

Targeted Investments Attestation and Document Validation Portal – Helpful Tips

We recommend that those in your organization that are involved with TI activities read through the TI instructions, participate in the online attestation training provided by AHCCCS, and refer to these tips:

- Do not wait until the last minute to attest. Heavy traffic to the attestation portal could cause delays in uploading documents.
- Print out your TI User Agreement Form, sign it, and scan it back through the portal for AHCCCS to review and approve. This approval process expected to take 2-3 business days. You can't attest until the User Agreement has been approved.
- To use the TI Attestation Portal, participants must have a current AHCCCS Online Account.
- Before officially attesting, AHCCCS recommends TI participants log in to AHCCCS Online to verify they have access to the portal. In the event you do not have active online credentials to access the portal, you will need to register your account with AHCCCS or reactive your account. This will take 7-10 business day. You can't attest without active AHCCCS Online credentials! (Click [here](#) to register for an account).
- TI Providers have until October 31, 2018 to attest but we recommend providers to upload and save their documents in the portal as they complete them. Don't wait until the last minute to attest.
- Have your SPNs accessible.
- Do not upload PHI [protected health information].
- PDFs are the preferred document file to upload through the portal.
- Be considerate of file size, the maximum file size for document uploads is 10MB. Your documents will not upload in the system if they exceed that size.

- Do not include large images in your documents, agency logo and branding is OK. Large images take up file space and won't upload in the system if the document has images that will exceed the 10 MB document size.
- For providers that have multiple sites, the attestation portal will only allow you to attest to one site at a time, you will need to ensure you have allocated enough time to attest appropriately for your multiple sites.
- Once in the portal, do not refresh the page or use the back arrow to view the previous page.
- If you are not ready to officially submit your documentation to AHCCCS, do not hit the "Submit" button after each time you upload a document, the portal is designed to save your work continuously.
- The portal will time out after 15 minutes of no activity. Once this occurs, you will have to log back into AHCCCS Online and follow the same steps in the TI Portal to get back to continue attestation.