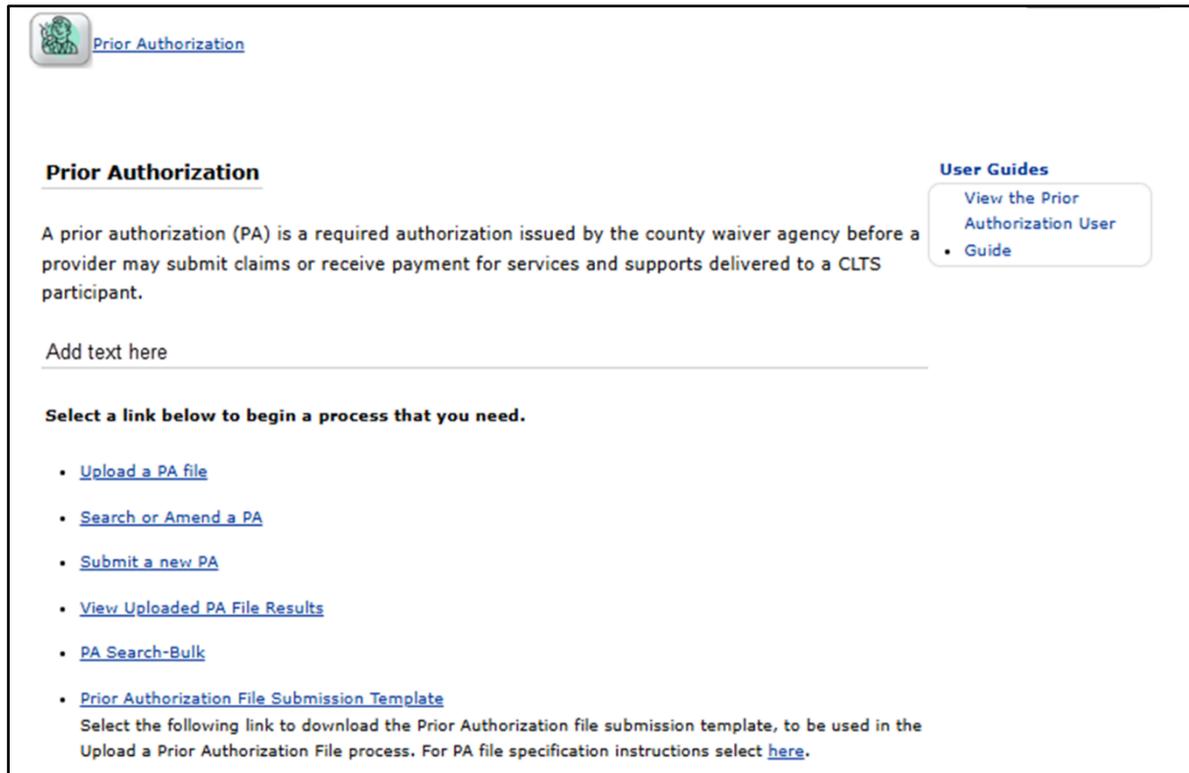


Figure 5 Prior Authorization Page

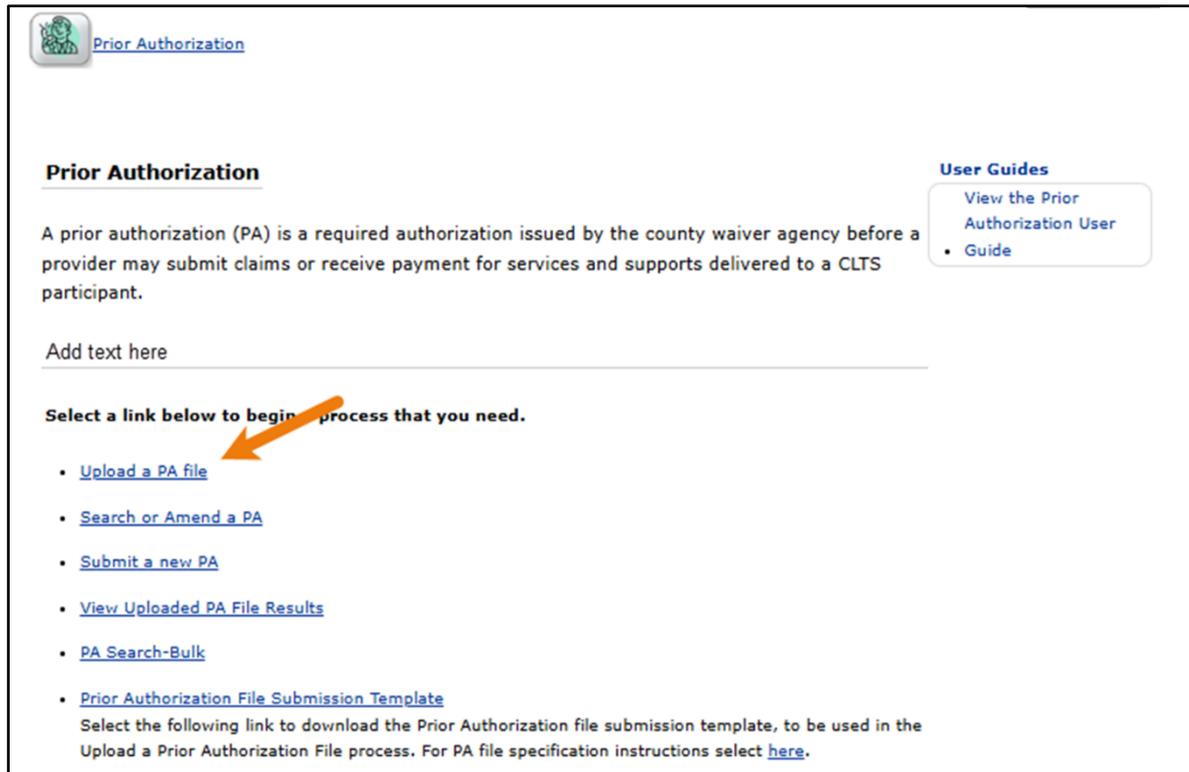
From the Prior Authorization page, CWAs can choose to do the following:

- [Upload a Prior Authorization File](#)
- [View Uploaded Prior Authorization File Results](#)
- [Access Prior Authorization File Submission Template](#)
- [Submit a New Prior Authorization](#)
- [Search or Amend a Prior Authorization](#)
- [Prior Authorization Search-Bulk](#)

3 Upload a Prior Authorization File

Users can upload PA files for processing via the Upload a PA file link.

1. On the Prior Authorization page, click **Upload a PA file** to upload a file.



The screenshot shows the 'Prior Authorization' page. At the top left is a logo with a person icon and the text 'Prior Authorization'. Below the logo is the heading 'Prior Authorization' and a paragraph explaining that a prior authorization (PA) is a required authorization issued by the county waiver agency before a provider may submit claims or receive payment for services and supports delivered to a CLTS participant. To the right of the main content is a 'User Guides' section with a link to 'View the Prior Authorization User Guide'. Below the paragraph is a text input field with the placeholder 'Add text here'. Underneath is a section titled 'Select a link below to begin process that you need.' with a list of links: 'Upload a PA file', 'Search or Amend a PA', 'Submit a new PA', 'View Uploaded PA File Results', and 'PA Search-Bulk'. Below the list is a link to 'Prior Authorization File Submission Template' with a note that it should be used in the 'Upload a Prior Authorization File process' and that for PA file specification instructions, users should select 'here'. An orange arrow points to the 'Upload a PA file' link.

Figure 6 Prior Authorization Page—Upload a PA File

The Upload PA Files panel will be displayed.

Upload PA Files

Required fields are indicated with an asterisk (*).

File to Upload

File To Upload* No file chosen

Uploaded Files

*** No rows found ***

Figure 7 Upload PA Files Panel

2. Click **Choose File**. Navigate to the desired file and double-click to select for uploading.
3. Click **Upload File**. If there are errors, an error message will be displayed at the top of the page.



Figure 8 Error Message

4. Select the record under the Uploaded Files list to view the error reasons under the Select File Errors section.

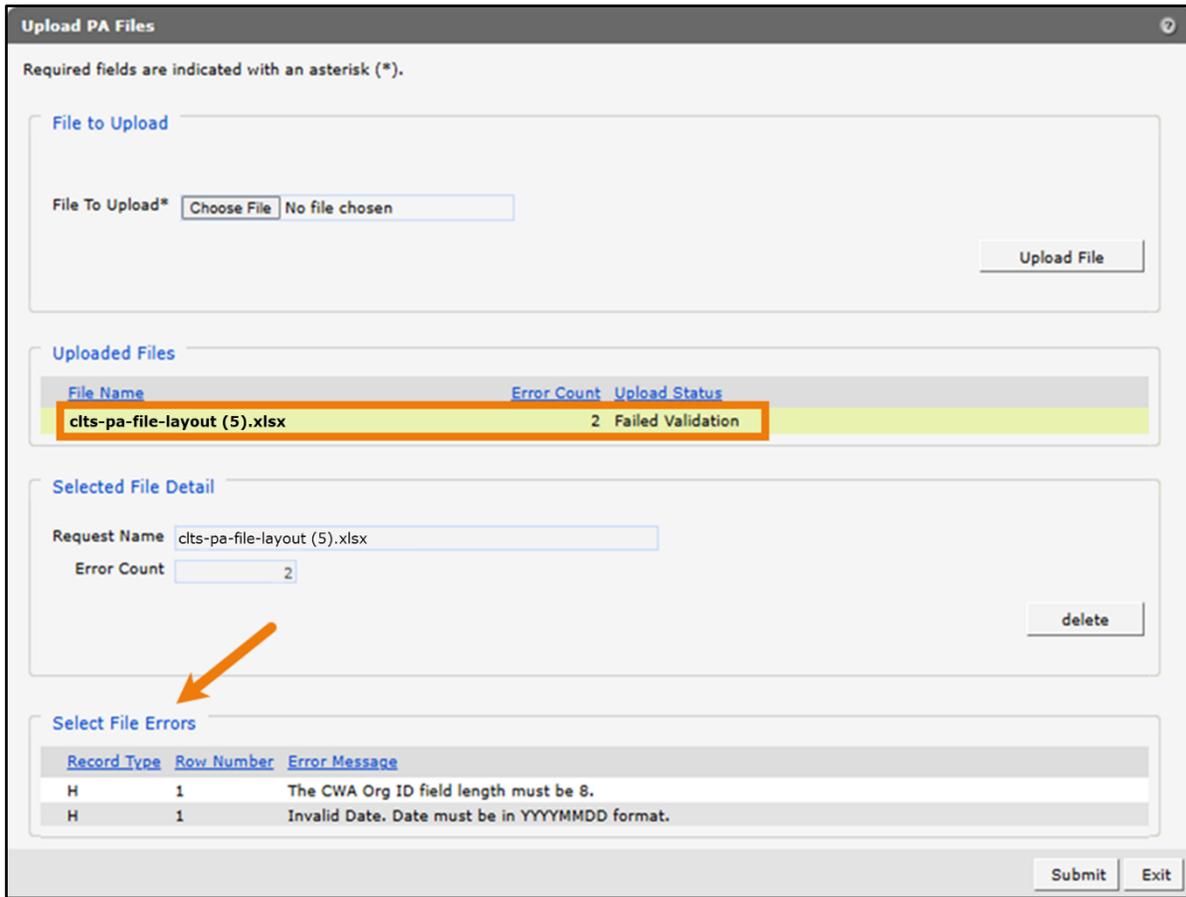
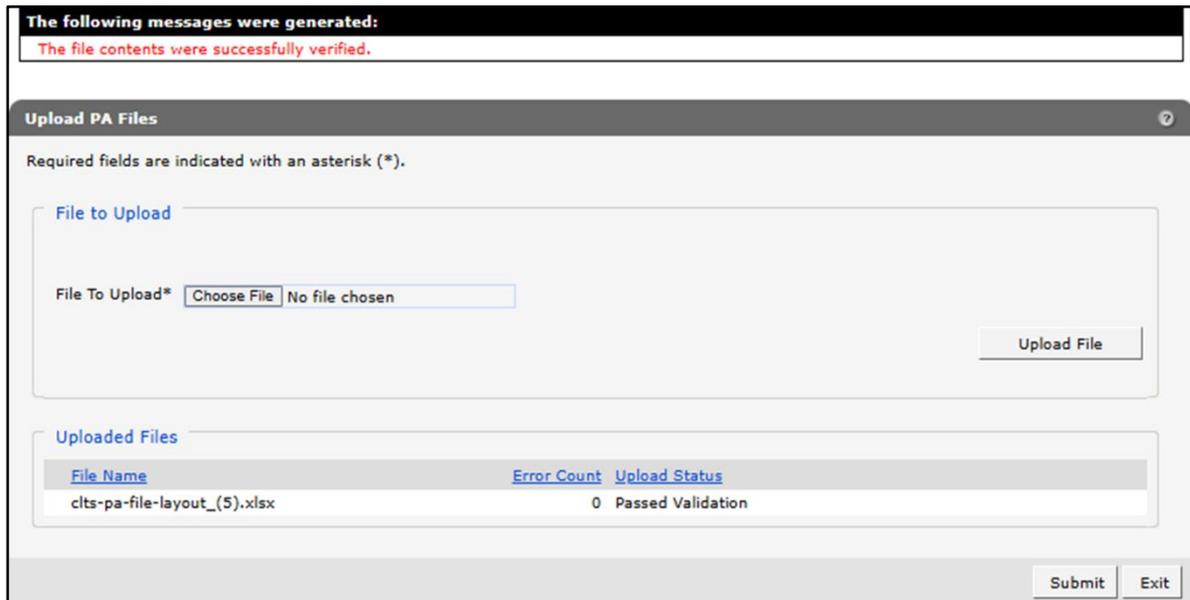


Figure 9 Upload PA Files Panel—Select File Errors

5. Click **delete** to delete the file, then go back and correct the errors in the file. Note: If there are any errors, the PA file will not be uploaded. All errors must be corrected to upload and submit the file.

- Click **Upload File**. A confirmation message will be displayed at the top of the panel indicating the file has been successfully verified.



The following messages were generated:

The file contents were successfully verified.

Upload PA Files

Required fields are indicated with an asterisk (*).

File to Upload

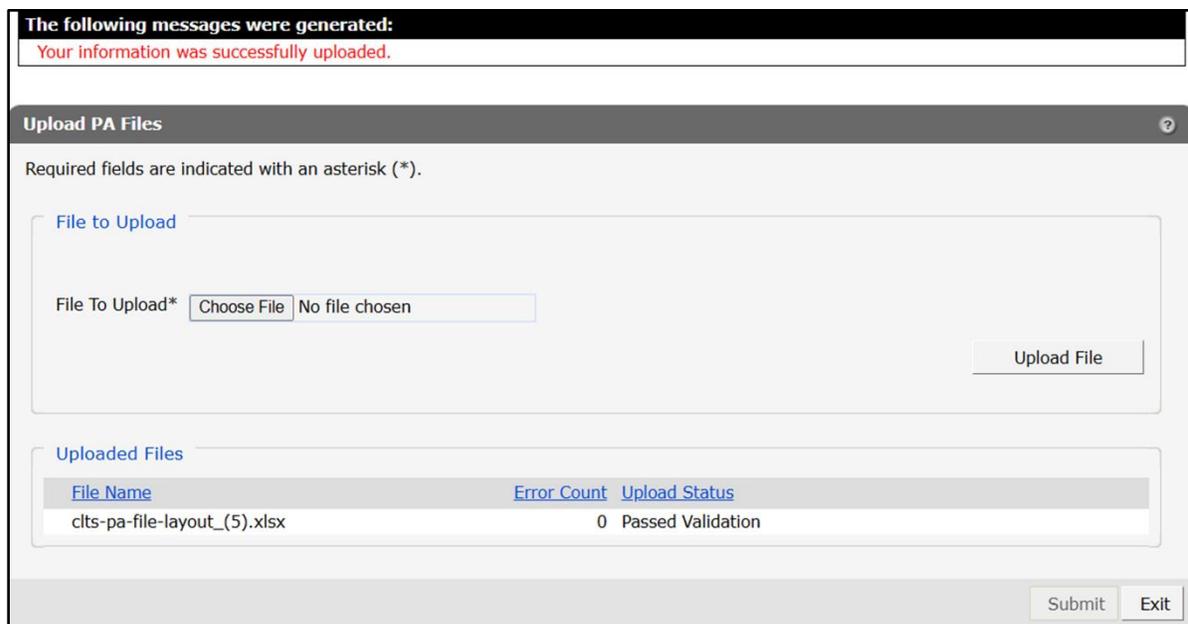
File To Upload* No file chosen

Uploaded Files

File Name	Error Count	Upload Status
clts-pa-file-layout_(5).xlsx	0	Passed Validation

Figure 10 Upload PA Files Panel—Passed Validation

- Click **Submit**. A confirmation message will be displayed at the top of the panel indicating the file has been successfully uploaded.



The following messages were generated:

Your information was successfully uploaded.

Upload PA Files

Required fields are indicated with an asterisk (*).

File to Upload

File To Upload* No file chosen

Uploaded Files

File Name	Error Count	Upload Status
clts-pa-file-layout_(5).xlsx	0	Passed Validation

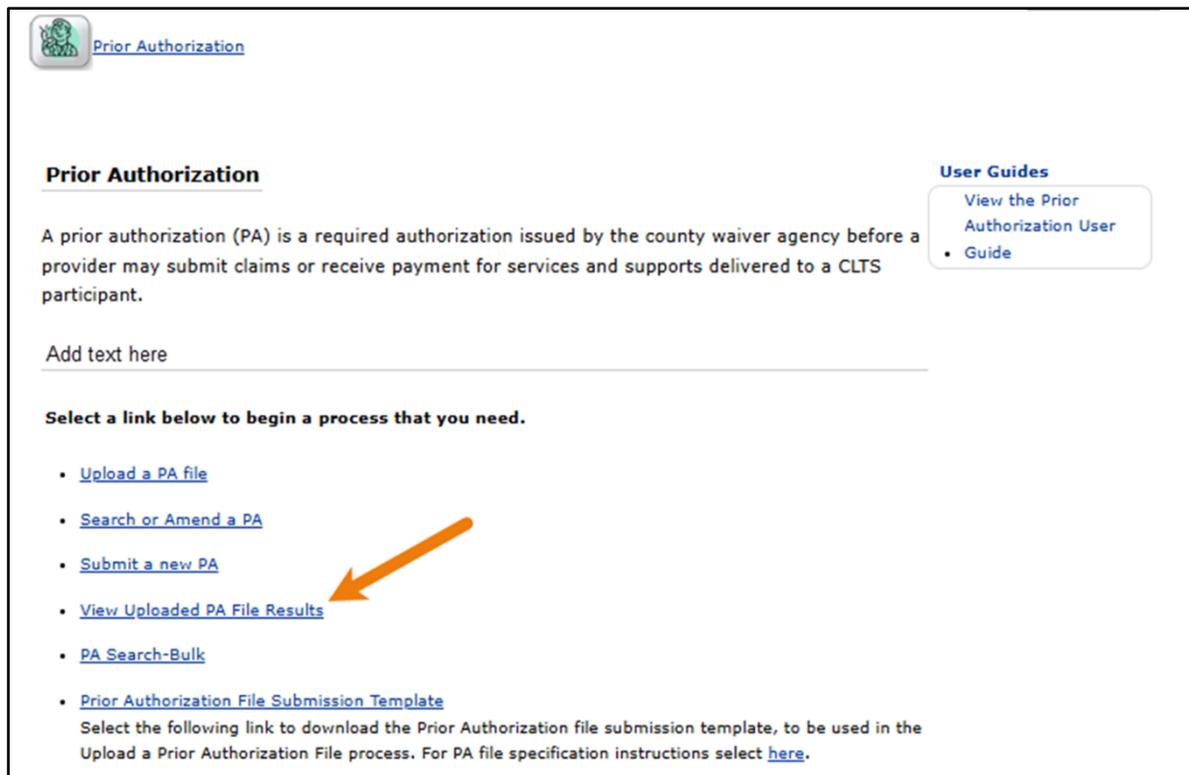
Figure 11 Upload PA Files Panel—Successfully Uploaded

- Click **Exit**. The information from the file will be used by ForwardHealth to create the PA that will be stored in interChange. Files will be processed twice daily, and CWAs will receive a response file.

4 View Uploaded Prior Authorization File Results

Users can download the results of their uploaded PA files via the View Uploaded PA File Results link.

1. On the Prior Authorization page, click **View Uploaded PA File Results**.



The screenshot shows the 'Prior Authorization' page. At the top left is a logo with a person icon and the text 'Prior Authorization'. Below the logo is a heading 'Prior Authorization' and a paragraph explaining that a prior authorization (PA) is a required authorization issued by the county waiver agency before a provider may submit claims or receive payment for services and supports delivered to a CLTS participant. Below this is a text input field with the placeholder 'Add text here'. To the right of the main content is a 'User Guides' section with a link 'View the Prior Authorization User Guide'. Below the text input field is a heading 'Select a link below to begin a process that you need.' followed by a list of links: 'Upload a PA file', 'Search or Amend a PA', 'Submit a new PA', 'View Uploaded PA File Results', 'PA Search-Bulk', and 'Prior Authorization File Submission Template'. An orange arrow points to the 'View Uploaded PA File Results' link. Below the list is a paragraph: 'Select the following link to download the Prior Authorization file submission template, to be used in the Upload a Prior Authorization File process. For PA file specification instructions select [here](#).'

Figure 12 Prior Authorization Page—View Uploaded PA File Results

The View Uploaded PA File Results panel will be displayed.

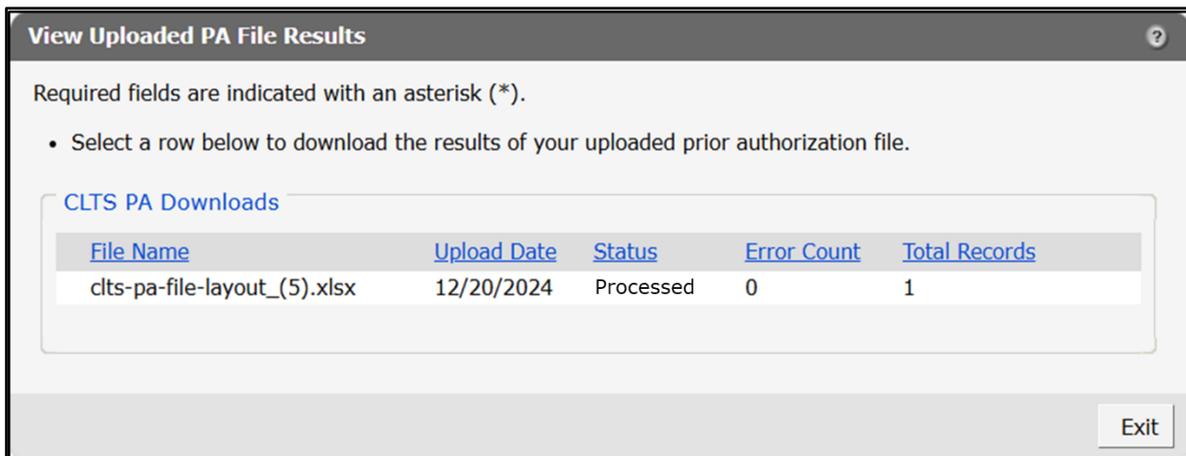


Figure 13 View Uploaded PA File Results Panel

- Click the desired row to download the results of the uploaded PA file. The panel will be displayed with the file name listed under the Download Selected File section.

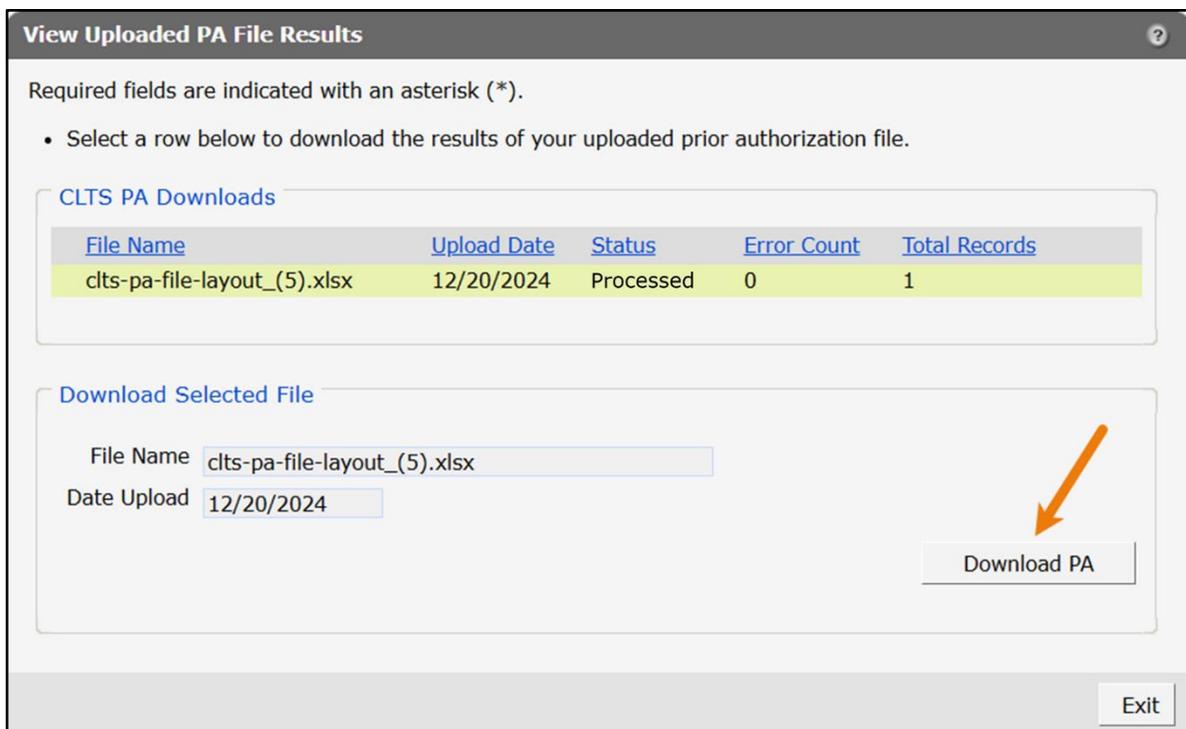


Figure 14 View Uploaded PA File Results Panel—Download PA

- Click **Download PA**. The PA file will be downloaded.

4. Navigate to the location in which the PA file was downloaded on the computer.

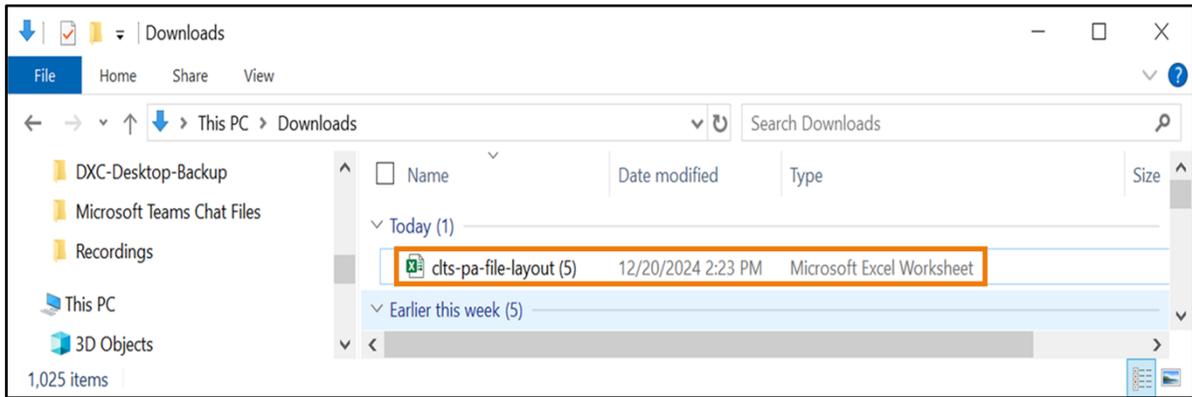


Figure 15 Downloaded File

5. Double-click to open the file. The PA file results will be displayed in Microsoft Excel Worksheet.

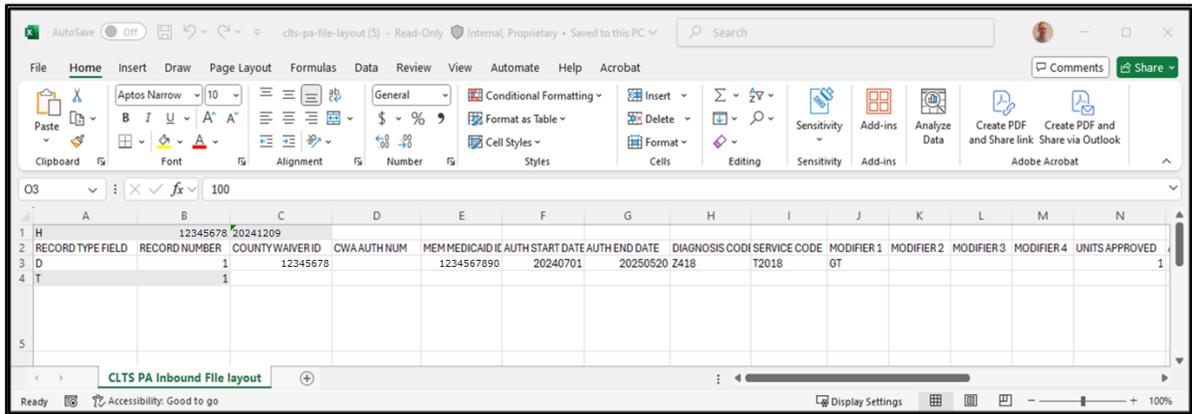


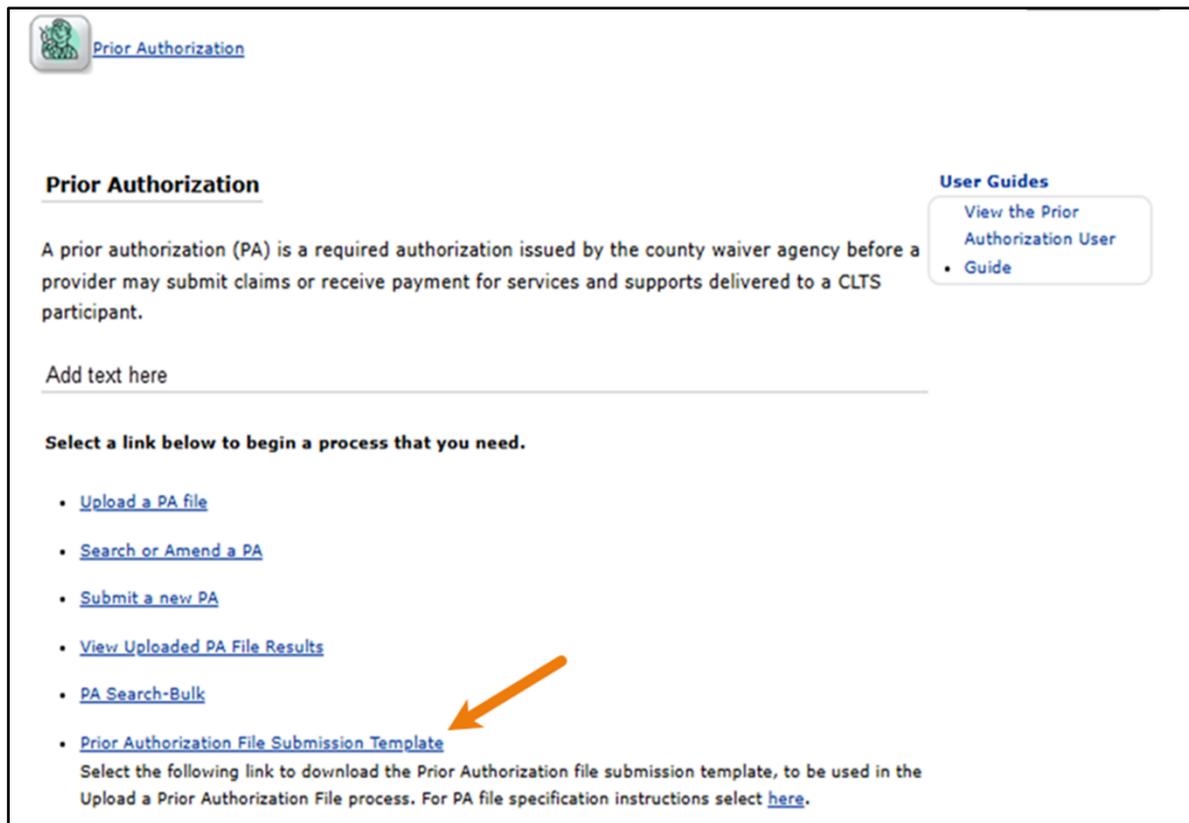
Figure 16 Downloaded PA File

6. Click Save As. Name the file.
7. Choose a location on the computer or network. Save the file.

5 Access Prior Authorization File Submission Template

The Prior Authorization File Submission Template allows the user to input required PA information into a template used to create a PA request.

1. On the Prior Authorization page, click **Prior Authorization File Submission Template** to download the template.



The screenshot shows the 'Prior Authorization' page. At the top left is a logo with a person icon and the text 'Prior Authorization'. Below the logo is a heading 'Prior Authorization' and a paragraph explaining that a prior authorization (PA) is a required authorization issued by the county waiver agency before a provider may submit claims or receive payment for services and supports delivered to a CLTS participant. To the right of the main content is a 'User Guides' section with a link 'View the Prior Authorization User Guide'. Below the paragraph is a text input field with the placeholder 'Add text here'. Underneath is a heading 'Select a link below to begin a process that you need.' followed by a list of links: 'Upload a PA file', 'Search or Amend a PA', 'Submit a new PA', 'View Uploaded PA File Results', 'PA Search-Bulk', and 'Prior Authorization File Submission Template'. An orange arrow points to the 'Prior Authorization File Submission Template' link. Below the list is a paragraph: 'Select the following link to download the Prior Authorization file submission template, to be used in the Upload a Prior Authorization File process. For PA file specification instructions select [here](#).'

Figure 17 Prior Authorization Page—Prior Authorization File Submission Template

2. Navigate to the location where the template file was downloaded on the computer.

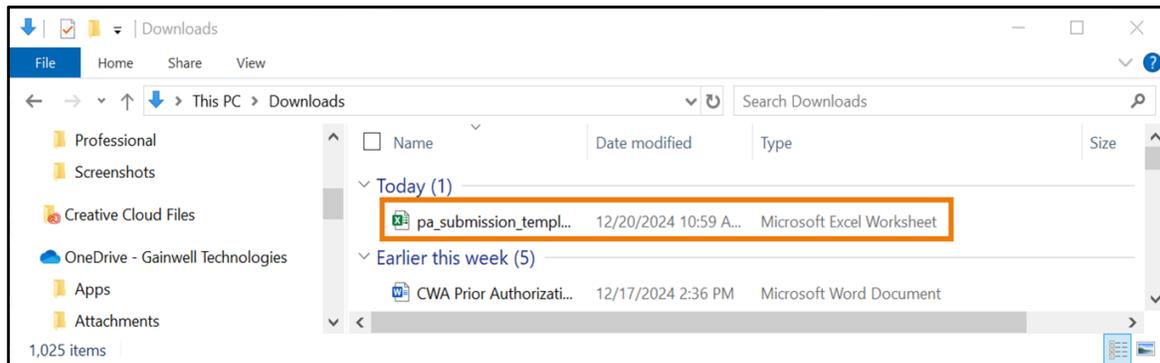


Figure 18 Downloaded File

3. Double-click to open the file. The Prior Authorization File Submission Template will be displayed with the required PA fields in Microsoft Excel Worksheet.

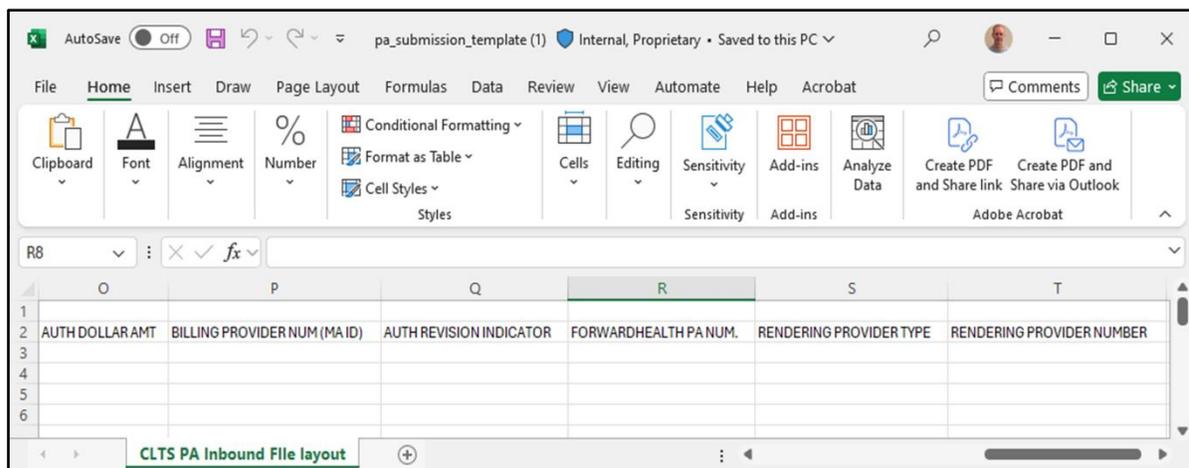
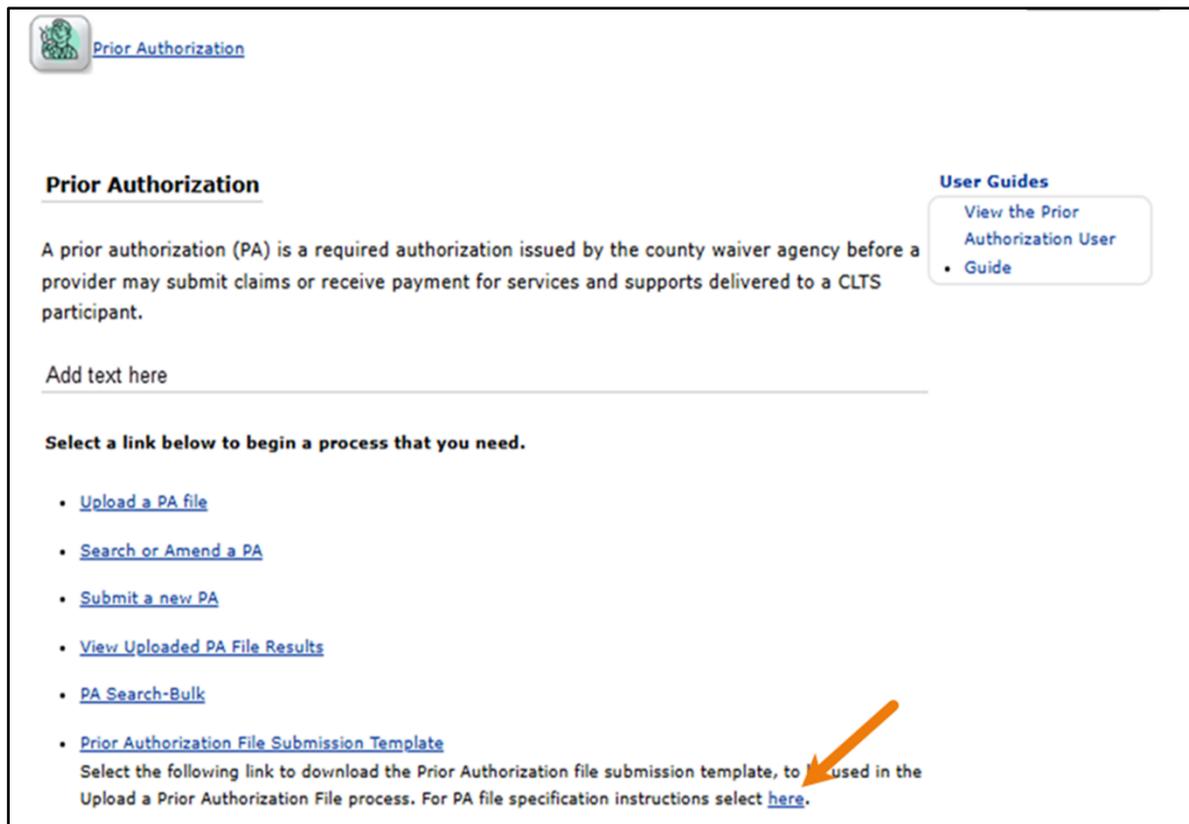


Figure 19 Prior Authorization File Submission Template

4. Fill out the template with the required information.
5. Follow the instructions under the [Upload a Prior Authorization File](#) chapter of this user guide. Multiple PAs can be submitted at one time.

6. On the Prior Authorization page, click **here** for PA file specification instructions.



 [Prior Authorization](#)

Prior Authorization

A prior authorization (PA) is a required authorization issued by the county waiver agency before a provider may submit claims or receive payment for services and supports delivered to a CLTS participant.

Add text here

Select a link below to begin a process that you need.

- [Upload a PA file](#)
- [Search or Amend a PA](#)
- [Submit a new PA](#)
- [View Uploaded PA File Results](#)
- [PA Search-Bulk](#)
- [Prior Authorization File Submission Template](#)

Select the following link to download the Prior Authorization file submission template, to be used in the Upload a Prior Authorization File process. For PA file specification instructions select [here](#).

User Guides

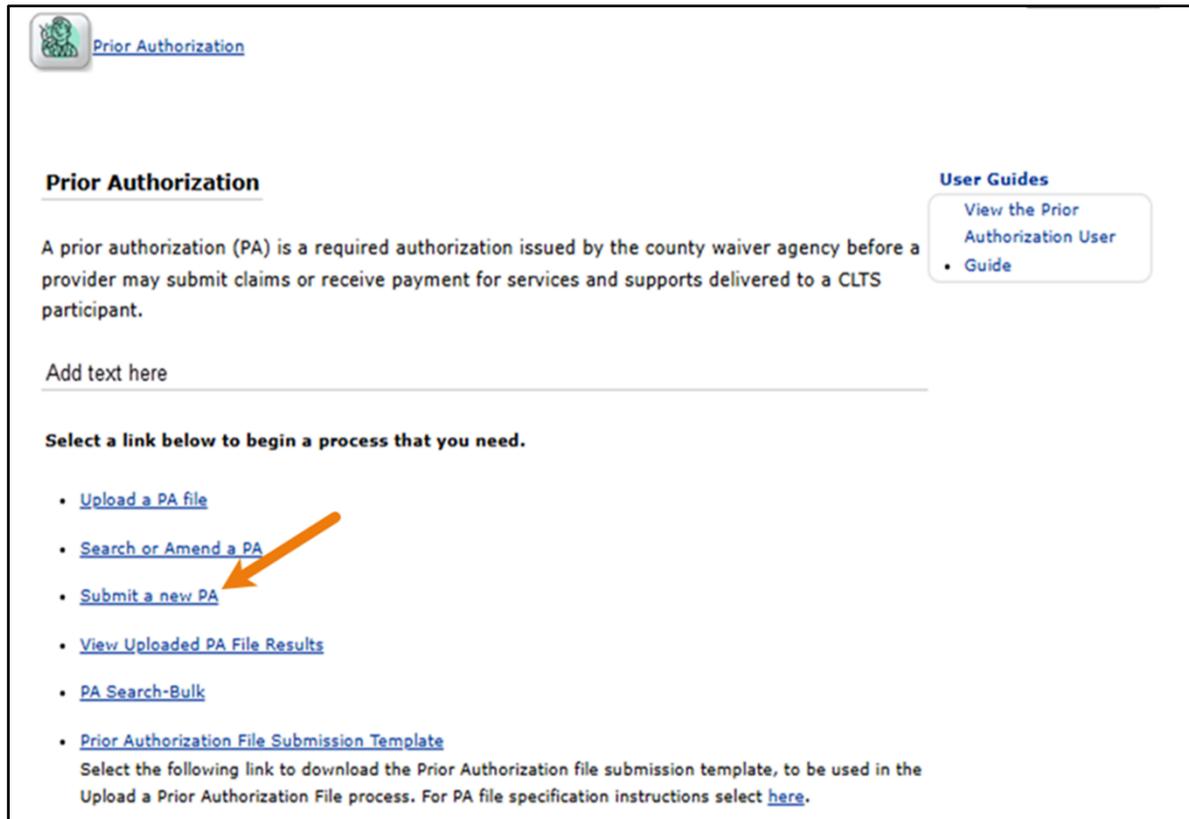
- [View the Prior Authorization User Guide](#)

Figure 20 Prior Authorization Page

6 Submit a New Prior Authorization

Users can submit a new PA via the Submit a new PA link.

1. On the Prior Authorization page, click **Submit a new PA**.



The screenshot shows the 'Prior Authorization' page. At the top left is a logo with the text 'Prior Authorization'. Below it is a heading 'Prior Authorization' followed by a paragraph explaining that a prior authorization (PA) is a required authorization issued by the county waiver agency before a provider may submit claims or receive payment for services and supports delivered to a CLTS participant. Below this is a text input field with the placeholder 'Add text here'. To the right is a 'User Guides' section with a link 'View the Prior Authorization User Guide'. Below the text input field is a heading 'Select a link below to begin a process that you need.' followed by a list of links: 'Upload a PA file', 'Search or Amend a PA', 'Submit a new PA', 'View Uploaded PA File Results', 'PA Search-Bulk', and 'Prior Authorization File Submission Template'. An orange arrow points to the 'Submit a new PA' link. Below the list is a paragraph: 'Select the following link to download the Prior Authorization file submission template, to be used in the Upload a Prior Authorization File process. For PA file specification instructions select [here](#).'

Figure 21 Prior Authorization Page—Submit a New PA

The Service Information panel will be displayed.

Service Information ?

Required fields are indicated with an asterisk (*).

Member Information

Member ID*

First Name

Last Name

Start Date*

End Date*

Service Information

Billing Provider ID* [Search]

CWA PA Number

Primary Diagnosis Code* [Search] Primary Diag Description

Secondary Diagnosis Code [Search] Secondary Diag Description

Line Item

Service Type Code* ▼

Procedure Code [Search]

Service Code Description

Modifiers [Search] [Search] [Search] [Search]

Place of Service

Units

Dollar Amount

Figure 22 Service Information Panel

2. Enter the member ID in the Member ID field and click outside the field to automatically populate the First Name and Last Name fields.

The screenshot shows a 'Service Information' window with a title bar and a help icon. Below the title bar, a note states: 'Required fields are indicated with an asterisk (*).' The window is divided into three main sections:

- Member Information:** Contains fields for Member ID* (01234567890), First Name (DANNY), Last Name (CLTS), Start Date*, and End Date*. Each date field has a calendar icon.
- Service Information:** Contains Billing Provider ID* (with a [Search] button), CWA PA Number, Primary Diagnosis Code* (with a [Search] button), Primary Diag Description, Secondary Diagnosis Code (with a [Search] button), and Secondary Diag Description.
- Line Item:** Contains Service Type Code* (Procedure Code), Procedure Code (with a [Search] button), Service Code Description, Modifiers (four fields, each with a [Search] button), Place of Service (99 - Other Place of Service), Units (0), and Dollar Amount (\$0.00).

At the bottom of the window are 'Next' and 'Cancel' buttons.

Figure 23 Service Information Panel—Member Information

3. Enter the remaining information. Note: All fields with an asterisk are required.
4. In the Billing Provider ID* field, the CWA will only select provider type “88” along with the appropriate service location for their PA when searching for their billing provider ID. To do this, complete the following steps:

- a. Under the Service Information section, click **[Search]** next to the Billing Provider ID* field.

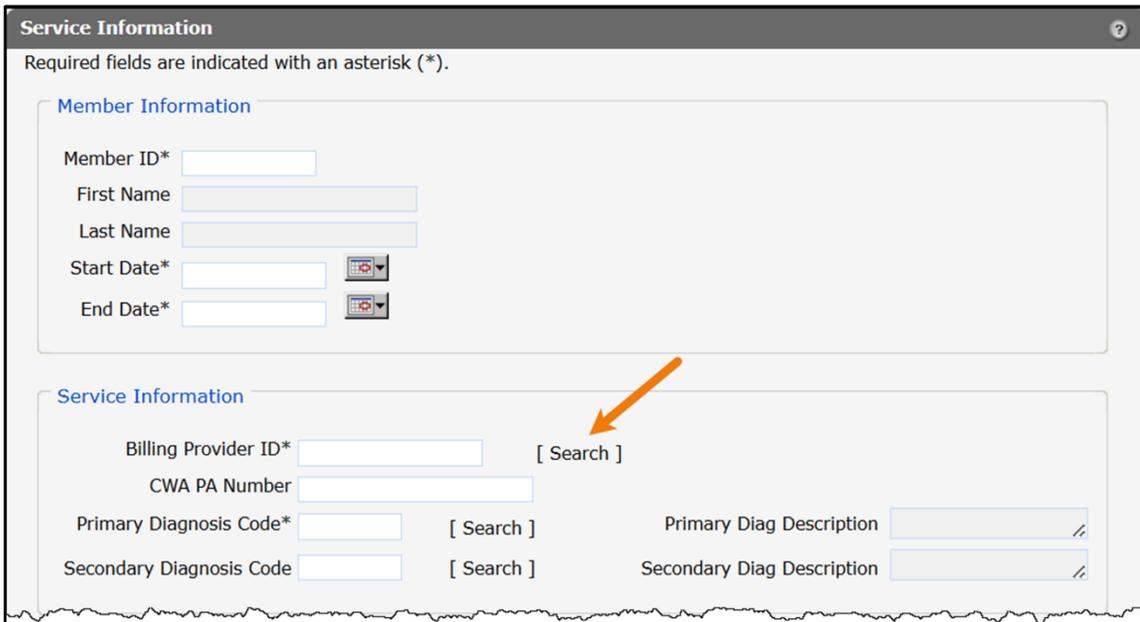


Figure 24 Service Information Panel—Billing Provider ID* Field

The Billing Provider ID Search panel will be displayed.

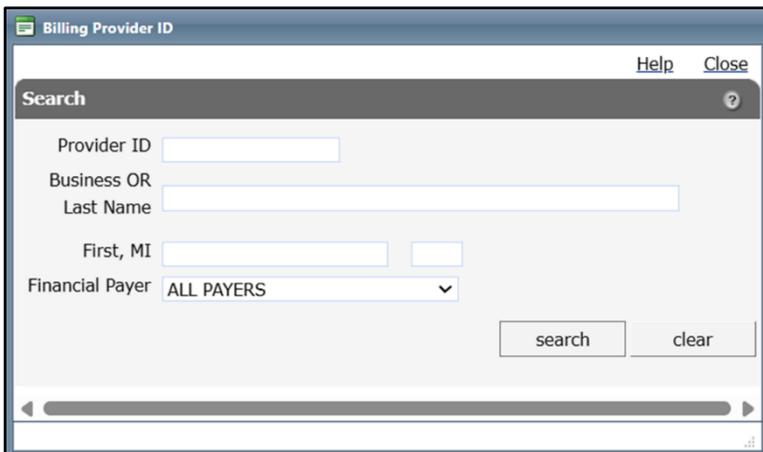


Figure 25 Billing Provider ID Panel

- Click **Help** to access the @neTouch Help page.
- Click **Close** to return to the Service Information panel.

- b. Enter the search criteria and click **search**. The search results will be displayed at the bottom of the panel. The Type column displays the provider type, and the Address, City, State, and Zip columns display the service location information.

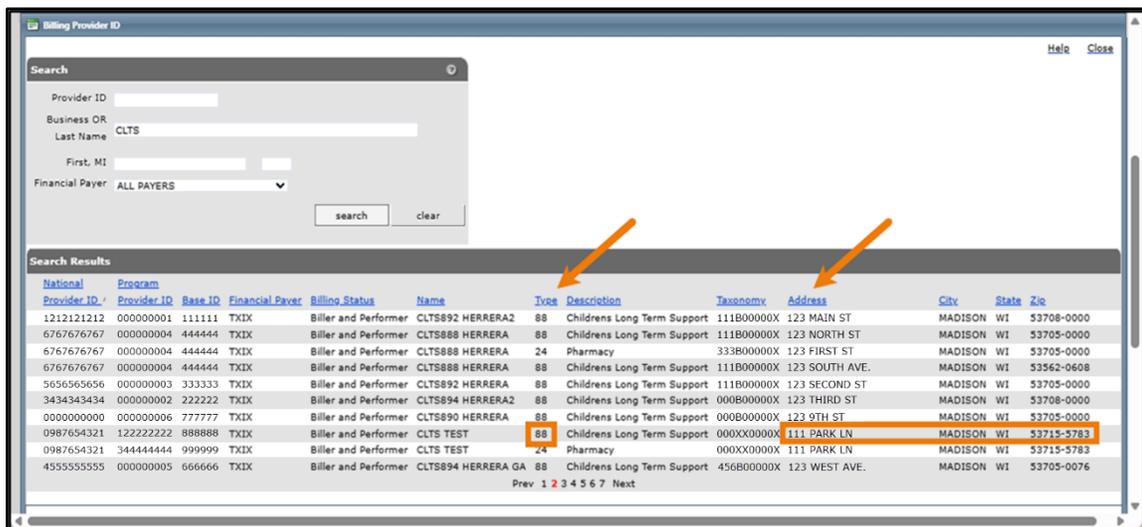


Figure 26 Billing Provider ID Panel—Search Results

- c. To search for the provider ID, click **Prev** or **Next** at the bottom of the page.
- d. Double-click the desired row. The Billing Provider ID* field will be populated under the Service Information section.

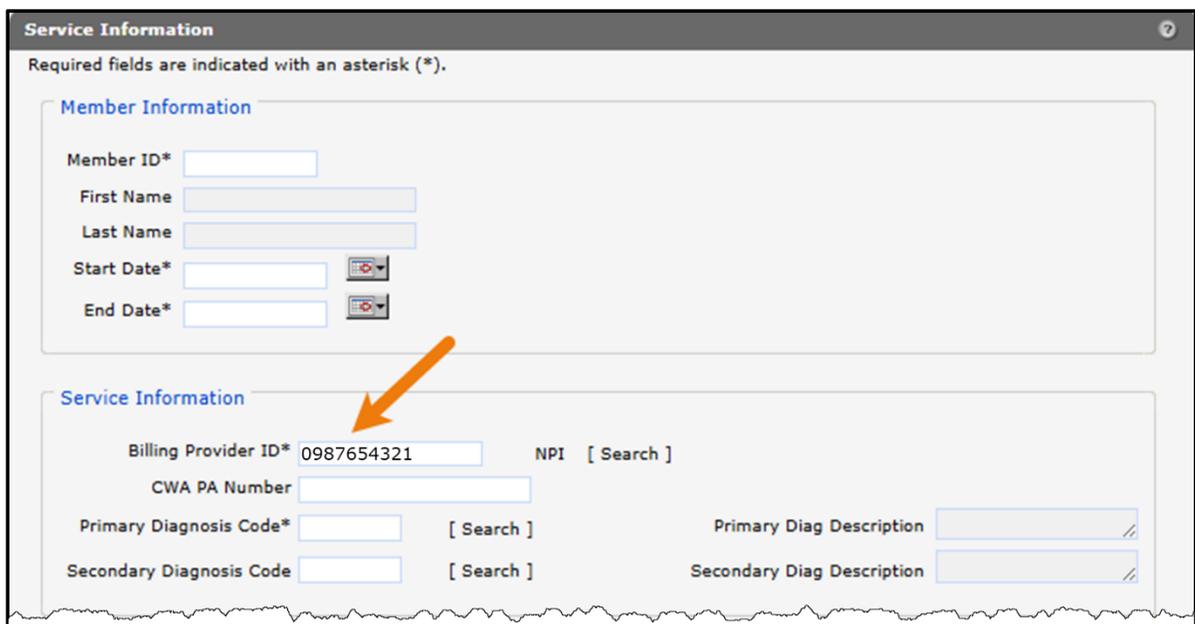


Figure 27 Service Information Panel—Billing Provider ID* Field Populated

5. Once all information is entered, click **Next**. The PA Summary panel will be displayed.

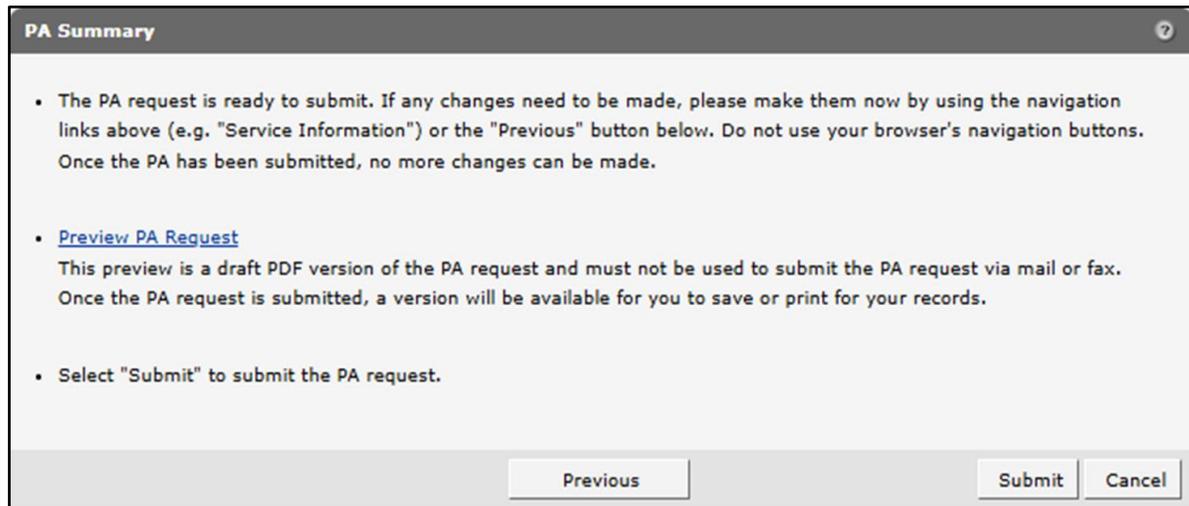


Figure 28 PA Summary Panel

7. Click **Submit**. The confirmation page will be displayed.



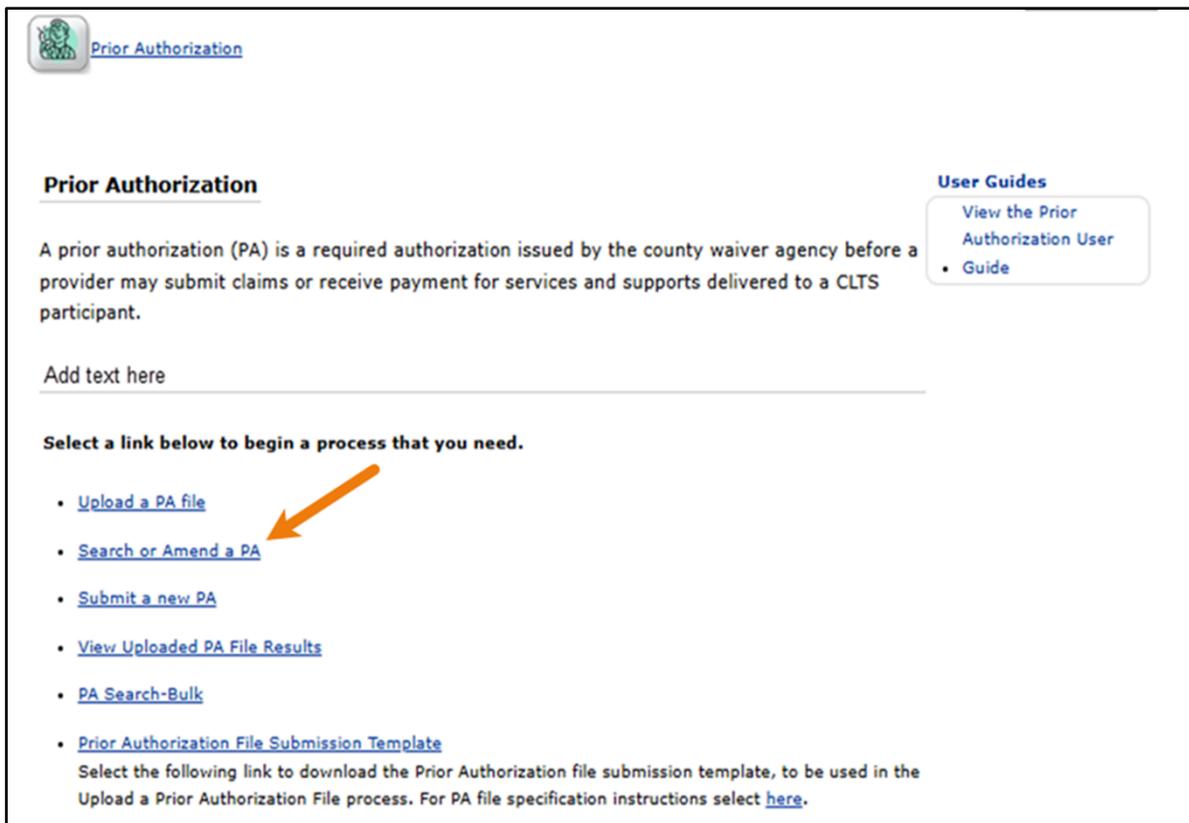
Figure 30 Confirmation of Receipt

8. Click **View Approved PA** to view the approved PA request.
9. Click **Print PA request** to view, print, or save a PDF version of the PA request.
10. To print or save the PA request to a hard drive or network location, use the Print or Save As function of the browser.
11. Click **Return to menu** to be redirected to the Prior Authorization page.

7 Search or Amend a Prior Authorization

Users can search for and amend a PA once the PA request has been submitted via the Search or Amend a PA link.

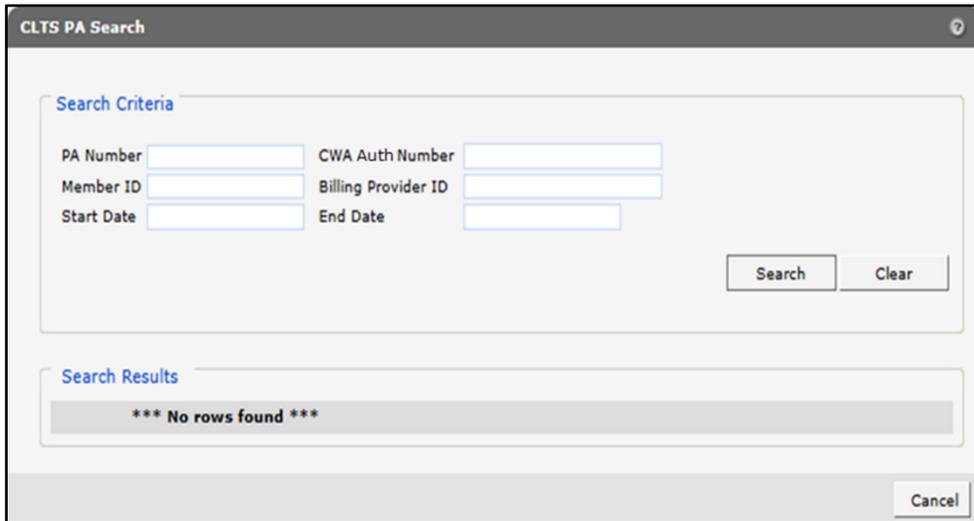
1. On the Prior Authorization page, click **Search or Amend a PA**.



The screenshot shows the 'Prior Authorization' page. At the top left is a logo with a person icon and the text 'Prior Authorization'. Below the logo is the heading 'Prior Authorization' and a paragraph explaining that a prior authorization (PA) is a required authorization issued by the county waiver agency before a provider may submit claims or receive payment for services and supports delivered to a CLTS participant. To the right of the main content is a 'User Guides' box containing the link 'View the Prior Authorization User Guide'. Below the paragraph is a text input field with the placeholder 'Add text here'. Underneath is the instruction 'Select a link below to begin a process that you need.' followed by a list of links: 'Upload a PA file', 'Search or Amend a PA', 'Submit a new PA', 'View Uploaded PA File Results', and 'PA Search-Bulk'. Below the list is a link for 'Prior Authorization File Submission Template' with a sub-paragraph explaining its use. An orange arrow points to the 'Search or Amend a PA' link.

Figure 31 Prior Authorization Page—Search or Amend a PA

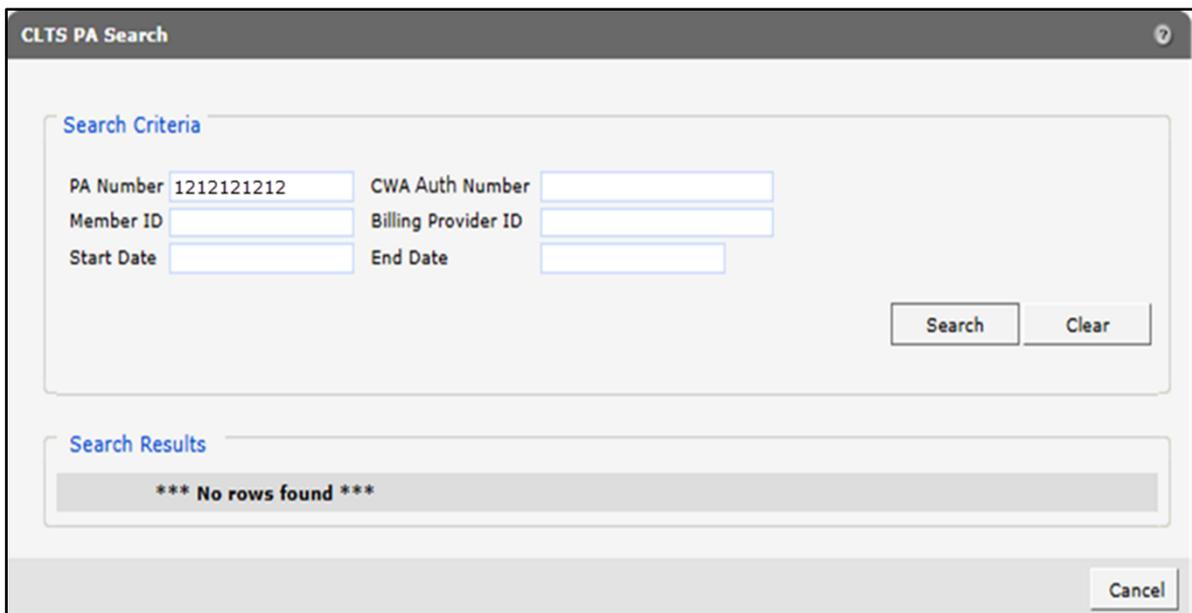
The CLTS PA Search panel will be displayed.



The screenshot shows a window titled "CLTS PA Search". It contains a "Search Criteria" section with six input fields: "PA Number", "CWA Auth Number", "Member ID", "Billing Provider ID", "Start Date", and "End Date". The "Search" and "Clear" buttons are located to the right of these fields. Below the search criteria is a "Search Results" section containing a grey bar with the text "*** No rows found ***". A "Cancel" button is located at the bottom right of the window.

Figure 32 CLTS PA Search Panel

2. Enter search information. Note: The PA Number is the ForwardHealth-assigned number, and the CWA Auth Number is an optional number the CWA receives with their PA.



This screenshot is similar to Figure 32, but the "PA Number" field is now populated with the value "1212121212". All other fields remain empty. The "Search" and "Clear" buttons are still present, and the "Search Results" section continues to display "*** No rows found ***". The "Cancel" button is at the bottom right.

Figure 33 CLTS PA Search Panel

3. Click **Search**. The search results will be displayed with all of the associated information that was previously entered.

The screenshot displays the 'CLTS PA Search' interface. It is divided into several sections:

- Search Criteria:** Contains input fields for PA Number (1212121212), CWA Auth Number, Member ID, Billing Provider ID, Start Date, and End Date. Search and Clear buttons are located to the right.
- Search Results:** A table with columns: Prior Auth Number, CWA Auth Number, Billing Provider ID, Member ID, Last Name, First Name, Amendment Status, Start Date, and End Date. One result is shown for PA Number 1212121212.
- PA Information:** A form showing details for the selected PA, including Member ID (1234567890), First Name (DANNY), Last Name (CLTS), Date of Birth (04/02/2015), Amendment Status (APPROVED), Process Type (147 - Childrens Long-Term Support), Primary Diagnosis Code (Z418), and Description (ENCNTR FOR OTH PROC FOR PURPOSE OTH THAN REMEDY HEALTH STATE).
- Line Items:** A table with columns: Line Item, Service Code, Units Requested, Dollars Requested, Units Authorized, Dollars Authorized, Start Date, and End Date. One line item is shown for Line Item 01, Service Code H0046.
- Line Item Information:** A detailed form for Line Item 01, including Rendering Provider ID (0987654321 NPI), Service Code Type (Procedure Code), Service Code (H0046), Service Code Description (MENTAL HEALTH SERVICE, NOS), Modifiers (U2), Place of Service (99), and financial/quantity details (Units Requested/Authorized: 1.000, Dollars Requested/Authorized: \$25.00, Units Remaining: 0, Dollars Remaining: \$0.00). Start Date is 05/02/2024 and End Date is 04/30/2025.

An orange arrow points to the 'Amend PA' button at the bottom right of the 'Line Item Information' section.

Figure 34 CLTS PA Search Panel—Results

- Click **Amend PA**. The Amendment Request panel will be displayed.

Figure 35 Amendment Request Panel

- Make desired modifications. Only certain fields can be edited. Fields that cannot be edited will be grayed out.
- Click **Submit**. The confirmation page will be displayed.

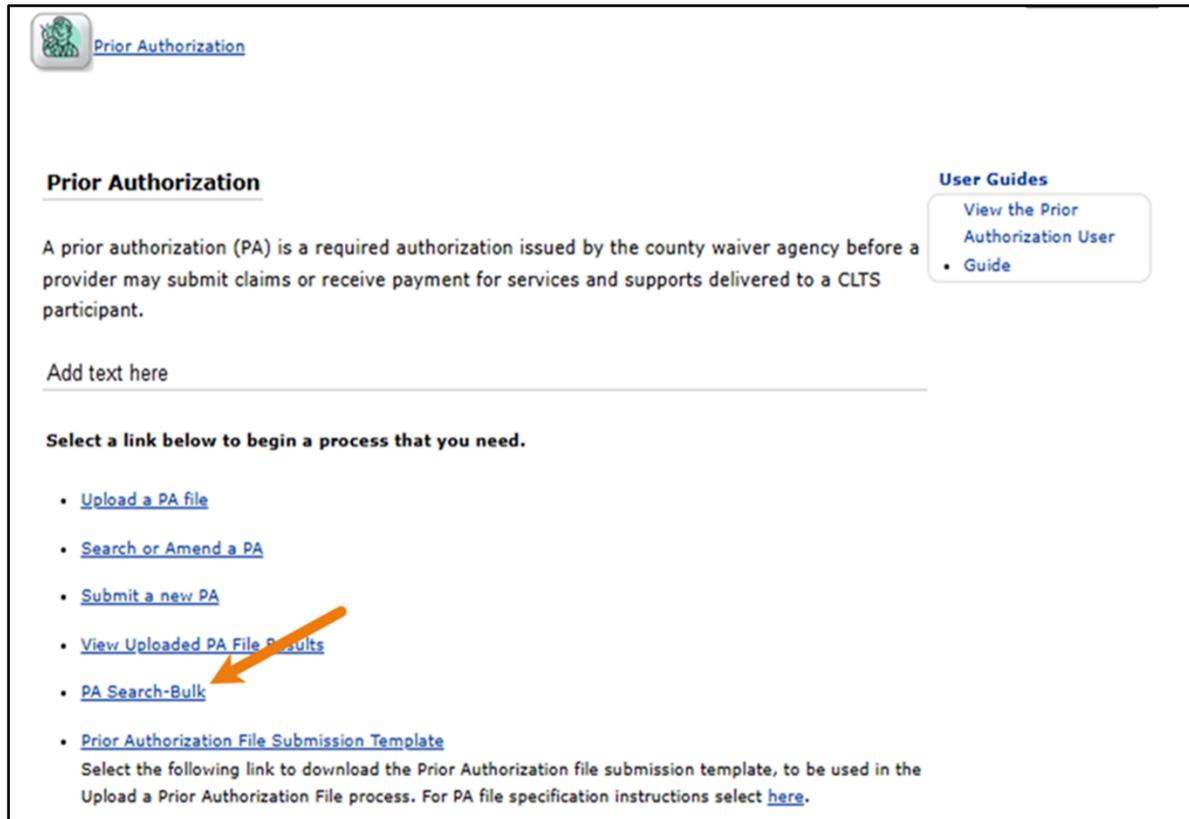
Figure 36 Confirmation of Receipt

8. To print or save the waiver amendment request to a hard drive or network location, use the Print or Save As function of the browser.
9. Click **Return to menu** to be redirected to the Prior Authorization page.

8 Prior Authorization Search-Bulk

Users can search for and view PA information in bulk via the PA Search-Bulk link.

1. On the Prior Authorization page, click **PA Search-Bulk**.



The screenshot shows the "Prior Authorization" page. At the top left is a logo with a green tree and the text "Prior Authorization". Below the logo is a heading "Prior Authorization" and a paragraph explaining that a prior authorization (PA) is a required authorization issued by the county waiver agency before a provider may submit claims or receive payment for services and supports delivered to a CLTS participant. To the right of the main content is a "User Guides" box containing a link "View the Prior Authorization User Guide". Below the paragraph is a text input field with the placeholder "Add text here". Underneath is a heading "Select a link below to begin a process that you need." followed by a list of links: "Upload a PA file", "Search or Amend a PA", "Submit a new PA", "View Uploaded PA File Results", "PA Search-Bulk", and "Prior Authorization File Submission Template". An orange arrow points to the "PA Search-Bulk" link. Below the list is a paragraph: "Select the following link to download the Prior Authorization file submission template, to be used in the Upload a Prior Authorization File process. For PA file specification instructions select [here](#)."

Figure 38 Prior Authorization Page—PA Search-Bulk

The PA Search-Bulk panel will be displayed.

PA Search-Bulk

Required fields are indicated with an asterisk(*).

Search Criteria

CWA ID 12345678

Provider ID

PA Number

CWA PA Number

Member ID

Service Code

From DOS*

To DOS*

Search Export

Search Results

*** No rows found ***

Exit

Figure 39 PA Search-Bulk Panel

2. Enter the information into the following fields. In order to search, users are required to enter the desired date span in the From DOS* and To DOS* fields in MM/CC/CCYY format.
 - CWA ID—This is the number identifying the waiver agency.
 - Provider ID—This is the billing provider's ID as specified on the PA request.
 - PA Number—This is the number assigned to a PA request.
 - CWA PA Number—This is the PA number assigned by the CWA.
 - Member ID—This is the recipient's ID as specified on the PA request.
 - Service Code—This is the service code as specified on the PA request.
 - From DOS*—This is the authorized PA start date.
 - To DOS*—This is the authorized PA stop date.

3. Click **Search**. The search results will be displayed at the bottom of the panel.

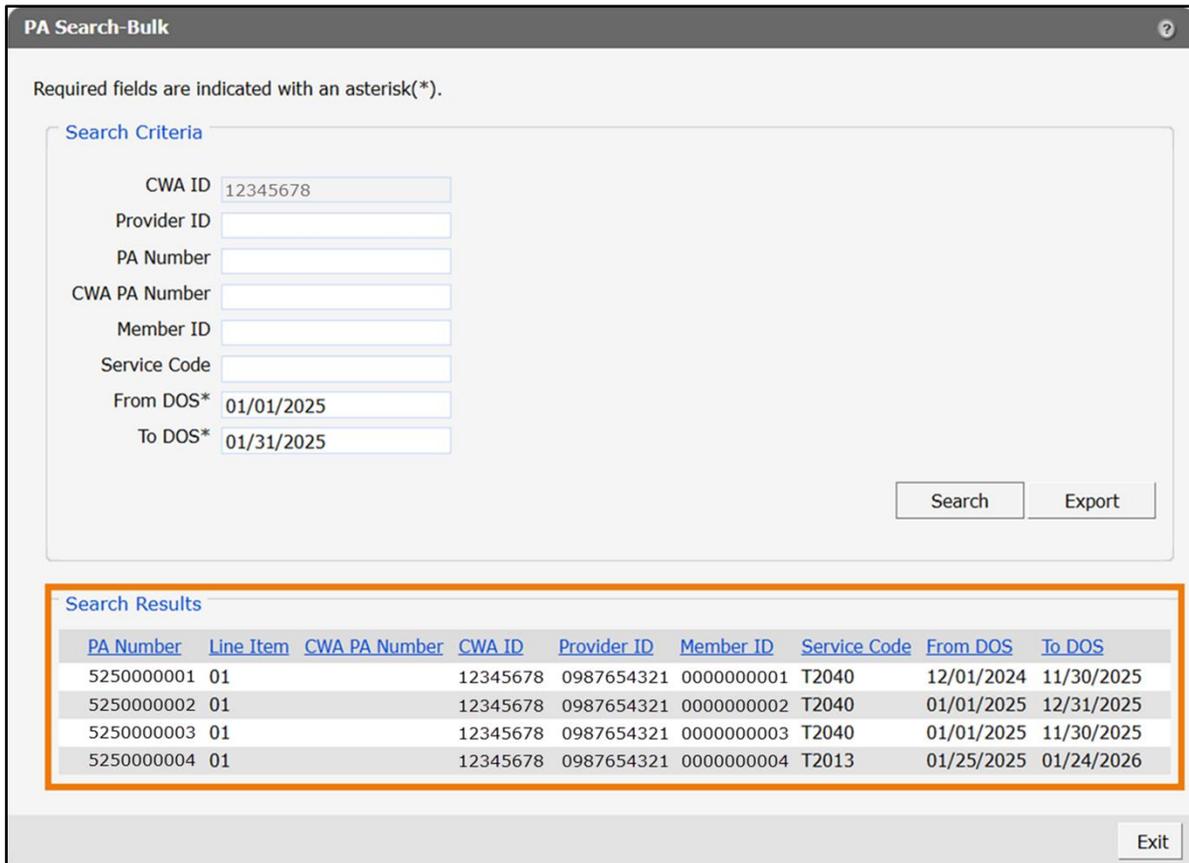


Figure 40 PA Search-Bulk-Search Results

4. Click **Export**. A PA bulk report Excel file will be downloaded.
5. Navigate to the location where the file was downloaded on the computer.

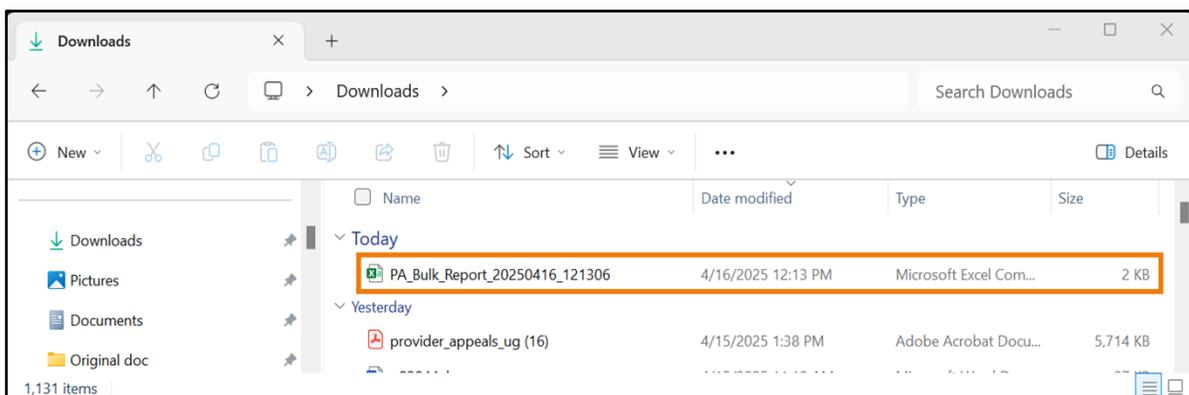


Figure 41 Downloads

6. Double-click to open the file. The comma-separated values file will be displayed in Excel.

PA Number	Line Item	CWA PA Number	CWA ID	Billing Provider ID	Member ID	First Name	Last Name	Start Date	End Date	Amendment Status	Primary Diagnosis Code	Secondary Diagnosis Code	Rendering Provider ID	Service Code	Service Code Description	Modifier 1	Modifier 2	Modifier 3	Modifier 4	Units Authorized	Units Used	Units Remaining	Dollars Authorized	Dollars Used	Dollars Remaining	External Text
5.25E+09	1	12345678	1.93E+09	7.21E+09	JOSE	CLTS		20241201	20251130	N			1.93E+09	T2040	FINANCIAL	HQ	UN			5	0	5	200	0	200	
5.25E+09	1	12345678	1.93E+09	8.21E+09	SOPHIA	CLTS		20250101	20251231	N			1.93E+09	T2040	FINANCIAL	HQ	UN			5	0	5	200	0	200	
5.25E+09	1	12345678	1.93E+09	6.21E+09	MARIANA	CLTS		20250101	20251130	N			1.93E+09	T2040	FINANCIAL	HQ	UN			5	0	5	200	0	200	
5.25E+09	1	12345678	1.93E+09	7.21E+09	JOSE	CLTS		20250125	20260124	Y			1.93E+09	T2013	HABILITATION					10	0	10	100	0	100	

Figure 42 Microsoft Excel Window-PA Bulk Report

Information for the following fields will be displayed:

- PA Number—This is the number assigned to a PA request.
- Line Item Number—This represents the PA line item number for the PA record. Each PA record may have up to 10 line items.
- CWA PA Number—This is the PA number assigned by the CWA.
- CWA ID—This is the number identifying the waiver agency.
- Billing Provider ID—This is the billing provider's ID as specified on the PA request.
- Member ID—This is the recipient's ID as specified on the PA request.
- First Name—This is the recipient's first name.
- Last Name—This is the recipient's last name.
- Start Date—This is the authorized PA start date.
- End Date—This is the authorized PA stop date.
- Amendment Status—Indicates "Y" or "N" if the PA has been amended.
- Primary Diagnosis Code—This is the primary diagnosis code as specified on the PA request.
- Secondary Diagnosis Code—This is the secondary diagnosis code as specified on the PA request.
- Rendering Provider ID—This is the performing provider ID as specified on the PA request.
- Service Code—This is the service code as specified on the PA request.
- Service Code Description—This is the service code description. This allows the entry of descriptions for unlisted procedure codes.
- Modifiers 1–4—These are procedure code modifiers of the PA.

- Units Authorized—This is the number of units authorized for the PA line item service.
- Units Used—This is the number of services that have been used to date for a service/PA line item for a particular claim detail.
- Units Remaining—This indicates the remaining units quantity, which is calculated by subtracting the used units quantity from the authorized units quantity.
- Dollars Authorized—This is the dollar amount authorized for the PA line item service.
- Dollars Used—This is the dollar amount that has been used to date for a service/PA line item for a particular detail.
- Dollars Remaining—This indicates the remaining units quantity, which is calculated by subtracting the used amount from the authorized amount.
- External Text—This displays the WPS-assigned PA number for the converted PAs.

7. Certain column field names may be cut off or may show scientific notation in place of long numbers such as PA numbers.

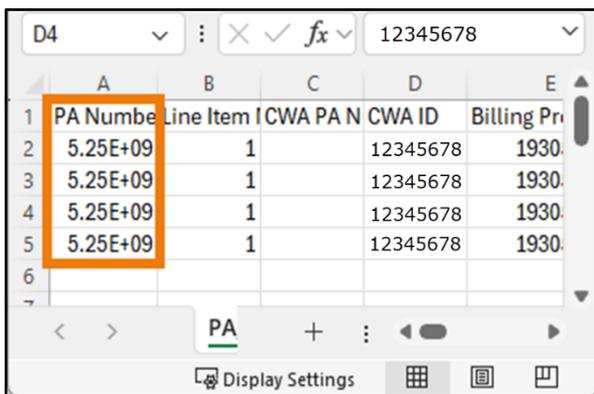


Figure 43 Microsoft Excel Window

8. To correct this, click and drag the vertical line at the top of the field column to expand the column.

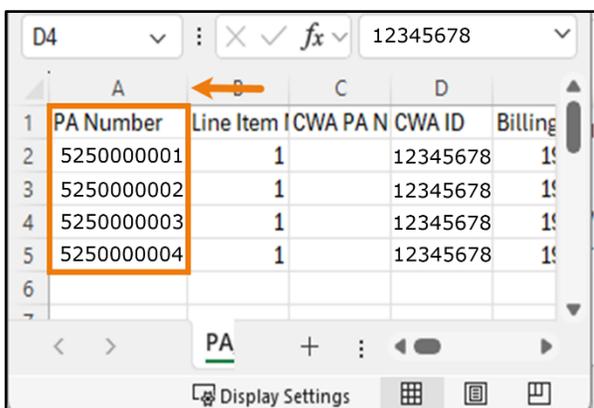


Figure 44 Microsoft Excel Window

9. Click Save As and name the file.
10. Choose a location on the computer or network and save the file.