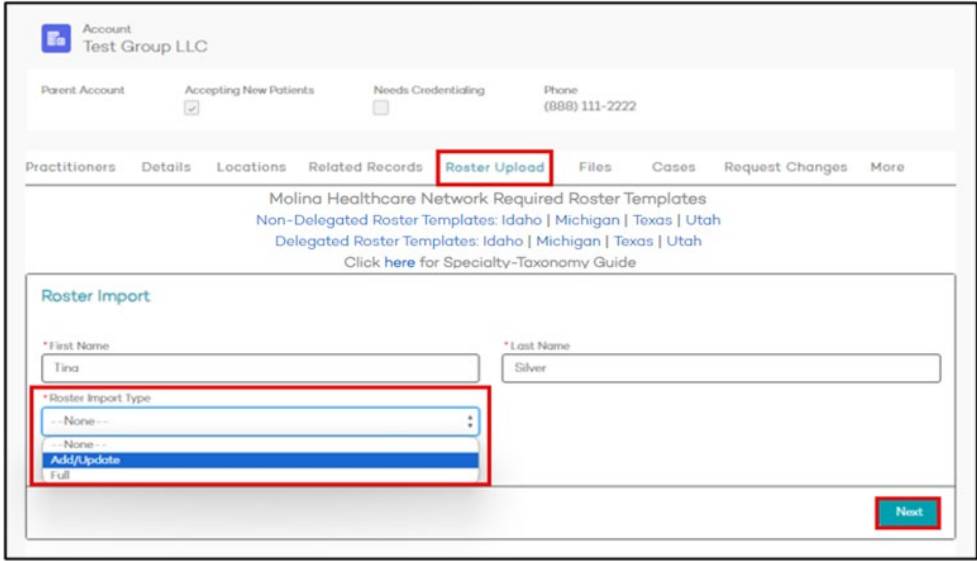# Adding Practitioners to a Group - Roster Uploads

Follow these guidelines to add practitioners to a group via a roster upload.

Step	Action
1	The provider creates an approved Excel template (CVS format).
2	On the Welcome page, select the box next to the Practice Name. a. Click **Open Selected Practice**. **Result:** The Group Account page opens.
3	In the Roster Upload tab: a. Select **Add/Update** in the Roster Import Type field. b. Click **Next**. **Result:** The Upload Files page opens.

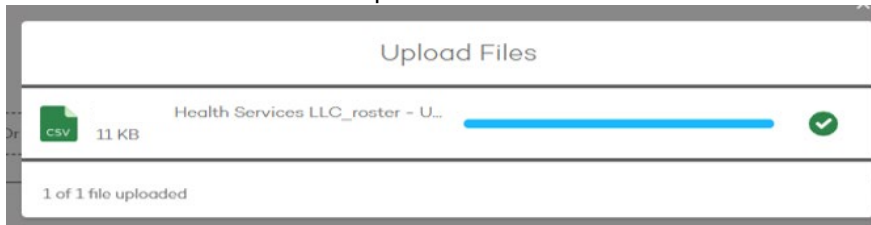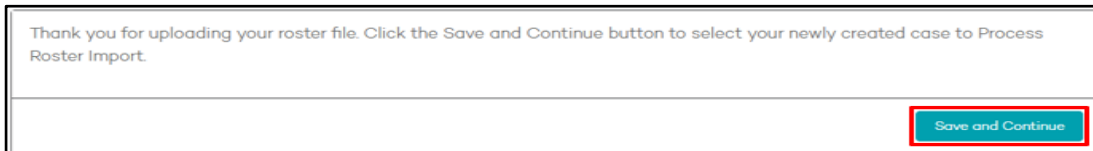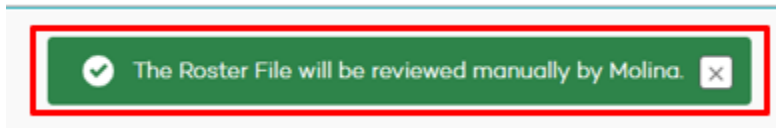| 4	Upload the roster:
	a. Click **Upload Files.**
	Note: There is also a **drop files** option.
	Upload the Roster Import CSV file.
	Molina only accepts CSV Files.
	⬆ Upload Files Or drop files
	Result: The PC file window opens.
	b. Select the roster file.
	c. Click **Open.**
	Result: The roster is uploaded.
	d. Click **X** to close the Upload Files window.
	Upload Files
	[CSV] Health Services LLC_roster – U... ✓
	11 KB
	1 of 1 file uploaded
	e. Click **Next.**
	f. Click **Save and Continue.**
	Thank you for uploading your roster file. Click the Save and Continue button to select your newly created case to Process Roster Import.
	Save and Continue
	Result: A case is created for the roster import.
5	Process the roster:
	a. In the **Recently Viewed** section, click the **Case Number** of the most recent Roster Import in New status.
	Recently Viewed ▼
	3 items • Updated a few seconds ago
	Date/Time Opened ∨ Case Number ∨ Status ∨ Subject ∨
	1 7/5/2023 1:36 PM 07434121 New Roster Import ▾
	2 6/13/2023 2:28 PM 07430856 In Progress ▾
	3 7/5/2023 1:11 PM 07434119 Submitted ▾
	Result: The case opens.

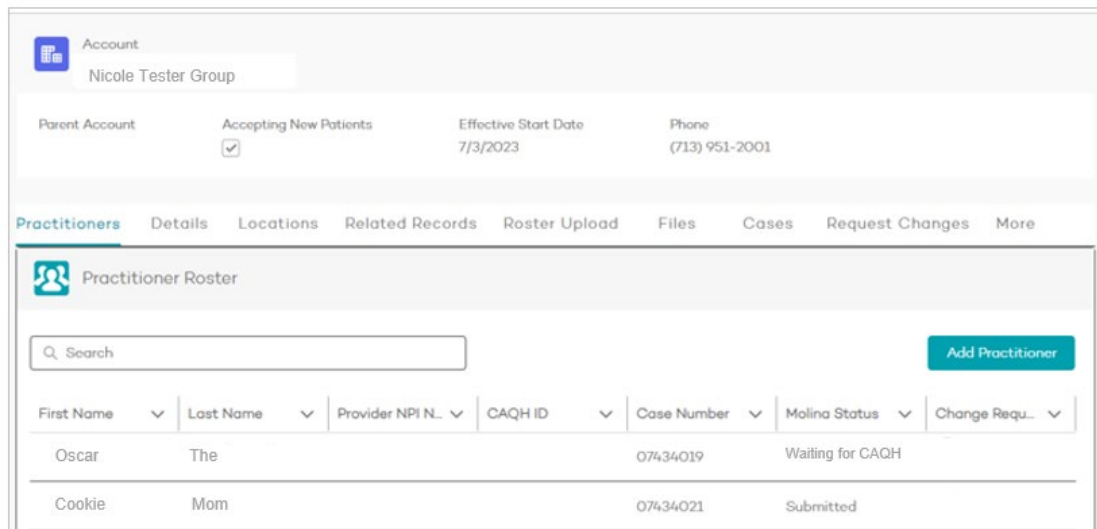b. Click **Process Roster Import**.

Result: A notification will appear if there are no errors.
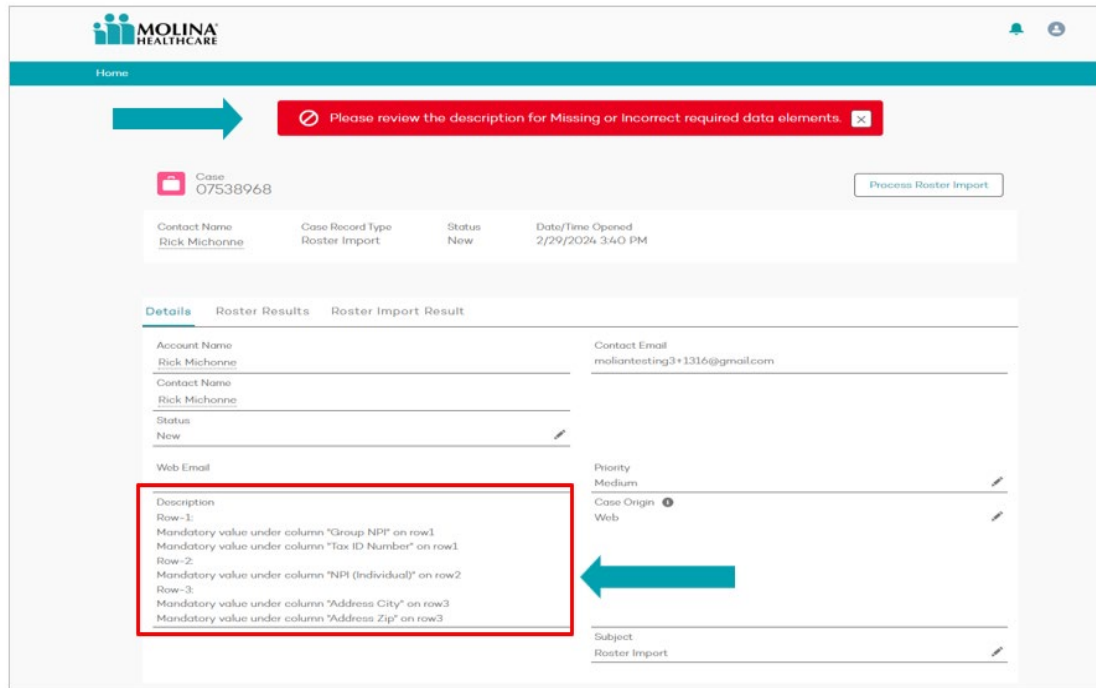

c. Click **Home**.

d. The practitioners and all associated information from the roster are now available in the portal.

- Practitioner records created via the roster upload are now shown in the group record under the practitioners tab**.**
- The status will change to **Waiting for CAQH** if the practitioner **requires** credentialing**.**
- The status will change to **Submitted** if the practitioner **does not require** credentialing.
- There is no need to complete enrollment in either case.

6	**Roster errors**

- Any errors during the upload process are viewable on the roster import case.
- These errors must be corrected, and a revised file must be uploaded.