



COMMUNITY-BASED ADULT SERVICES (CBAS)

PEACH PROVIDER PORTAL SUBMISSION INSTRUCTIONS

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 username and/or password with anyone.

INSTRUCTIONS FOR SUBMITTING FILES VIA THE CDA PEACH PROVIDER PORTAL

1. Go to: <https://providerportal.aging.ca.gov> using your Google Chrome internet browser.
2. Enter your Username and Password and click **Login**.

NOTE: Your username and temporary password will be issued by CDA. Upon logging in the first time, you will be prompted to change your temporary password.

3. Select either **File Upload**, **MSSR**, or **PCR** from the home page.
4. For "File Upload" uploads, proceed according to the following instructions:
5. In Box #1, select your appropriate center from the drop-down list.

NOTE: If you are a representative of more than one center those centers will appear in the drop-down list.

6. In Box #2, click "**Browse**" to locate your file.
7. Navigate to the file you want to upload select the file and click "**Open**".
8. In Box #2, click "**Submit**" to upload the file.

NOTE: Repeat Steps "b" through "d" to submit multiple files through the Peach Provider Portal.

9. For MSSR uploads, proceed according to the following instructions:
10. Select your appropriate center from the drop-down list.



NOTE: If you are a representative of more than one center those centers will appear in the drop-down list.

11. Select the appropriate month from the drop-down list.

12. Select the appropriate shift from the drop-down list.

NOTE: If your center is approved for flexible scheduling and operates more than one shift, there will be an option for those shifts in the drop-down list.

13. In Boxes #1 through #7, enter the data according to the Monthly Statistical Summary Report Instructions.

14. For PCR uploads, proceed according to the following instructions:


15. In Box #1, select your appropriate center from the drop-down list.

NOTE: If you are a representative of more than one center those centers will appear in the drop-down list.

16. In Box #2, click "**Browse**" to locate your file.

17. Navigate to the file you want to upload select the file and click "**Open**".

18. In Box #2, click "**Submit**" to upload the file.

19. When finished, select the icon "" in top right corner and click on "**Logout**".



INSTRUCTIONS FOR MANAGING YOUR ACCOUNT

Forgot your Password

1. Navigate to the CBAS Peach Provider Portal webpage.
2. Select "Forgot My Password."
3. Enter the email address that is associated with your account.
4. An email will be sent to you with a link to change your password.

Change your Password

1. Log into the CBAS Peach Provider Portal webpage.
2. Go to My Account.
3. Select "Change Password".
4. Follow the on-screen guidelines for password formats.

Removing or Adding a New User

1. Complete the CBAS Peach Provider Portal Action Request Form.
2. Submit to CBAS Branch General Email (cbascda@aging.ca.gov).
3. An email confirmation will be sent to you once changes have been made.