



How Do I Submit a New Intake Online?

For Additional Questions and Answers, visit our FAQ section

Step 1: Select the Application

On the left-hand side menu on the *MyPractice* Page under the My Maricopa section:

- Click on **Submit Intake Online**

Step 2: Submit Intake Online

From the **Submit Intake Online** welcome page, click **Submit Intake Online**.

Step 3: Submit Intake Online

Enter in all required fields for date, member, insurance and contact information and click **Submit**.

Step 4: Submit Intake Online

A confirmation page will display, allowing the user to print a copy of the intake and/or make note of the transaction number for future reference.

Tips:

- The Save for Later feature is not available for submitting intakes.
- Please be advised that it may take up to 7 days for submissions to be updated in the system.