

Submitting Saved Applications in Gateway & Updating PACE

1. Search patient by PACE number in PACE search field found on the list of applications to submit. Then, *if the application is EMA*, search all account numbers linked to the application you are working in the OneDrive folder for 526s. If there is not a 526 for all accounts under the application, do not submit the application on GW. Return with a note of which account is missing a 526.

CHANGE HEALTHCARE | PACE

Home Person → Reports → AdvocatePro → Admin Batch Updates →

Jump to: PersonID Go Help and Support

2. Click the down arrow for Additional Information, and find User Name and Password
*if there is no user name or password listed, **see #2 in Quick Tips**

CHANGE HEALTHCARE | PACE

Home Person → Reports → AdvocatePro → Admin Batch Updates →

Jump to: Acct# ID, SSN, Name, Acct, P Go Help and Support

Ortega-Ochoa, Yaragza
Pace#9644949
DOB: 12/22/95
Age: 28
Gender: F

1605 Calvin Davis Cir
LAWRENCEVILLE, GA 30043
County: GWINNETT

470-354-6763 (P) ☐ Opted Out of Texts
Ochoaortega22@gmail.com
Language: Spanish (P)
Contact Preference: Phone

Other Applicant Info:
[Other Applicant: Alexis Garcia-Ortega](#)
DOB: 06/16/17
PersonID: 9649403
[Other Applicant: Liam Garcia-Ortega](#)
DOB: 05/15/24
PersonID: 17289375

Additional Information

Patient Identified Plan Coverage:

Medicaid Portal Info:
User Name: CHI9644949
Password: 9644949CHI
Security Answer: n/a
Medicaid ID:
Medicaid ID State:

Birth Info:
City: n/a
State: n/a
Country: Honduras
Mother's Name: n/a
Mother's Maiden: n/a
Father's Name: n/a


Date of Death:
Alias: n/a
Client ID: n/a

Applications and Visits Recap

Type	Status - Reason	Work	Applied for Dates	Next Process
<input type="checkbox"/> RSM-EMA-05/15/24 (I)	Taken - Not Sent	Work	05/10/24 - 05/25/24	
Visit: 05/14/24 (IP)	Northside-OB	2421100011	\$0.00	▶ Pending Approval
<input type="checkbox"/> Pregnant Woman-EMA-06/17/17 (I)	Approved - Eligibility Found	Work	06/15/17 - 06/30/17	
Visit: 06/15/17-06/18/17 (IP)	Northside CIMA	1716600074	\$14,232.50	▶ Billing List

Submitting Saved Applications in Gateway & Updating PACE

- Go to web address <https://gateway.ga.gov/access/> and click on Manage My Account/Login



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Please note that Georgia Gateway will be unavailable during these times for planned system maintenance:

- 08:00 pm on Friday, 08/30/2024 to 11:00 pm on Friday, 08/30/2024.

Welcome to Georgia Gateway


To apply for SNAP, TANF, MA, CAPS, or WIC, please select the Apply for Benefits button below.

If you already receive benefits, and you would like to create an account so you can manage your benefits online, select the Create an Account button below.

If you would like to create or access your account to Renew Benefits, Check Benefits, Upload a Document, Report a Change and View Notices; Select the Manage My Account/Login button below.


[Apply for Benefits](#) [Create an Account](#) [Manage My Account/Login](#)

- Enter the User Name and Password from PACE into the appropriate fields and click Login Now



[¿Habla Español? | Print | Help](#)

[Back to Georgia Gateway](#)



Login

Please enter User ID and Password to log into your Gateway account. If you need to create a new account, select the 'Create New Account' hyperlink.

* User ID

* Password

[Login Now](#)

[Exit](#)

Submitting Saved Applications in Gateway & Updating PACE

5. Click "I Accept"



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[Back to Georgia Gateway](#)



Confidentiality Agreement

***Confidentiality Agreement Consent**

By clicking "I Accept", you accept confidentiality, acceptable use, and other privacy policies as mandated by the State of Georgia. Please note that it is your responsibility to print and keep copies of sensitive information. Click "I Do Not Accept" to end this session and log out.

[I Accept](#) [I Do Not Accept](#)

6. Scroll down to Status of Application and click 'Select here to continue application'.

*if the page that loads does not show 'Status of Application' at the bottom, go to **Quick tips #6**

****NOTE**** If you do not see "Select here to continue application" under Application Number – take NO action and notate the spreadsheet. Do Not make any changes in PACE.

Status Of Application

To view a PDF copy of your submitted applications click the Details icon.
The following content in the table lists the Status Of Application.

Submitted By	Application Number	Status	Date of Last Access/ Date Submitted	Program Applied For	Details	Would you like to upload documents?
Yaragza Ortega Ochoa	Select here to continue application	In Progress	08/27/2024	Medical Assistance		N/A

Submitting Saved Applications in Gateway & Updating PACE

7. The next page will show “Signing Your Application” at the top – scroll to the bottom of the page

The screenshot shows the Georgia Gateway website interface. At the top left is the Georgia Gateway logo with the tagline 'Your path to Social Services Benefits'. To the right are links for '¿Habla Español?', 'Print', and 'Help'. Below the logo, it says 'Hello, Yaragza. You are logged in.' and a '100% Complete' progress bar. A navigation bar contains links for 'Get Started', 'Resources', 'Income', 'Bills', and 'Finish & Submit'. Below this, a 'Finish' button is on the left and a 'Finish & Submit' button is on the right. The main heading is 'Signing Your Application' with an icon of a pen. Below the heading, it says 'You're just a few minutes away from submitting your application. To do so, you'll need to:' followed by two bullet points: 'Read the Rights and Responsibilities we've listed below.' and 'Check the signature box and type your name below to sign your application.'

8. At the bottom of the page, click the 'Submit' button to the far right

The screenshot shows the application submission page. At the top, it says 'Unauthorized use can be punished by law. It is not the complete truth.' Below this are two sections for signing. The first section has a checked checkbox and the text 'By checking this box and typing my name below, I am electronically signing this application as an Authorized Representative.' It includes input fields for 'First Name' (Kim), 'Last Name' (Hurt), and a 'Suffix' dropdown menu. The second section has a checked checkbox and the text 'By checking this box and typing my name below, I am electronically signing my application.' It includes input fields for 'First Name' (Kim), 'Middle Initial' (empty), 'Last Name' (Hurt), and a 'Suffix' dropdown menu. Below these sections is a paragraph: 'TO SUBMIT YOUR APPLICATION FOR BENEFITS, SELECT ONE OF THE THREE "SUBMIT" BUTTONS BELOW. NONE OF THE THREE "SUBMIT" BUTTONS BELOW WILL REGISTER YOU TO VOTE. IF YOU WANT TO APPLY TO REGISTER TO VOTE, ADDITIONAL STEPS ARE NEEDED TO COMPLETE THE VOTER REGISTRATION PROCESS.' At the bottom are four buttons: 'Previous', 'Save and Exit', 'SUBMIT YES, I WANT TO APPLY TO REGISTER TO VOTE WHERE I LIVE NOW (Voter registration information will be provided on the next page)', and 'SUBMIT NO, I DO NOT WANT TO APPLY TO REGISTER TO VOTE WHERE I LIVE NOW'. To the right of these is a 'SUBMIT I DO NOT WANT TO ANSWER THE VOTER REGISTRATION QUESTION (Voter registration information will be provided on the next page)' button, which is circled in red.

Submitting Saved Applications in Gateway & Updating PACE

9. Click 'Next' at the bottom of the next page. It will reload, and you will click 'Next' again.

Hello, Yaragza. You are logged in.

Get Started **Resources** **Income** **Bills** **Finish & Submit**

Application Wrap Up

You are not required to upload any document to submit an application. However, verification may be needed to determine program eligibility. You may upload any verification that may help with determining eligibility. Once the application is received, a verification checklist will be sent requesting the verification that is required for each program to determine eligibility.

If you have previously provided the verification, there is no need to re-submit the documents.

Head of Household Identity Verification

You will now have the opportunity to upload documents for the Head of Household to provide proof of **Identity**. Select the document type and then select the "Choose File" button to upload the file to your application. If you wish to continue without uploading the document select Next.

Name	Validation	Document Type	File Name
Yaragza Ortega-Ochoa	Identity	Select to choose	Choose File

Head of Household Residency Verification

You will now have the opportunity to upload documents for the Head of Household to provide proof of **Residency**. Select the document type and then select the "Choose File" button to upload the file to your application. If you wish to continue without uploading the document select Next.

Name	Validation	Document Type	File Name
Yaragza Ortega-Ochoa	Residency	Select to choose	Choose File

Citizenship Verification

You will now have the opportunity to upload documents for yourself or members of your household to provide proof of **Citizenship**. Select the document type and then select the "Choose File" button to upload the file to your application. If you wish to continue without uploading the document select Next.

Name	Validation	Document Type	File Name
Yaragza Ortega-Ochoa	Citizenship	Select to choose	Choose File
Liam Garcia-Ortega	Citizenship	Select to choose	Choose File
Alexis Garcia-Ortega	Citizenship	Select to choose	Choose File


Next

10. Next, reference the application type in PACE. If the application type includes 'EMA', go to step 11. If not, follow steps 16-19.

Applications and Visits Recap				
Type	Status - Reason	Work	Applied for Dates	Next Process
<input checked="" type="checkbox"/> RSM-EMA-05/15/24 (I)	Taken - Not Sent	Work	05/10/24 - 05/25/24	
Visit: 05/14/24 (IP)	Northside-OB	2421100011	\$0.00	► Pending Approval
► Approved - Eligibility				

Submitting Saved Applications in Gateway & Updating PACE

11. If the application type is EMA, click Upload Documents



Georgia Gateway
Your path to Social Services Benefits.

[¿Habla Español?](#) | [Print](#) | [Help](#)

Hello, **Yaragza**. You are logged in.

Congratulations! Your application has been successfully submitted.

Your tracking number is T35013044 for Medicaid

[Please print or save this page for your records.](#)

We encourage you to upload documents to support your application.
You are encouraged to upload documents to prove your identity, income and expenses.

Upload Documents

If you would like to print or save a copy of your application for your files, please select the **Print Copy of Application** button below. If you decide to print or save, please keep in mind that your application has your private, personal information in it. A copy of your application will be saved and can be viewed by logging into your account.

Advisory- Please read:
The information you just created is secure, but if you are using a computer in a Library, Community Center or other public place, please take these additional steps: If you print anything, remember to get the printed copies of your summary. If the printer jams or your summary fails to print, contact someone at the location for help. After you have completed entering your information, shut down the Internet program and if possible ask the staff to restart the computer.

Print Copy of Application

REGISTER TO VOTE:

12. Select 'Medical Bills/Documents' and scroll down to Step 2.



My Documents

This information is current as of January 15, 2025. If you made any changes in your case within the last 24 hours, please allow time for this information to be processed into the system. Please check back later.
At the bottom of this page is a list of documents that have been received by the department or have been uploaded. If the department has not received any documents within the last 12 months the fields will be blank.

Fields marked with (*) are mandatory, and must be filled out before continuing with your application.

Document Upload

* Step 1: Please select which type of document you are uploading.

- | | | | |
|--|---|--|---|
| <input type="radio"/> ABD Disability | <input type="radio"/> ABD Provider Forms | <input type="radio"/> Agency & Other Agency Correspondence | <input type="radio"/> CCSP Communicator |
| <input type="radio"/> CCSP LOC/Placement | <input type="radio"/> Case - Client Notes | <input type="radio"/> Change DMA 59 | <input type="radio"/> Child Support |
| <input type="radio"/> Citizenship | <input type="radio"/> Client Correspondence | <input type="radio"/> Court/Legal | <input type="radio"/> DBHDD LOC Agreement |
| <input type="radio"/> DMA 6A-TEFRA/KB | <input type="radio"/> DMA 7-LOC Re-Evaluation | <input type="radio"/> DMA 704-TEFRA/Katie Beckett Cost Effectiveness | <input type="radio"/> DMA 706-TEFRA/Katie Beckett Medical Necessity LOC Statement |
| <input type="radio"/> DMA-6 | <input type="radio"/> Expenses, Child Care | <input type="radio"/> Expenses, Medical | <input type="radio"/> Expenses, Shelter |
| <input type="radio"/> Express Lane Eligibility Opt Out Statement | <input type="radio"/> Express Lane Eligibility and Medical Assistance Opt Out Statement | <input type="radio"/> Form 942-IME Verification Form | <input type="radio"/> Form 970-VA Communication Form |
| <input type="radio"/> Foster Care/Adoption | <input type="radio"/> Fraud Services | <input type="radio"/> GVRA Enrollment Letter | <input type="radio"/> HIPAA |
| <input type="radio"/> Hearings | <input type="radio"/> Hospice Communicator | <input type="radio"/> IEP/IFSP | <input type="radio"/> Identification |
| <input type="radio"/> Katie Beckett | <input checked="" type="radio"/> Medical Bills/Documents | <input type="radio"/> Medically Needy Options Statement | <input type="radio"/> NOW/COMP Communicator |

Submitting Saved Applications in Gateway & Updating PACE

13. In the Step 2 section, select 'Application Selection', check the box for 'Medical Assistance', and in the drop down select the first name listed. Then, click 'Attach'

* Step 2: Next you will select what case(s) or application(s) this document is for.

Application Selection

Select	Programs Applied For	Application Number
<input checked="" type="checkbox"/>	Medical Assistance (MA)	T35013044

* Step 3: Please tell us who this documentation is being uploaded for. Only upload this document one time.

Note: If you are uploading a household level document, this field will be disabled.

Select option to choose

Select option to choose

Yaragza Ortega-Ochoa 12/22/1995 MA

Liam Garcia-Ortega 05/15/2024 MA

Alexis Garcia-Ortega 06/16/2017 MA

or documents and select the one you would like to upload.

Attach

Clear

Select Clear if you wish to clear the above fields.

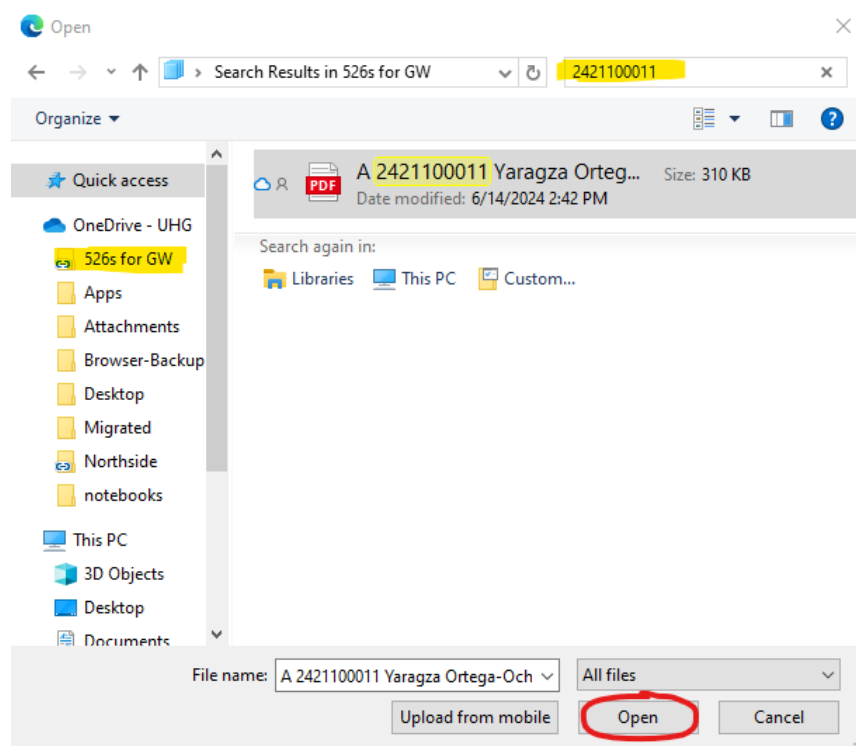
If you wish to upload additional documents, return to Step 1 after attaching the selected document.

* Step 5: Review the Documents Pending Submission listed below. Select Submit to finish uploading the documents.

14. After you click 'Attach', a window will open to select from a file location. You will select the file folder named '526s for GW', then search for the account number(s) linked to the application you are submitting. Then click 'Open'.

*note: The account number will be included on the assignment spreadsheet, and can also be found in PACE – see step 2 screen shot.

**note: You must upload a 526 for every account linked to the application you are submitting.




Submitting Saved Applications in Gateway & Updating PACE

15. Once the page reloads, scroll to the bottom of the page to 'Documents Pending Submission'


Documents Pending Submission

The following content in the table lists the Documents Pending Submission.

Date	File Name	Document Type	Client	Case/Application	Benefit/Program	Submission Status	Remove
08/27/2024	A 2421100011 Yaragza Ortega-Ochoa.pdf	Medical Bills/Documents	Yaragza Ortega-Ochoa	T35013044	Medical Assistance (MA)	Upload Pending	 Remove

Submit

16. Go back to PACE, and click on the application name

Applications and Visits Recap				
Type	Status - Reason	Work	Applied for Dates	Next Process
 RSM-EMA-05/15/24 (I)	Taken - Not Sent	Work	05/10/24 - 05/25/24	
Visit: 05/14/24 (IP)	Northside-OB	2421100011	\$0.00	Pending Approval

17. Enter the information in the associated fields. Tracking Number is the 'Case/Application' number that begins with a T seen in the screen shot for step #15. Status should be changed to 'Application Submitted' from the drop down selections, and 'Sent to Agency Date' will be the date you are submitting the application in Gateway.

Ortega-Ochoa, Yaragza
Pace#9644949
DOB: 12/22/95
Age: 28
Gender: F

Edit Application for Yaragza Ortega-Ochoa

Applicant Address Info
1605 Calvin Davis Cir
LAWRENCEVILLE, GA 30043

Application Info

Case Number:
Tracking #: **T35013044**
Category: *
State: Georgia
Type: * RSM
Level: * Initial
Status: * **Application Submitted**
Customer: * NH-Northside Hospital-OB
Office: Atlanta
HCR: * Garcia, Dayma
CP: Choose...
RS: ☐ Authorization ☒ EMA
Months Applied For: 5/10/2024 to 5/25/2024
State Online Application Submitted:
State Online Application Initiated: 5/15/2024

Initial
Taken Date: * 5/15/2024
Fax Protected Date:
CHC Sent to POD Date:
CHC Received Date:
QA Start Date:
QA Complete Date:
Sent to Agency Date: **7/27/2024**
Agency Received Date:

No Existing Coverage

[Click here to enter an additional coverage](#)

Save Cancel


Submitting Saved Applications in Gateway & Updating PACE

18. Next, select the icon to add a Note

Edit Application for Yaragza Ortega-Ochoa

Applicant Address Info

1/15/2024 1:15 PM



19. Using the information in GW under 'Documents Pending Submission' (seen in step 15), begin completing the note for PACE. Select 'Private', Role Type = HCR, Note Template type = Custom Notes. Then, use the format in the note below to standardize your notes, but Do Not save your note yet.

**If application is not EMA, your note will only be the first line of the note below, then go to step #22*

Note Template

Role Type *

HCR

☒ Private

☐ High Importance

☐ Add to all active visits ⓘ

Note Template *

Custom Notes


Note *


T36312917, GW app submitted 1.15.25
526 uploaded for account 2428803508
TX#

20. Go back to Gateway, and click 'Submit' under the Documents Pending Submission section. Once the page re-loads, scroll to the bottom of the page.

Documents Pending Submission

The following content in the table lists the Documents Pending Submission.

Date	File Name	Document Type	Client	Case/Application	Benefit/Program	Submission Status	Remove
08/27/2024	A 2421100011 Yaragza Ortega- Ochoa.pdf	Medical Bills/Documents	Yaragza Ortega-Ochoa	T35013044	Medical Assistance (MA)	Upload Pending	 Remove



Submitting Saved Applications in Gateway & Updating PACE

21. At the bottom of the page under History of Documents Upload, you will see the Transaction Number for the document uploaded. Copy and paste that number into the PACE note. Next, copy the note entered and then click 'Save'

History of Documents Uploaded

The following content in the table lists the History of Documents Uploaded.

Date	Document Type	Client	Case/Application	Benefit/Program	Submission Status	Transaction Number
08/27/2024	Medical Bills/Documents	Yaragza Ortega-Ochoa	T35013044	Medical Assistance (MA)	Submitted	IESUC013401403

Previous **Next**

Note Template

Role Type *

HCR

- ☒ Private
☐ High Importance
☐ Add to all active visits ⓘ

Note Template *

Custom Notes

Note *

T36312917, GW app submitted 1.15.25
526 uploaded for account 2428803508
TX# IESUC015008868

Preview

Cancel

Save

22. Once the User note is created and saved successfully, close out of the note window

Pace Notes - Google Chrome

https://pace.changehealthcare.com/PaceNotesFrame.aspx?isURL=https://pace.changehealthcare.com/...

Note Template

Role Type *

☒ Private
☐ High Importance
☐ Add to all active visits ⓘ

✓ User note is created and saved successfully.

526 for account 2421100011 uploaded
TX# IESUC013401403

Preview Cancel Save

Submitting Saved Applications in Gateway & Updating PACE

23. Then, click Save in PACE on the Edit Application page

Ortega-Ochoa, Yara
Pace#9644949
DOB: 12/22/95
Age: 28
Gender: F

Edit Application for Yara Ortega-Ochoa

Applicant Address Info
1605 Calvin Davis Cir
LAWRENCEVILLE, GA 30043

Application Info

Case Number:
Tracking #: T35013044
State: Georgia
Type: RSM
Level: Initial
Status: Application Submitted
Customer: NH-Northside Hospital-OB
Office: Atlanta
HCR: Garcia, Dayma
CP: Choose...
RS: ☐ Authorization ☒ EMA
Months Applied For: 5/10/2024 to 5/25/2024
State Online Application Submitted:
State Online Application Initiated: 5/15/2024

Taken Date: 5/15/2024
Fax Protected Date:
CHC Sent to POD Date:
CHC Received Date:
QA Start Date:
QA Complete Date:
Sent to Agency Date: 7/27/2024
Agency Received Date:

[Enable All Level](#)

No Existing Coverage [Click here to enter an additional coverage](#)

Save **Cancel**

24. On the next page, select Person from the left menu, then you will see the application status has been successfully updated to 'Pending-Application Submitted'

Ortega-Ochoa, Yara
Pace#9644949
DOB: 12/22/95
Age: 28
Gender: F

View Applications for Yara Ortega-Ochoa [Print Log Sheet](#)

Person

Hospital: NH-CIMA
☐ Active
☒ In-Active

Hospital: NH-Northside Hospital-OB
☐ Active

Type	Taken	Level	Status	Office	Submitted	Approval	Denial	CHC Received	Medicaid #	Resolution	Specialist	Notes
<input type="checkbox"/> RSM-EMA	05/15/24	Initial	Pending - Application Submitted	Atlanta	07/27/24					Status Eligibility		Edit

☒ In-Active

Other Applicant Info:
Other Applicant: Alexis Garcia-Ortega
DOB: 06/16/17
PersonID: 9649403
Other Applicant: Liam Garcia-Ortega
DOB: 05/15/24
PersonID: 17289375

Additional Information

Type	Status - Reason	Work	Applied for Dates	Next Process
<input checked="" type="checkbox"/> RSM-EMA-05/15/24 (I)	Pending - Application Submitted	09/26/24	05/10/24 - 05/25/24	Contact State Agency
Visit 05/14/24 (IP)	Northside-OB	2421100011	\$0.00	Pending Approval

Submitting Saved Applications in Gateway & Updating PACE

25. If the application type is RSM or Pregnant Woman, go to step 26. Otherwise, all updates have been made and there are no further steps.

Ortega-Ochoa, Yara
Pace#9644949
DOB: 12/22/95
Age: 28
Gender: F

1605 Calvin Davis Cir
LAWRENCEVILLE, GA 30043
County: GWINNETT

470-354-6763 (P) ☐ Opted Out of Texts
Ochoaortega22@gmail.com
Language: Spanish (P)
Contact Preference: Phone

Other Applicant Info:
Other Applicant: Alexis Garcia-Ortega
DOB: 06/16/17
PersonID: 9649403
Other Applicant: Liam Garcia-Ortega
DOB: 05/15/24
PersonID: 17289375

Adobe eSignature
Text/Email
Person
- Edit
- Financial
Other Applicant
- Add
- Link
Visits
- Add
- Link
Applications

Additional Information

Type	Status - Reason	Work	Applied for Dates	Next Process
RSM-EMA-05/15/24 (I)	Pending - Application Submitted	09/26/24	05/10/24 - 05/25/24	Contact State Agency
Visit: 05/14/24 (IP)	Northside-OB	2421100011	\$0.00	Pending Approval
Pregnant Woman-EMA-06/17/17 (I)	Approved - Eligibility Found	Work	06/15/17 - 06/30/17	

26. For application types RSM or Pregnant Woman, there may be a baby linked to the application. You can identify that in the upper right corner in PACE. The baby will have a recent date of birth.

Ortega-Ochoa, Yara
Pace#9644949
DOB: 12/22/95
Age: 28
Gender: F

1605 Calvin Davis Cir
LAWRENCEVILLE, GA 30043
County: GWINNETT

470-354-6763 (P) ☐ Opted Out of Texts
Ochoaortega22@gmail.com
Language: Spanish (P)
Contact Preference: Phone

Other Applicant Info:
Other Applicant: Alexis Garcia-Ortega
DOB: 06/16/17
PersonID: 9649403
Other Applicant: Liam Garcia-Ortega
DOB: 05/15/24
PersonID: 17289375

Adobe eSignature
Text/Email
Person
- Edit
- Financial
Other Applicant
- Add
- Link
Visits
- Add
- Link
Applications

Additional Information

Type	Status - Reason	Work	Applied for Dates	Next Process
RSM-EMA-05/15/24 (I)	Pending - Application Submitted	09/26/24	05/10/24 - 05/25/24	Contact State Agency
Visit: 05/14/24 (IP)	Northside-OB	2421100011	\$0.00	Pending Approval
Pregnant Woman-EMA-06/17/17 (I)	Approved - Eligibility Found	Work	06/15/17 - 06/30/17	

27. Click the baby name to navigate to the baby's account in PACE

Ortega-Ochoa, Yara
Pace#9644949
DOB: 12/22/95
Age: 28
Gender: F

1605 Calvin Davis Cir
LAWRENCEVILLE, GA 30043
County: GWINNETT

470-354-6763 (P) ☐ Opted Out of Texts
Ochoaortega22@gmail.com
Language: Spanish (P)
Contact Preference: Phone

Other Applicant Info:
Other Applicant: Alexis Garcia-Ortega
DOB: 06/16/17
PersonID: 9649403
Other Applicant: Liam Garcia-Ortega
DOB: 05/15/24
PersonID: 17289375

Adobe eSignature
Text/Email
Person
- Edit
- Financial
Other Applicant
- Add
- Link
Visits
- Add
- Link
Applications

Additional Information

Type	Status - Reason	Work	Applied for Dates	Next Process
RSM-EMA-05/15/24 (I)	Pending - Application Submitted	09/26/24	05/10/24 - 05/25/24	Contact State Agency
Visit: 05/14/24 (IP)	Northside-OB	2421100011	\$0.00	Pending Approval
Pregnant Woman-EMA-06/17/17 (I)	Approved - Eligibility Found	Work	06/15/17 - 06/30/17	

28. Follow steps 17 and 18 above, and in the Note field paste the note you copied from the mom's account in PACE, click Save, the close the window. Then, click Save in PACE on the Edit Application page (see step 23)

Submitting Saved Applications in Gateway & Updating PACE

QUICK TIPS

#2 – If there is no User Name or Password listed, use the format below to log into GW. If that format works, click 'Edit' under Person on the left menu, then add the User ID and Password, and click 'Save'. Then, resume step #2 above.

The screenshot shows a web application interface. On the left is a vertical sidebar menu with the following items: Adobe eSignature, Text/Email, Person, Edit (highlighted in yellow), Financial, Other Applicant, Add (highlighted in yellow), Link (highlighted in yellow), Visits, Add (highlighted in yellow), Link (highlighted in yellow), and Applications. The main content area contains a form with the following fields: Time of Day to Contact: (with a dropdown arrow), Username: (highlighted in yellow), Password: (highlighted in yellow), and Security Answer: (with a dropdown arrow). Each of these four fields has a corresponding text input box to its right.

#6 – If this page loads, click "May Applications" which will then allow you to resume step #6.

The screenshot shows a user's account page. At the top, it says "Hello, Natividad. You are logged in." Below this is a navigation bar with three buttons: "Manage My Account", "My Applications" (which is circled in red), and "Logout". Under the "My Applications" button, there are two tabs: "My Benefits" and "My Applications". The "My Applications" tab is selected. Below the tabs is a section titled "Case Selection" with a blue circular icon containing a white arrow pointing up and to the right. Below the title, there is a note: "Fields marked with (*) are mandatory, and must be filled out before continuing with your application."