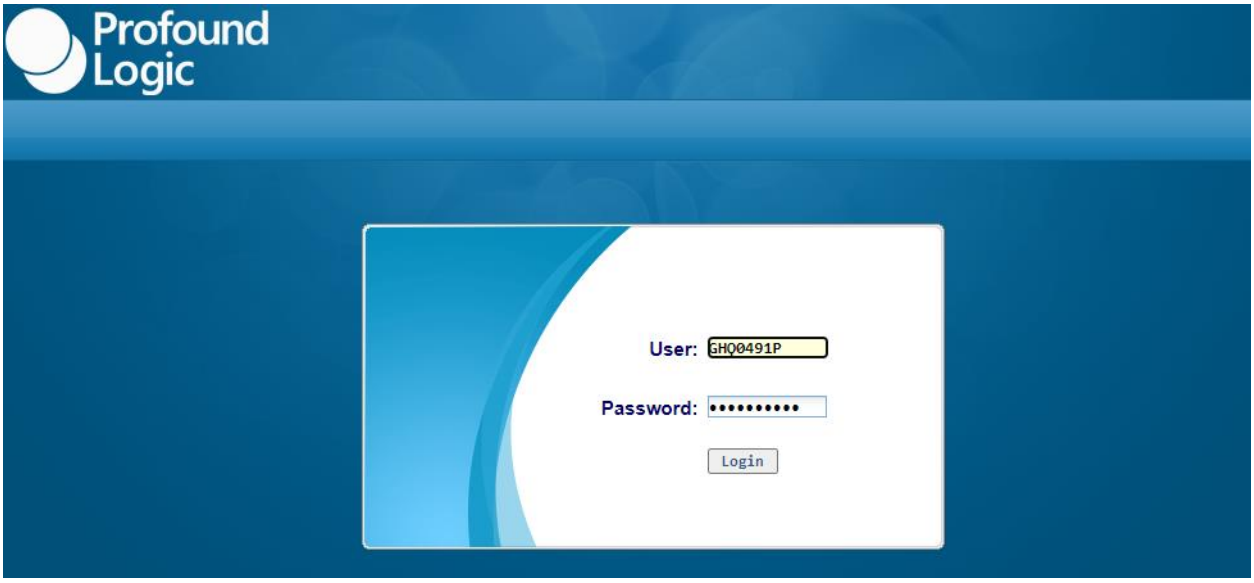
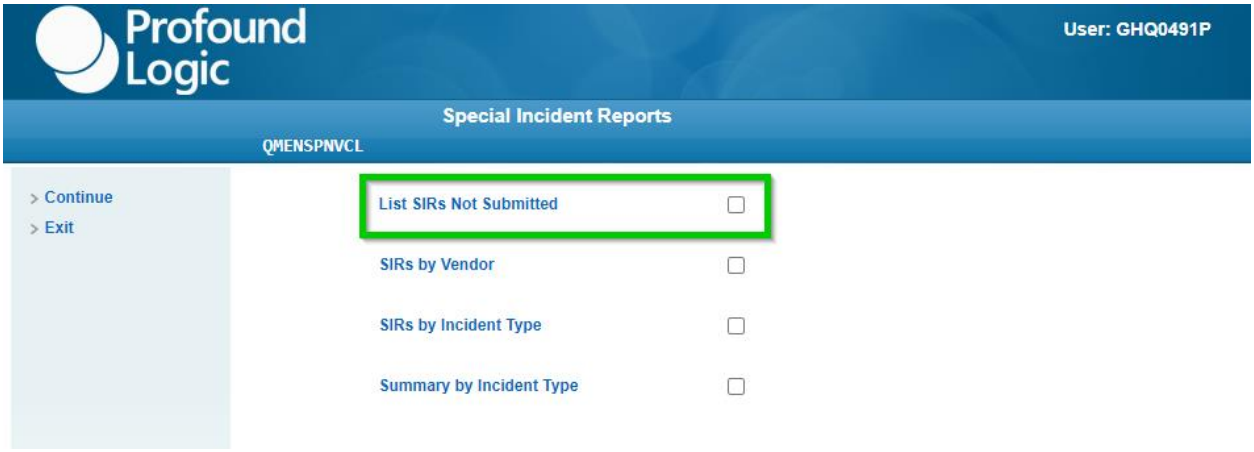
Submitting SIRs Using SPP

Login to the **Service Provider Portal**:

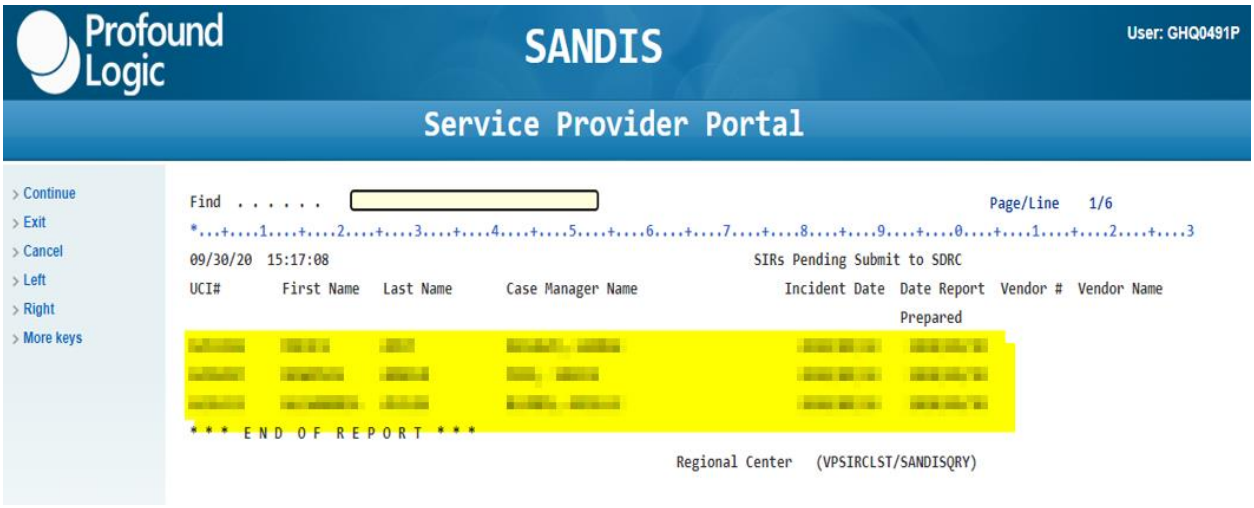


To check for SIRs that are needing to get submitted, click on **SIR Reports:**

Select **List SIRs Not Submitted**:

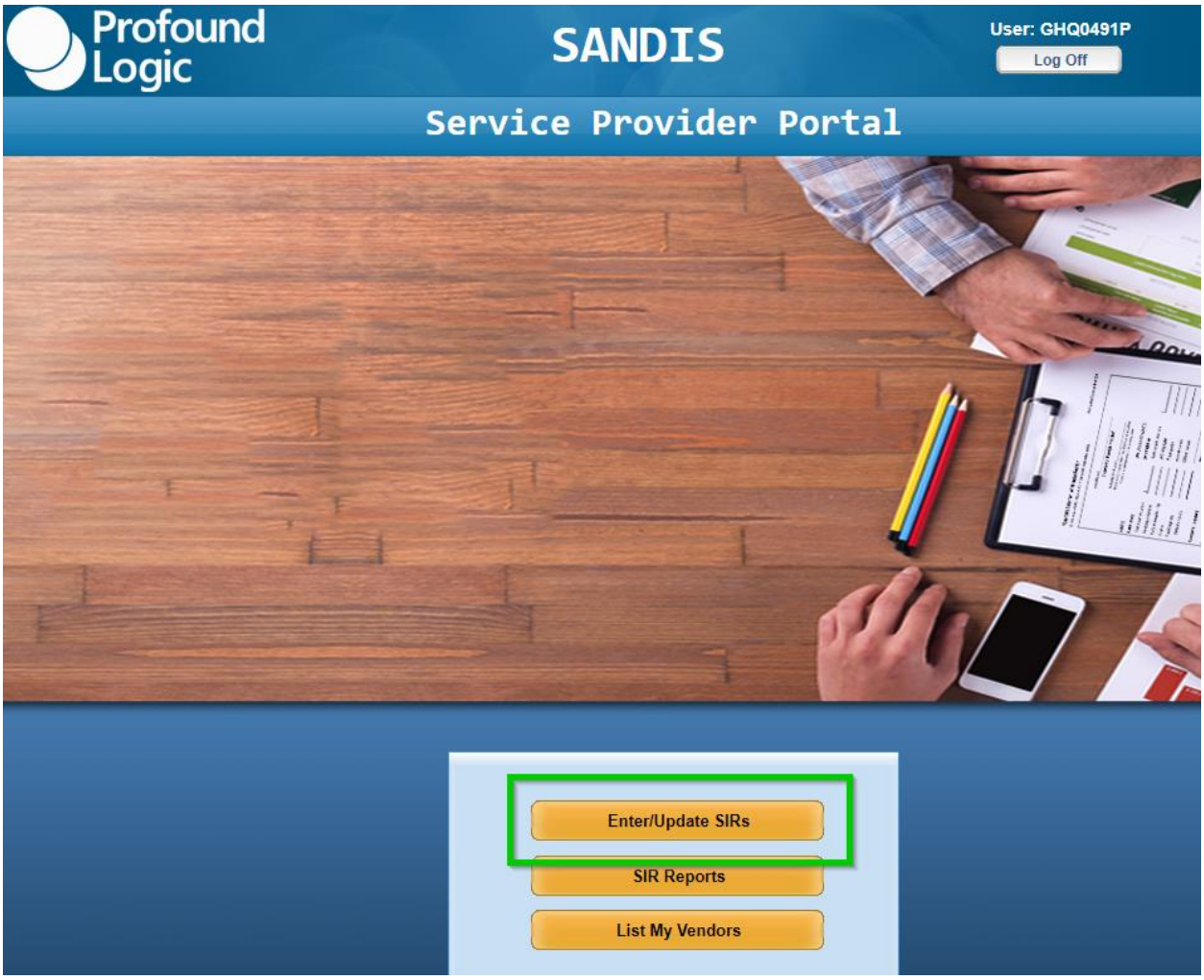


The report will **only display** all of the SIRs needing to get submitted:

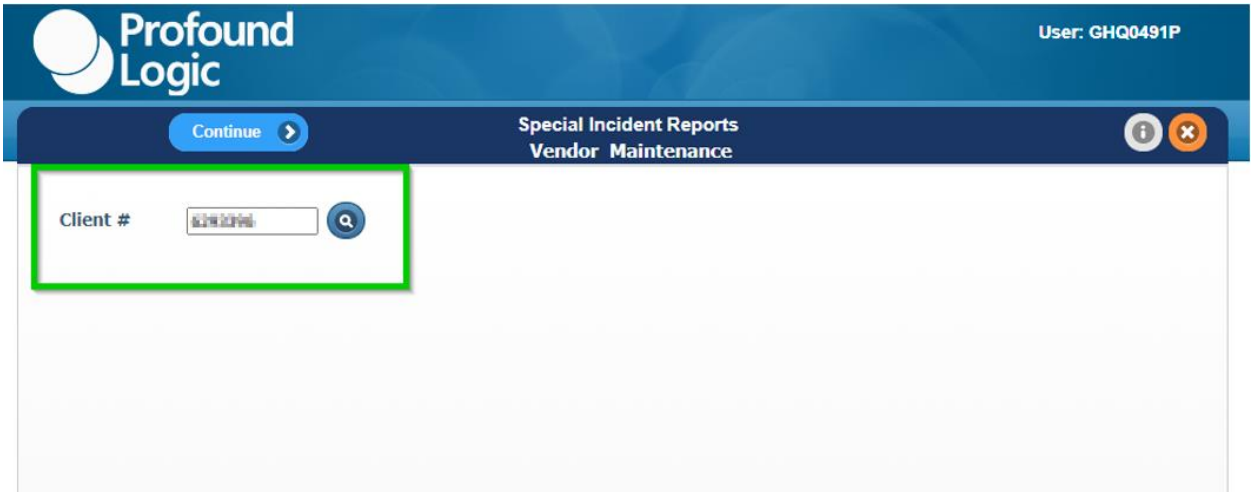


TO SUBMIT THE REPORT

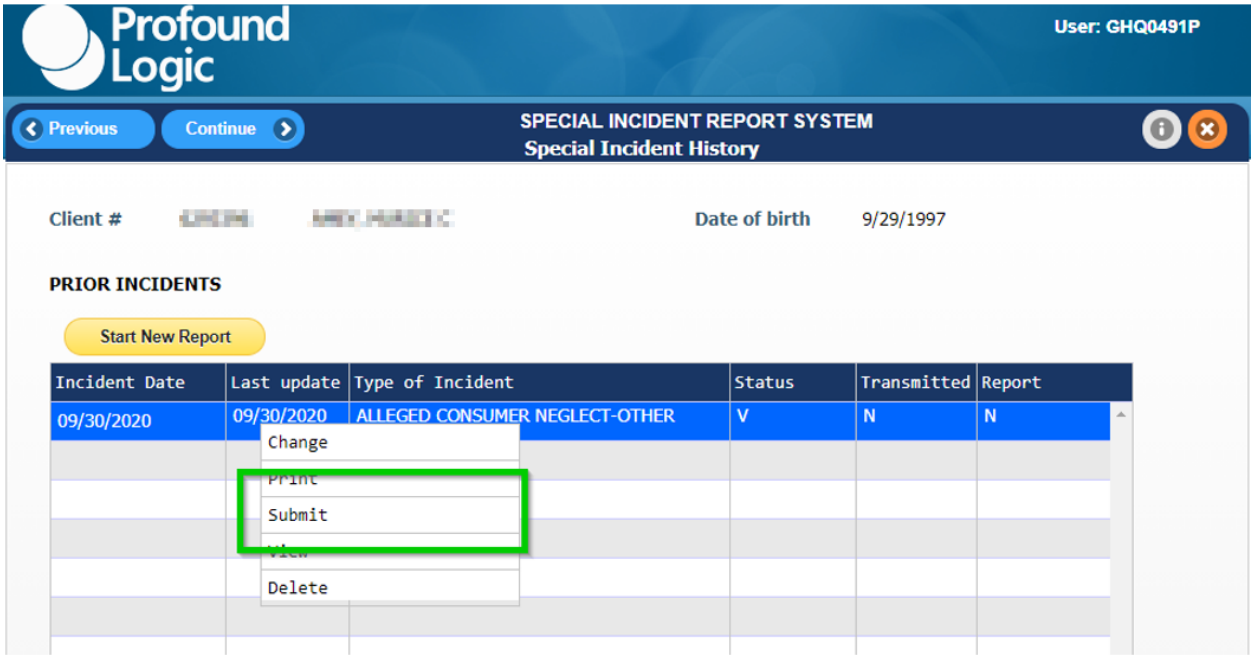
Select **Enter/Update SIRS** from the home screen:



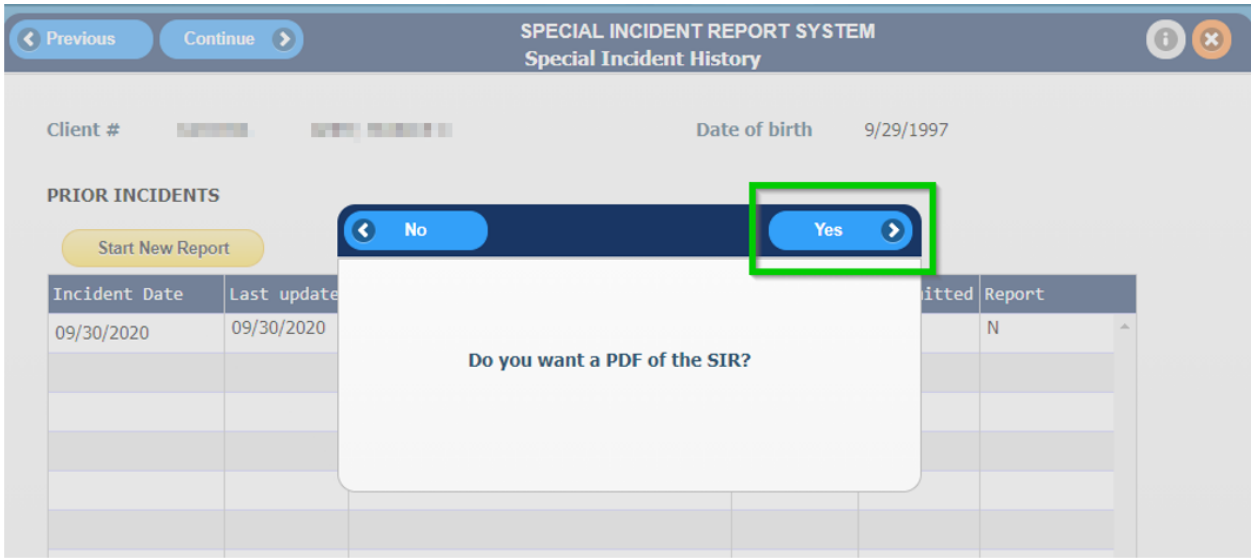
Enter the client's **UCI#,** then **Continue:**



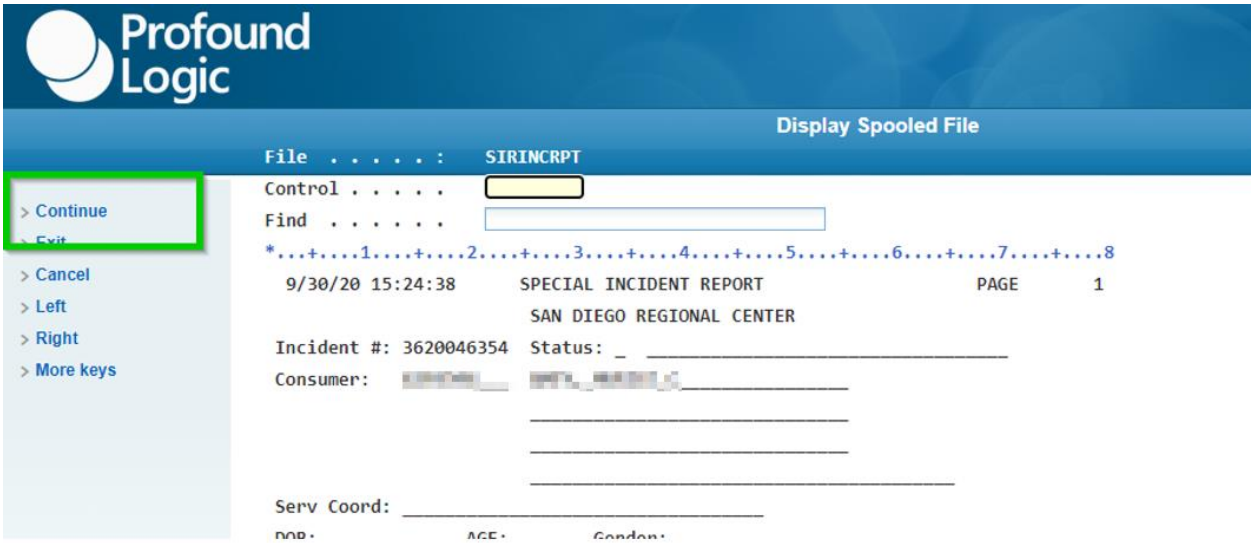
From the **Special Incident History** screen, highlight the report and then right-click to **Submit**:



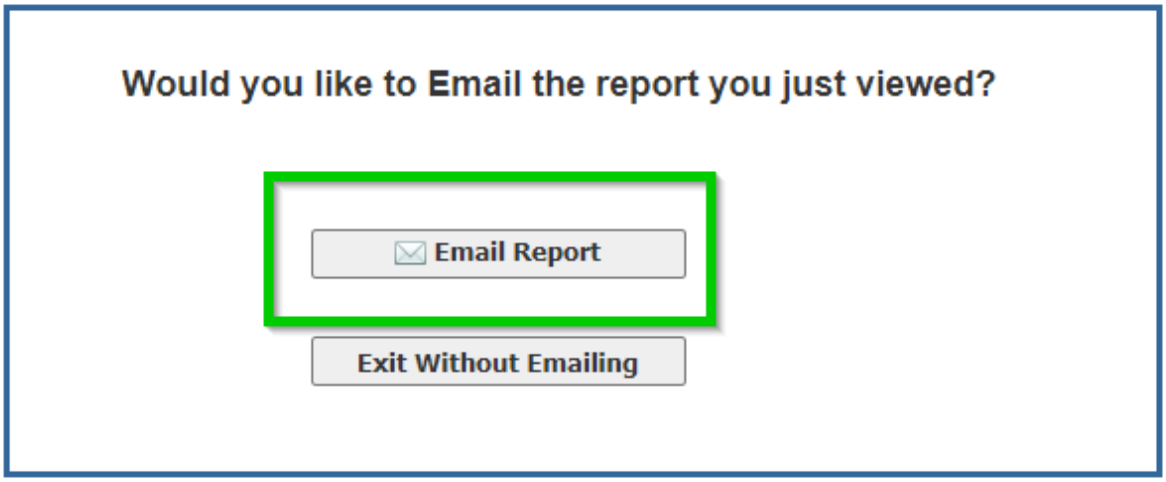
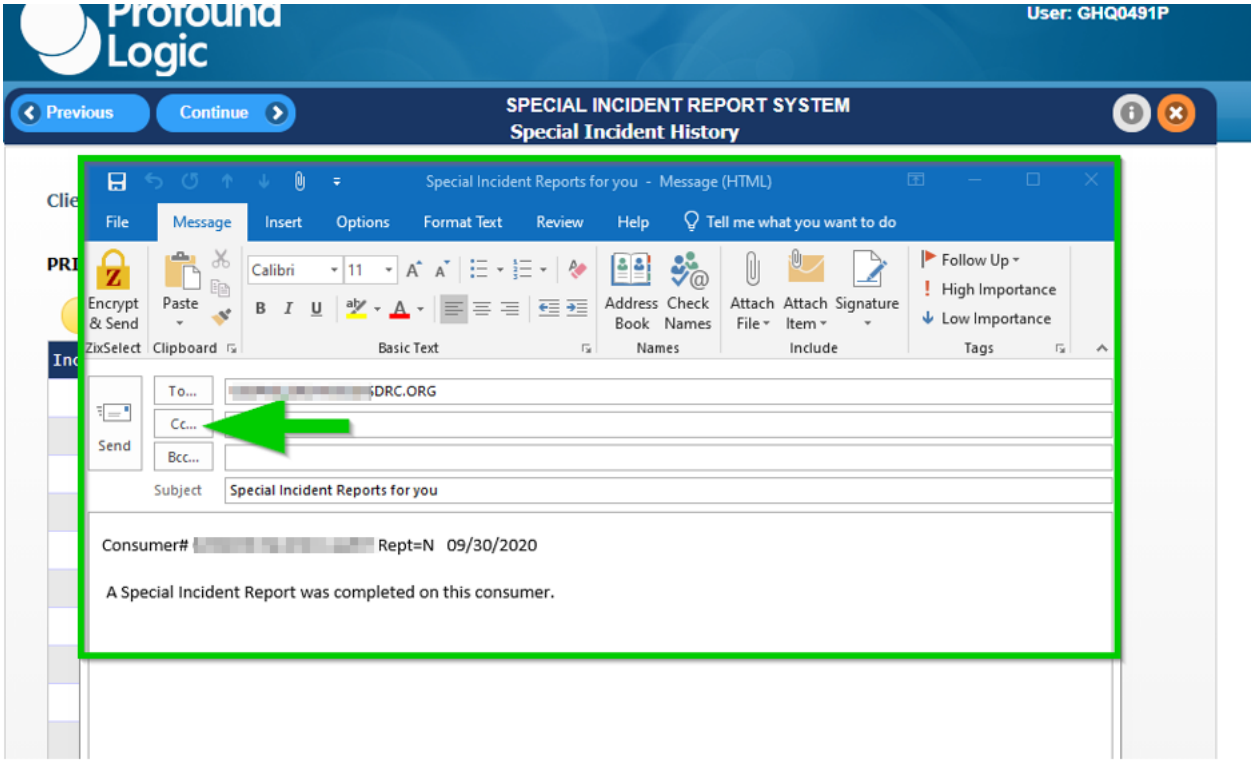
A pop-up will display asking if you want to generate a PDF email of the SIR, select **YES**:



Click on **Continue**:



Select **Email Report**. This will generate a PDF email of the report *(check your Inbox to confirm a copy has been sent to your email)*:



An email pop-up will also display allowing you to notify the assigned Service Coordinator that an SIR is ready for review. Click **Send** to notify the Service Coordinator: