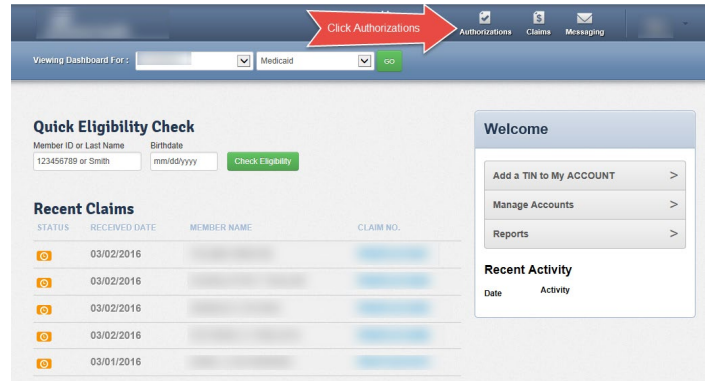# Secure Provider Portal
How to Filter Authorizations
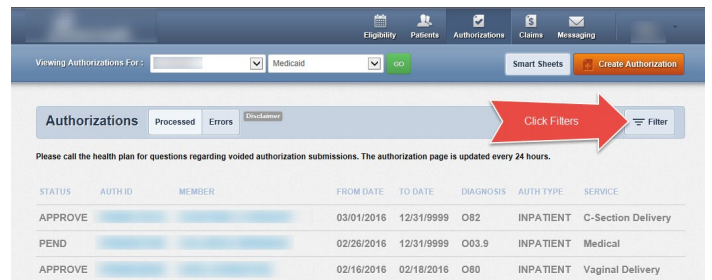

1. To Filter Authorizations on the Secure Provider Portal:
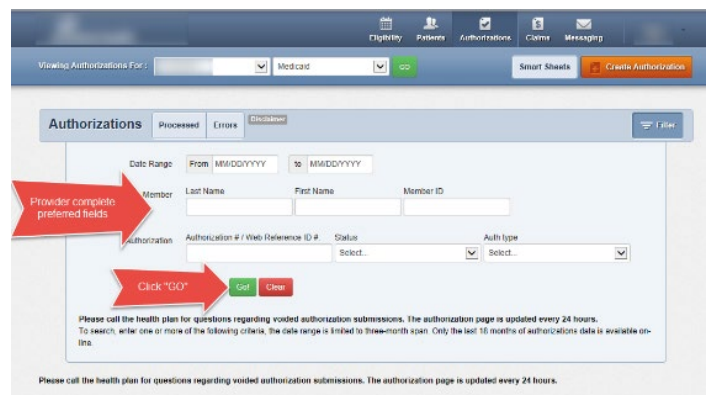Log into the Secure Provider Portal and click the "Authorizations" tab on the header.

2. To Find Authorization Requests:
Submitted prior authorization requests will display. Click "Filter" to search for or apply filters to find a precise request.

3. To Filter Authorization Requests:
From the filter screen, enter your filter criteria, then click "Go" to activate the data search inquiry. Based on the criteria entered, the search results will display under the filter.

Please note: Only the last 18 months of authorizations data is available online and the date range is limited to a three-month span. The authorization page is updated every 24 hours.

For help or questions, please contact Provider Services at 1-877-391-5921.