Steps to obtain Social Service Servicing Only ProvideOne (SSSOP) ID Report from ProviderOne
Caregiver Employees Rostered to Billing Provider Domain

1: Log in to Provider Portal. Select **Manage Provider Information.**

2: In the next window, go to **Step 14: Servicing Provider Information** and click the blue hyperlink (NOT the checkbox).

3: In the next window, scroll to the Social Service Servicing Provider section (2nd section on this page), select the **Filter By:** menu option and select **SSN.** Add **%** (percent sign) to the search criteria box. This will add the last four of the rostered employee's SSN to the report. In the next **Filter By:** menu option, select **Date of Birth** and then add the date **01/01/1900** to the first box and **12/31/2999** to the second box. This will add the employee's Date of Birth to the report. Then Click **Go** to run the report.

4: Scroll to bottom of page and click the **Save to Xls** button. Follow onscreen steps to save this Excel workbook for your use.