

eApply Help Guide

St. Luke's Health Partners/BrightPath help guide to help you navigate the online application process.

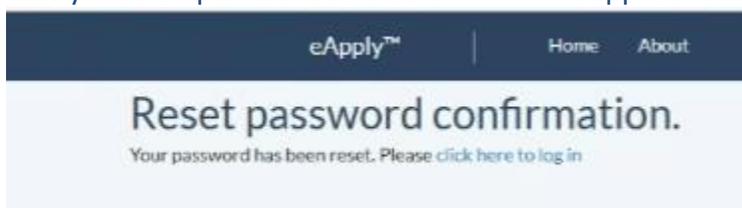
First Time Login

To create your password and login for the first time, enter your username (LastNameFirstInitialLast4NPI) and select **Forgot your password?** Enter username (LastNameFirstInitialLast4NPI), this can be found on your initial email. A password reset email will be sent to your email address with a link that will allow you to create your password.



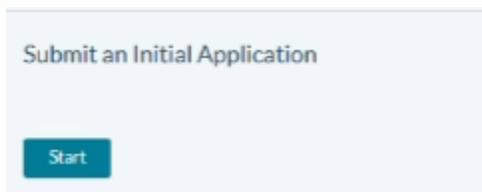
The screenshot shows the 'Reset Password' page of the eApply system. At the top, there is a dark blue navigation bar with the 'eApply™' logo on the left and 'Home' and 'About' links on the right. Below the navigation bar, the page title is 'Reset Password.' followed by the instruction 'Reset your password.' The form contains three input fields: 'Email', 'Password', and 'Confirm password'. Below these fields is a 'Reset' button.

Once your password has been created, click here to login page, Type in your email address and newly created password to access the online application.



The screenshot shows the 'Reset password confirmation' page of the eApply system. At the top, there is a dark blue navigation bar with the 'eApply™' logo on the left and 'Home' and 'About' links on the right. Below the navigation bar, the page title is 'Reset password confirmation.' followed by the instruction 'Your password has been reset. Please click here to log in.'

Select Start to Submit an Initial Application



The screenshot shows a button labeled 'Submit an Initial Application' with a 'Start' button below it.

Help Text

At the top of each section of the application it contains instructions to assist you while completing your application. The help text can also be found by hovering over certain fields. Any field with a red asterisk is a required field and cannot be left blank.

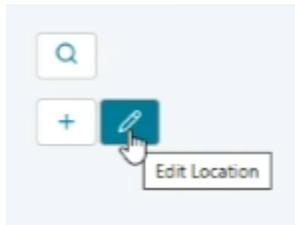
Example: 

How to add a new office location?

Please submit New Location Update Form found in Forms & Help Guide Section then upload to Supporting Documents.

Need to change Information within an existing office location?

Use the pencil to edit location.



Make the updates and save changes.

Attaching Documents or Images?

This can be done in Supporting documents.

Application Submission Process

In the below example, all sections are recognized to be complete and marked with a green checkmark.

Status	Section	Reason
✓	Attestation and Supplemental Questions	Pass
✓	Demographics	Pass
✓	Forms & Help Guide	Pass
✓	Hospital Affiliations	Pass
✓	Other Names	Pass
✓	Practitioner Emails	Pass
✓	Practitioner Insurance	Pass
✓	Practitioner Languages	Pass
✓	Practitioner Licenses	Pass
✓	Practitioner Practice Locations	Pass
✓	Practitioner Specialties	Pass
✓	Supporting Documents	Pass

*****Please Note Only the Provider Login can answer the attestation questions, sign off, and submit the application. *****

St. Luke's Health Partners

Email: slhealthpartners@slhs.org

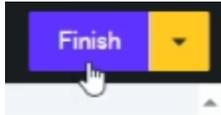
Phone: 208-381-1564 Option 1

Select Complete Electronic Signature

Complete Electronic Signature

This will take you to DocuSign. Review Information and Sign.

Select Finish on the top right-hand corner.



When successfully submitted you will get a confirmation screen in eApply and you can print the PDF Application Submission Summary.

