How to Edit a CPA in eXPRS

You can edit a CPA that is in *accepted*, *pending*, or *draft* status. *However, it must be noted that the information available to edit in a CPA is different depending on the status of the CPA.*

- For *draft* CPAs: you can edit/change any field in the CPA.
- For *accepted* CPAs: you can only edit the **End Date**, the **Ongoing** code, the **Rate** (if not locked by the system), and **add Notes**, as well as the **Brokerage Request Date** for SE48 CPAs.
- For *pending* CPAs: the same edits as *accepted* CPAs.

If the CPA you wish to edit is already in *accepted* status, the person doing this work must have the CPA Manager user role in eXPRS.

If the CPA you wish to edit is still in *draft* status, a person with either the CPA Manager or the CPA Creator user role can edit a *draft* CPA.

To Edit a CPA in eXPRS:

1. Login to eXPRS. If you have multiple roles in eXPRS, you'll want to be working as the role appropriate for the work you'll be doing.

2. From the yellow left-hand navigation menu, select *PRIOR AUTH* ➔ *CLIENT PRIOR AUTH* ➔ *FIND CPA*. This will take you to the CPA search window.

3. In the CPA search criteria windows, enter the information needed to take you to the CPA that you need to edit.

    TIP: If you search by the *Client Prime Num*, *Service Element*, and *DHS Contract Num*, that will bring you a short list from which to find the CPA you need.

4. With the search information entered, click *FIND*.

5. From the search results list, click on the BLUE HYPERLINK NUMBER in the far left-hand column for the CPA you want to edit.   This will open the CPA.

6. With the CPA open, scroll down to the bottom of the CPA.

7. Click *EDIT* to unlock the CPA fields available for editing.

8. Click *PREVIOUS* to move back up the different sections of the CPA to the area that contains the information you are allowed to/need to change/edit. Depending on the section of the CPA you need to edit, you may need to click *PREVIOUS* several times.

9. Once you have changed/edited/added the information you need to on the CPA, click *NEXT* to move you back down to the bottom of the CPA to close it out. Again, depending on which section you are editing, you may need to click *NEXT* several times.

10. Click *SAVE*.

11. If the CPA you were editing was in *draft* status, click *SUBMIT*.