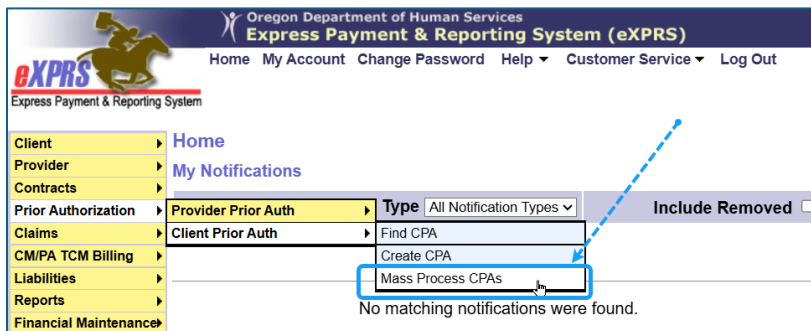# How to Submit Multiple CPAs at One Time

Overview

eXPRS allows for the submission of multiple CPAs at one time. This feature is most useful during the Biennium Rollover process when large amounts of CPAs are created for the new biennium and need to be submitted.

The user must have one of the following roles to use this page:
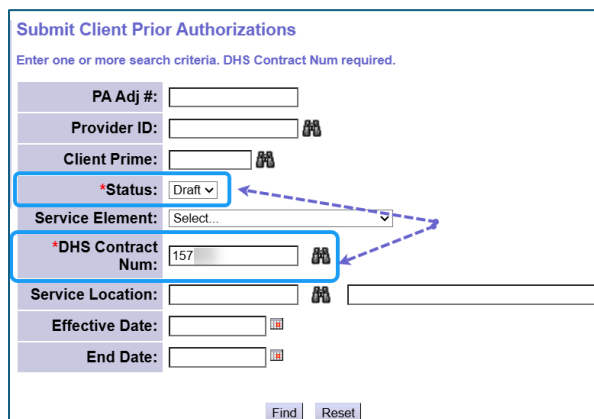- **CPA Manager**
- **State CPA Approver**

How to Submit Multiple CPAs as a Batch

1) Log into eXPRS and select **Prior Authorization > Client Prior Auth > Mass Process CPAs**

2) Enter Search criteria to return the CPAs you want to submit[1] and then select **Find**. The **Status** and **DHS Contract Num** fields are required.
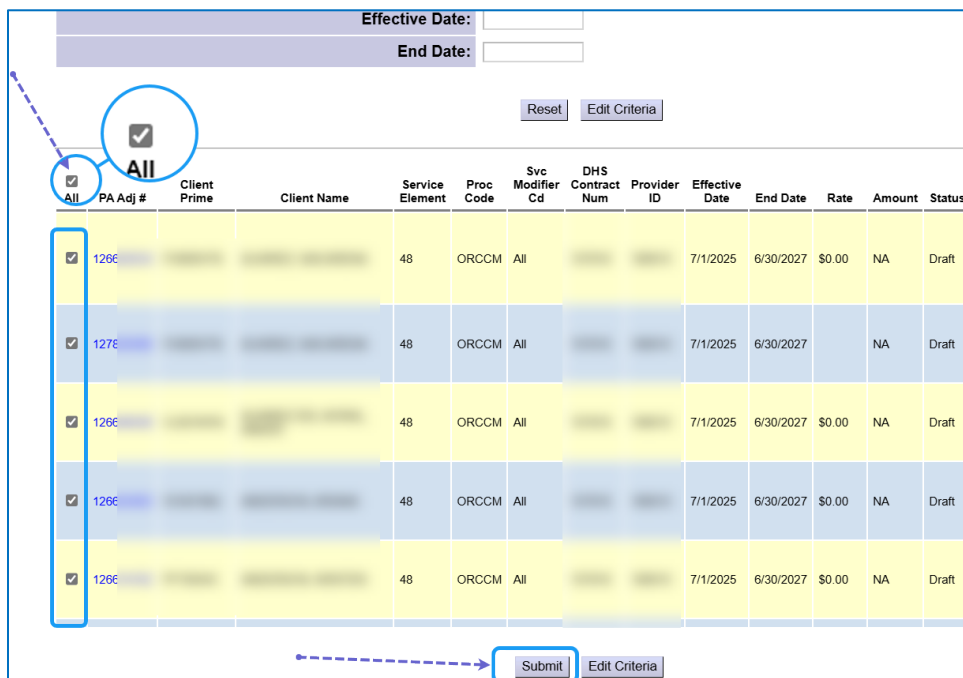

TIP: When searching for CPAs as part of a biennium rollover, use an **Effective Date** of July 1st for the new biennium. For example, 07/01/2025.

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[1] Submitting multiple CPAs is only allowable for CPAs in draft or pending status.

3) From the Results List, select the checkboxes for each CPA you want to submit, and then select the **Submit** button. You can also select the **All** Checkbox to select all CPAs in the list.

TIP: When you are submitting a large number of CPAs, you should immediately log out of eXPRS and log back in after selecting the **Submit** button. This ensures that the CPAs will continue to process in the background until completion. After doing this, you can periodically return to this page or the **Find CPA** page to check the progress of the CPAs[2].

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[2] For example, at 8:00AM in the morning, you might submit 1,000 draft CPAs. When you return and search for the CPAs using this page at 10:00AM, now there are only 300 draft CPAs that remain. By checking throughout the day, you'll see the number continue to decrease.

4) If you have not closed the page, then once eXPRS processes the CPAs you will see a confirmation page showing the results of your action.

Submit Client Prior Authorizations Results

PA Adj #	Client Prime	Client Name	Service Element	Provider ID	Effective Date	End Date	Status	Notes
126			48		7/1/2025	6/30/2027	Draft	Created for 2025-2027 Rollover 04/22/2025 -
126			48		7/1/2025	6/30/2027	Accepted	Created for 2025-2027 Rollover
126			48		7/1/2025	6/30/2027	Accepted	Created for 2025-2027 Rollover
126			48		7/1/2025	6/30/2027	Accepted	Created for 2025-2027 Rollover
126			48		7/1/2025	6/30/2027	Accepted	Created for 2025-2027 Rollover
126			48		7/1/2025	6/30/2027	Accepted	Created for 2025-2027 Rollover
126			48		7/1/2025	6/30/2027	Accepted	Created for 2025-2027 Rollover

If the CPA(s) you clicked did not successfully submit, there will be information in the **Notes** column. See the **CPA Problem Solving Matrix** on the eXPRS Help Menu to troubleshoot issues preventing a CPA from successfully submitting.