Step	Action	Result
1	From the 'Home' page, select "Credentialing Profile" from the top of the screen.	User is directed to the 'Credentialing Profile' page. Default list view displayed is 'Recently Viewed'. *See Job Aid titled "Navigating to and Viewing a Credentialing Profile" for instructions on how to change the default view.
2	Select the desired "Credentialing Profile Name".	User is directed to the selected Credentialing Profile.
3	Select "Actions" in the top right corner of the profile.	The "Actions" pop-up box will display.
4	Select "Edit Application" and click "Next". ***Please note:** Provider can edit all sections of Credentialing Profile as many times as needed while the profile is in "Draft" status. Once submitted, Provider must contact the Responsible Credentialing Coordinator (recommended to mention directly via Chatter on right side of application) to request any revisions. Responsible Credentialing Coordinator will follow steps to request revisions and re-open the profile to the Provider. Actions *Choose a Action listed below ⦿ Edit Application ◯ Submit Next	Actions box will display a selection of sections to edit.
5	Choose a section to edit, starting with "Credentialing Contact(s)", by selecting the circle to the left of the section's name and clicking "Next". Credentialing Contacts are any individual from the Organizational Provider who will be working on completing the Credentialing Profile. If all Credentialing Contacts were added by the PIHP/CMHSP, please proceed to the next section – "Office Address, Organizational Details, Accreditation Information" and Step 7.	User is directed to the "Credentialing Contact(s)" section, or the "Office Address, Organizational Details, Accreditation Information" section if all Credentialing Contacts have been entered.

*Please note: Only one section can be completed at a time. Sections can be completed in any desired order. **All sections must be completed prior to submission.**

Actions

*Choose Section Below to Edit:
- ◉ Credentialing Contact(s)
- ○ Office Address, Organizational Details, Accreditation Information
- ○ Service Locations
- ○ Documentation
- ○ Acknowledgements & Attestations
- ○ Miscellaneous Files (e.g ASAM Level of Care Designations)
- ○ Complete Edits

Previous | Next

6	**To continue with the "Credentialing Contacts" section, please see the next Job Aid titled "Editing a Credentialing Profile – Credentialing Contacts".**	User completes all steps in Job Aid to add all necessary Credentialing Contacts to the Credentialing Profile. After step is completed, user is direct back to the "Actions" menu.
7	Select "Office Address, Organizational Details, Accreditation Information" section, then click "Next".	User is directed to the "Office Address, Organizational Details, Accreditation Information" section.
8	Complete all required fields of the "Office Address, Organizational Details, Accreditation Information" section, then select "Next". ***Please note: If "Is the organization accredited?" is checked, an additional section will appear requiring Accreditation Information.**	Message will display – "Successfully updated Office Address, Organizational Details, Accreditation Information". User is directed back to the "Actions" menu.

Actions

Office Address

* Office Address - Street 1

Complete this field.

Office Address - Street 2

* Office Address - City

* Office Address - State

* Office Address - Zipcode

* Office Address - County

* Office Phone Number

Office Secondary Phone Number

Office Fax Number

Organization Details

* Tax ID #

NPI #

Group Affiliation ⓘ

Website

* Email

you@example.com

☐ Is the organization accredited?

☐ Enrollment in Medicaid?

☐ Enrollment in Medicare?

☐ Please indicate if you have a specialty known for

Specialty ⓘ

- Adult Psych
- Child Psych
- Co-occuring (MH & SUD)
- Eating Disorders
- Eye Movement Desensitization and Rep

Specialty (Other)

* Languages Spoken ⓘ

- Czech
- Danish
- Dawro
- Dutch
- English

* Have you been trained in cultural competency?

--None--

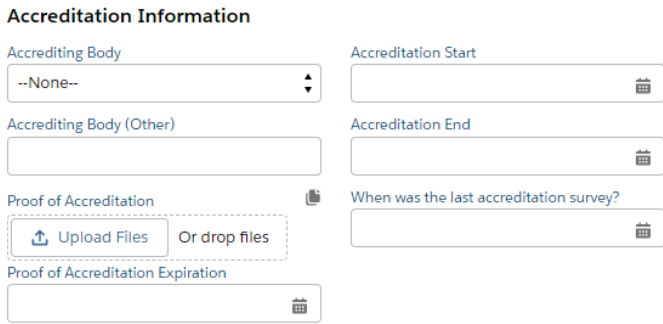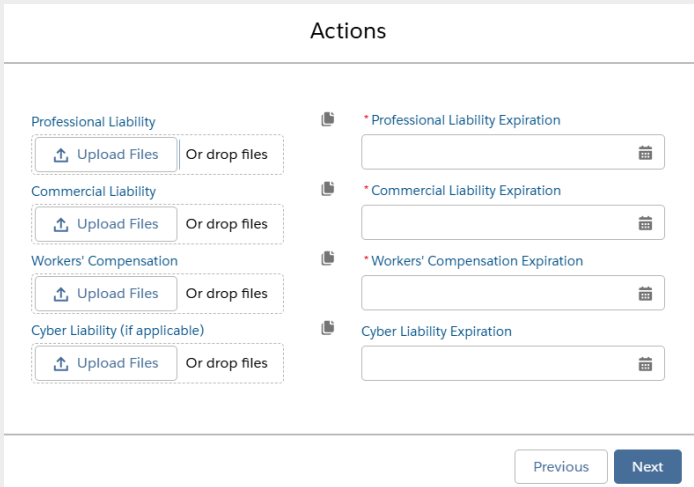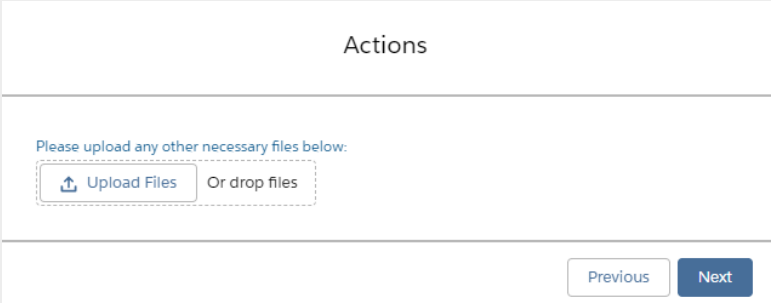☐ Please indicate whether interpretation services are offered

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*Will appear only if "Is the organization accredited?" is checked

Accreditation Information

Accrediting Body	Accreditation Start
--None--	
Accrediting Body (Other)	Accreditation End
Proof of Accreditation	When was the last accreditation survey?
⬆ Upload Files Or drop files	
Proof of Accreditation Expiration	

9	**To continue with the "Service Locations" section, please see the Job Aid titled "Service Locations (Organizational Providers)".** Complete all required fields of the "Service Locations" section, then select "Next".	User completes all steps in Job Aid to add all necessary Service Locations to the Credentialing Profile. After step is completed, user is direct back to the "Actions" menu.
10	Select "Documentation", then click "Next".	User is directed to the "Documentation" section.
11	Complete all required fields of the "Documentation" section, then select "Next". **Actions** Professional Liability — ⬆ Upload Files Or drop files — * Professional Liability Expiration Commercial Liability — ⬆ Upload Files Or drop files — * Commercial Liability Expiration Workers' Compensation — ⬆ Upload Files Or drop files — * Workers' Compensation Expiration Cyber Liability (if applicable) — ⬆ Upload Files Or drop files — Cyber Liability Expiration Previous Next	Message "Successfully updated documentation" will display. User is directed back to the "Actions" menu.
12	Select "Acknowledgements & Attestations", then click "Next".	User is directed to the "Acknowledgements & Attestations" section.
13	Complete all required fields of the "Acknowledgements & Attestations" section, then select "Next". ***Please note:** If "Yes" is selected for any of the questions, an "Explanation" is required.	Message "Successfully updated acknowledgements and attestations" will display. User is directed back to the "Actions" menu.
14	If there are additional files to upload, select "Miscellaneous Files (e.g., ASAM Level of Care Designations)", then click "Next".	User is directed to the "Miscellaneous Files" section.

15	User may upload as many files as necessary via the file upload box, then click "Next".	Message "File(s) uploaded successfully" will display. User is directed back to the "Actions" menu.
	Actions	
	Please upload any other necessary files below:	
	⬆ Upload Files Or drop files	
	Previous Next	
16	Once all sections are completed, select "Complete Edits" and click "Next".	Message "Successfully Edited the Credentialing Application of: [Organizational Provider] – Credentialing – [Date] Click Finish to view Edits" will display.
17	Click "Next".	User is directed to the main Credentialing Profile screen where all completed information will display in its respective section.
18	Review all information for accuracy. After information is reviewed as complete and accurate, selection "Actions" from the top right corner of the profile.	"Actions" pop-up box will display.
19	Select "Submit" and click "Next".	Consent box will display.
20	Select "Yes" to consent to the provided statement, then click "Next". *If "No" is selected, user will be directed back to the Credentialing Profile.	Message "Your Universal Credentialing application has been submitted successfully" will display. User is directed back to Credentialing Profile. Credentialing Profile "Application Status" will now display as "Submitted".
21	The PIHP/CMHSP will now complete the Primary Source Verification for the Credentialing Profile.	N/A