

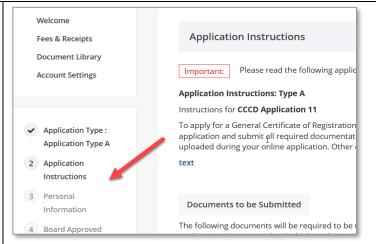
How to Complete an Application for Licensure

1. From the Applicant/Application **Applicant Portal** Portal login screen, enter your E-mail email and password and select thentia cloud Sign In. Password Forgot Password New user? Apply Now 2. Select Start New Application. Welcome Thank you for your interest in applying with the Thentia Cloud (TCQA)! Please follow the step-by-ste application. You will be able to save your progress and return to it later. URL Test For assistance, please contact us at (xxx) xxx-xxxx. License Type Application No. Application Type **Application Status** No applications have been started. Click Start New Application to add Start New Application 3. Review the available application **Application Type** types and applications. Choose Select this Application for the Please select the type of application you are applying for. application to complete. Warning: Once an application type has been made, changing to another application type will result in previous information being reset. Description for this group of application types, why and who should chose this group. Application Type A Application Type A Select this Application Application Type B Test description. Select this Application >



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

Select...

L Choose File

Choose File

Choose File

Yes O No

< Previous

- **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.

