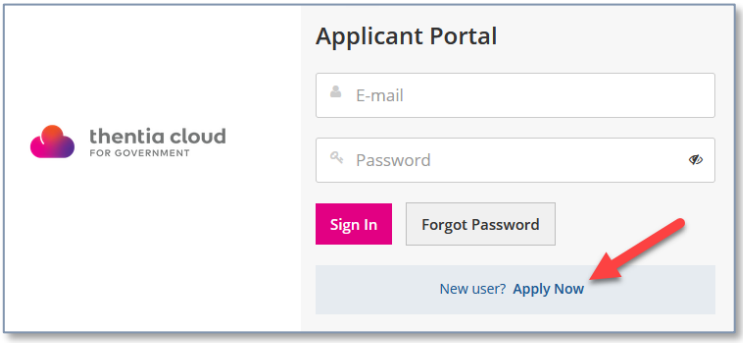
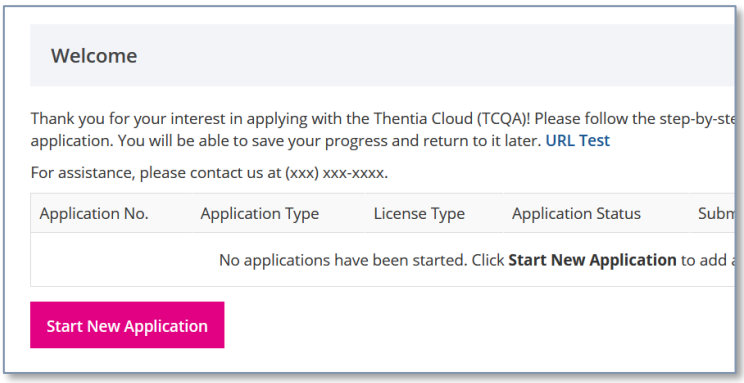
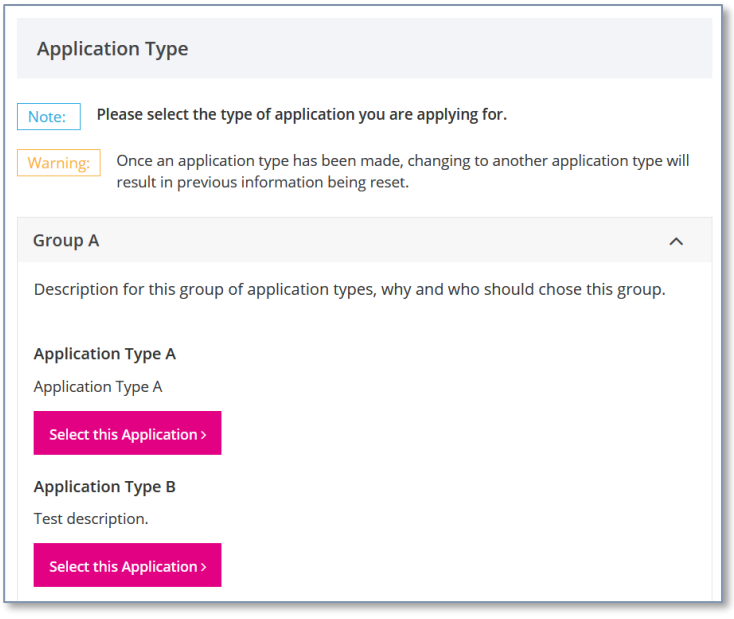
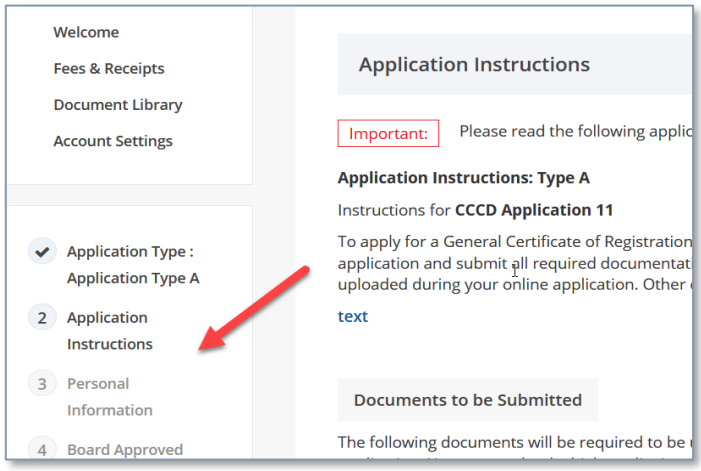
How to Complete an Application for Licensure

1. From the Applicant/Application Portal login screen, enter your email and password and select **Sign In**.	
2. Select **Start New Application**.	
3. Review the available application types and applications. Choose **Select this Application** for the application to complete.	

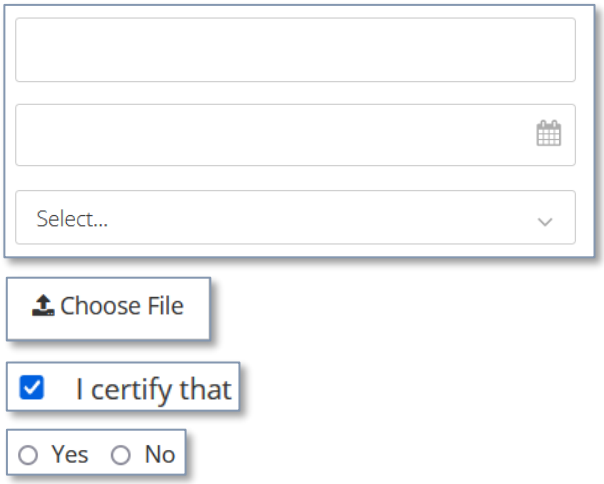
4. The navigation panel on the left side of the screen shows the number of pages that must be completed for the application.

The pages must be completed in order. Once completed (check), a page can be selected to view at any time before submission.



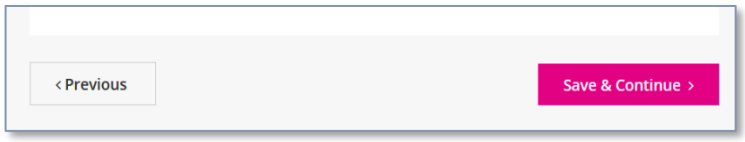
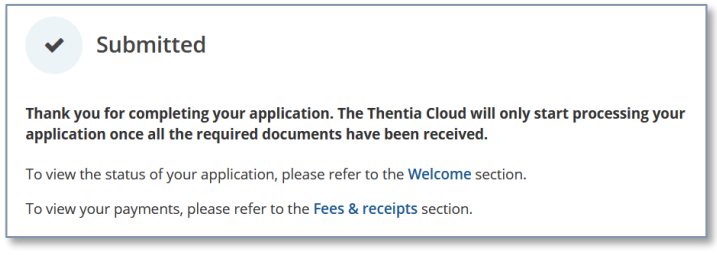
5. Fields within a page may include the following types:

- Free text
- Date
- Drop-down
- File upload
- Checkbox
- Yes / No



6. After completing a page, select **Save & Continue** at the bottom of the page.

If the page is missing information or has invalid information in one or more fields, the field(s) are highlighted after saving.



7. Upon completing the last step (Payment), a *Submitted* message is displayed on the screen.