

DMBA PROVIDER PORTAL REVIEW EXISTING AUTHORIZATION REQUEST

For DMBA Contracted Provider Individuals and Groups

GETTING STARTED. To access the DMBA Provider Portal, log into <https://benefits.dmba.com/suite/?signin=okta>. After you log in, you can review an existing authorization request in two ways:

- Go to the *Authorization Requests* tile and click on *View Requests*.
 - From the menu on the left side of the screen, click on *Authorization Requests*. Then follow the steps below.
1. **AUTHORIZATION REQUESTS.** To find a submitted request, enter the appropriate criteria. You can choose to view requests submitted by you (*User Submitted*), someone in your group (*Group Submitted*), or someone outside your group who is performing services (*Other Submitted*). Select the option for the request you need. Then click *Search*.
 2. **SEARCH RESULTS.** In your search results, you will see some basic details about the request. For more in-depth information, click the appropriate *Auth Request Number*.
 3. **REQUEST SUMMARY.** This page provides more information about the request, including a line-by-line determination status, comments, and documents related to the authorization. Once your authorization has received a determination, the determination letter will be available in the *Documents* section.