COMMUNITY-BASED ADULT SERVICES (CBAS) PEACH PROVIDER PORTAL UPLOAD INSTRUCTIONS FOR CHANGE IN MANAGEMENT FILE TYPE(S)

Upload Application to:

https://peach.aging.ca.gov

The Peach Provider Portal allows CBAS centers to securely submit files to the California Department of Aging (CDA). Files containing confidential and protected health information (PHI), are subject to regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Do **not** share your Peach Provider Portal login username and/or password with anyone.

Please note new file types have been added to the File Upload section of the Peach Provider Portal.

INSTRUCTIONS FOR SUBMITTING:

Change Administrator, Assistant Administrator, and Program Director Applications Via the Peach Provider Portal using *Any File type.*

To Upload the following application type in the Peach Provider Portal:
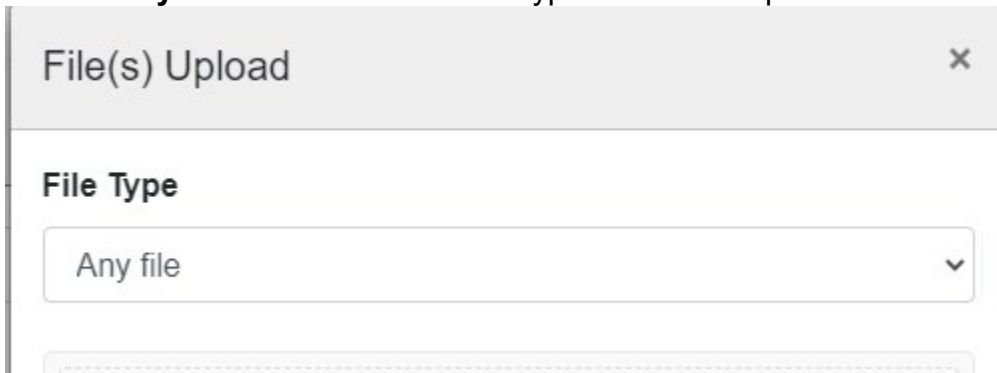1. Log in to Peach, select **File Upload**.
2. Ensure the center selected from the dropdown menu is correct.
3. Select **+Add New Files**.
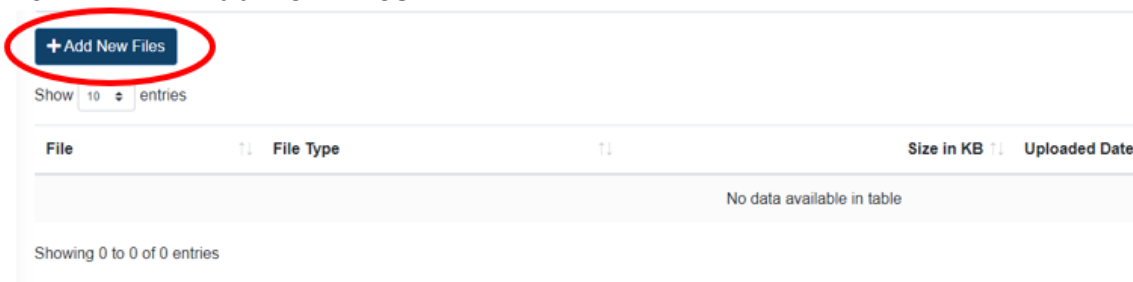
4. Please note: the **File Upload** window now allows you to submit based on the **File Type**.
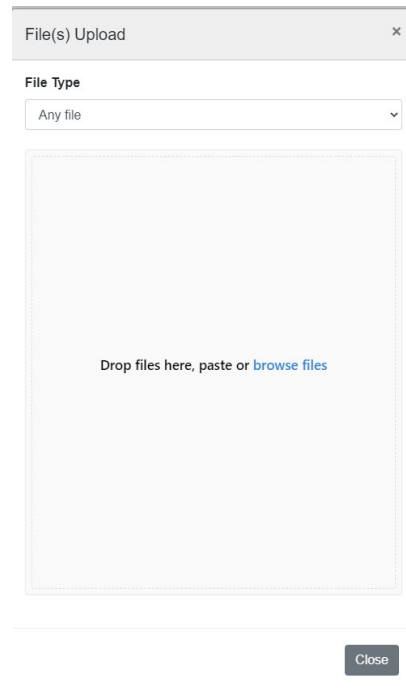
5. Select "**Any File**" as the desired file type from the dropdown menu.

6. Drag and drop files into the file upload window or select **browse files** and choose the file(s) you would like to upload.
7. Once all files have been added, select the green **Upload file** button to upload the file(s).
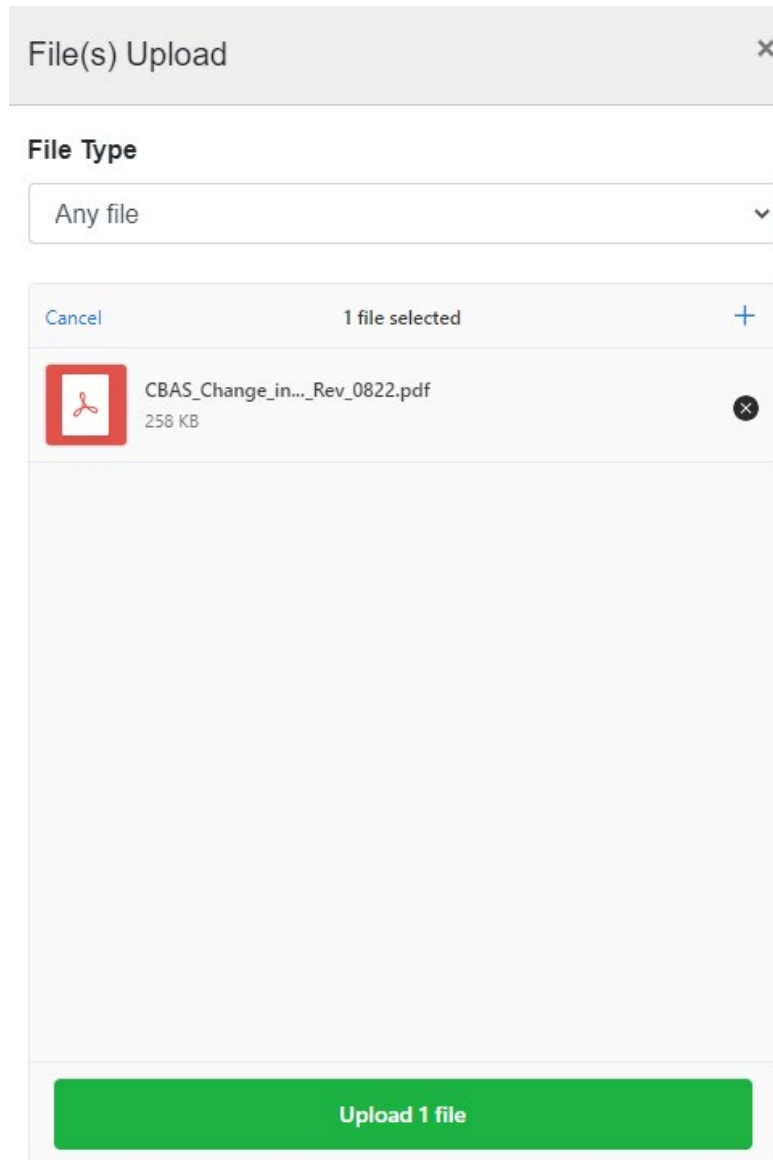
8. Look for a green checkmark next to the file icon and the words 'upload complete' above the list of files to confirm the file was uploaded successfully.

File(s) Upload ✕

File Type

Any file ⌄

Upload complete +

✓ CBAS_Change_in..._Rev_0822.pdf
258 KB
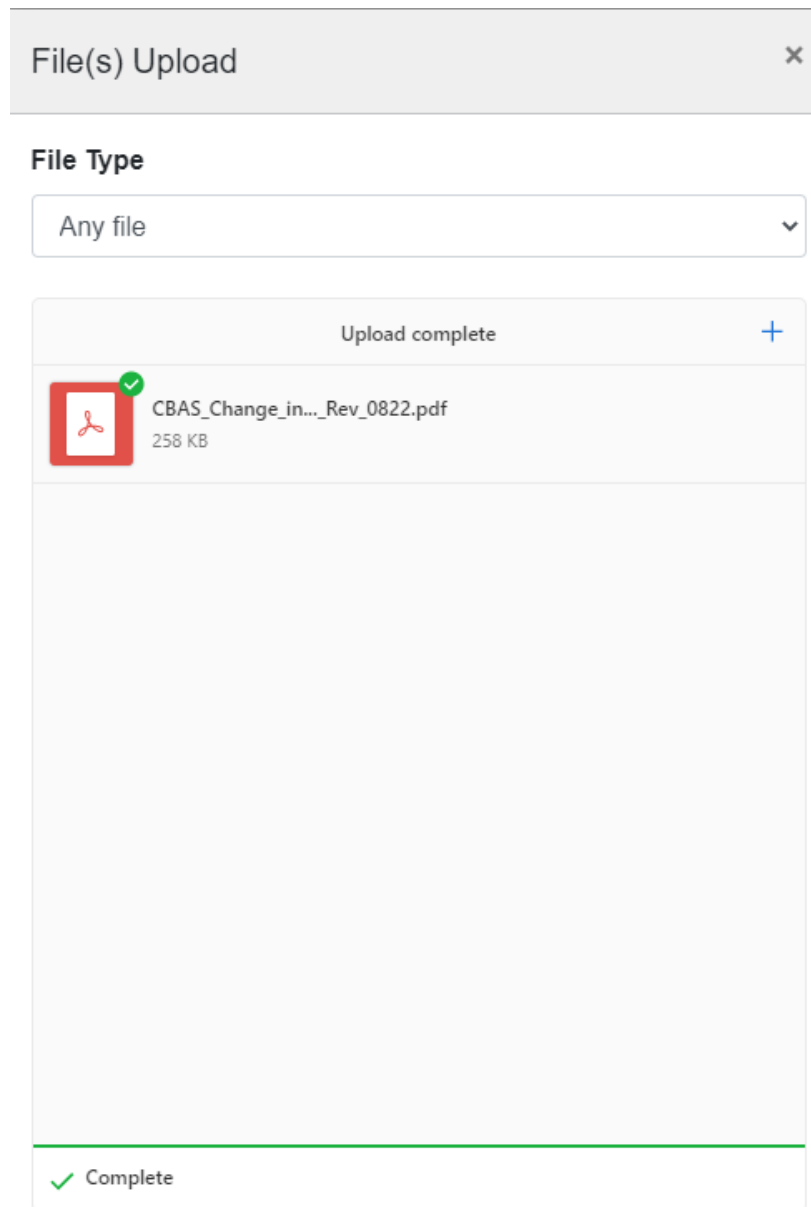
✓ Complete

9. If you have additional file types to upload, select the Plus sign button (+) and repeat steps 1 – 8.

10. When complete, select close and all currently uploaded files will be listed under your center name. Select the button in the top right corner of Peach ( ) to log out.