



LABA

Department of Licensing and Regulatory Affairs

Accela Citizen Access (ACA)

Link to an existing Registration Record in



Link to your existing Registration Record

1. Click **Login**.
2. Enter User Name or E-mail you created.
3. Enter Password you created.

board Search + New Help

Register for an Account Login

Home Licenses & Prequalification Complaints Registry Cards

Advanced Search

1. Login

✔ Your account has been created successfully. You can login immediately using your User Name and Password

Accessibility Support Register for an Account Login

Your account has
Congratulations. Your
activation is necessary.

Home Licenses & Prequalification Enforcement Registry Cards

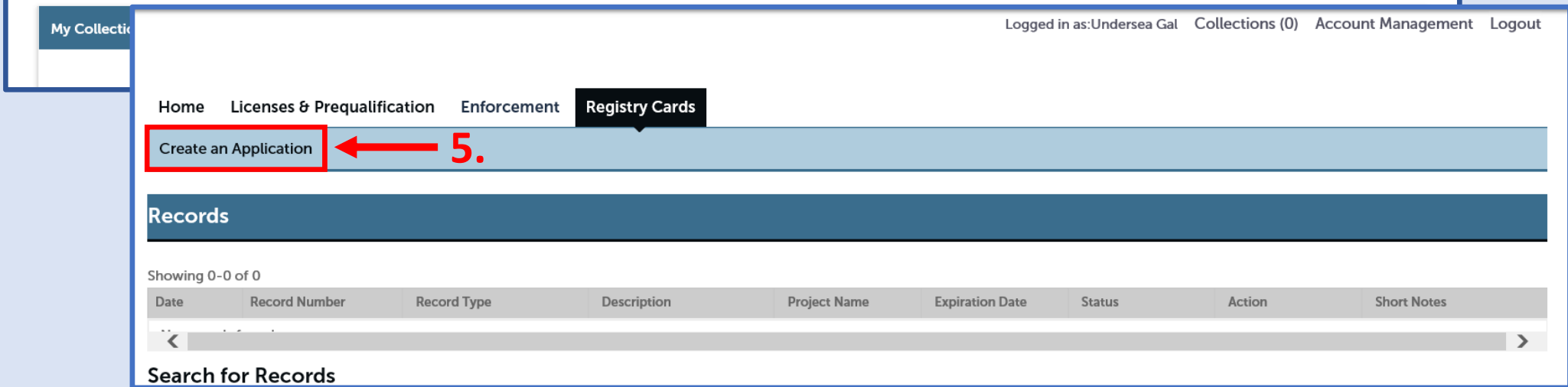
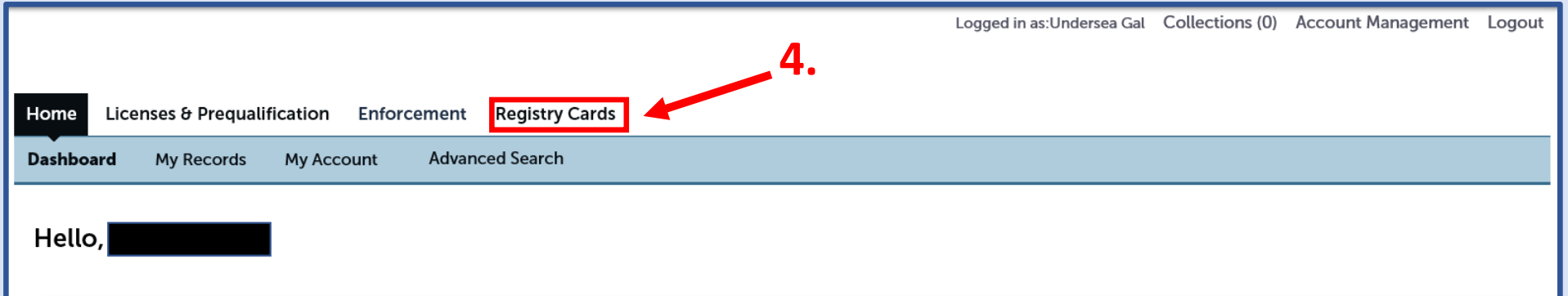
Account Information Advanced Search

User Name or E-mail: Password: Login »

Remember me on this computer I've forgotten my password New Users: Register for an Account

4. Click on the **Registry Cards** Tab.

5. Click on **Create an Application**.



6. Read the General Disclaimer and check the **acceptance box**.
7. Click the **Continue Application button**.
8. Click on **Registry Cards**.

Home Licenses & Prequalification Enforcement **Registry Cards**

Create an Application

Online Application

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application »

Home Facility Licenses & Prequalification Facility Complaints **Registry Cards**

Create an Application

Select a Record Type

Choose one of the following record types. For assistance or to apply for a record type not listed below please contact us.

Search

Registry Cards

Physician Registration

Continue Application »

9. Select **Link to Existing Registration**.
10. Click on the **Continue Application** button.
11. Click on the **Select from Account** button.

The screenshot displays a web application interface for creating a registration application. The interface is divided into two main sections. The left section shows a progress bar with 'Step 1' highlighted and a 'Patient' section with a 'Select from Account' button. The right section shows a 'Select a Record Type' form with a search bar and radio button options. Red boxes and arrows highlight the 'Link to Existing Registration (Renew or Make Changes)' option (labeled 9), the 'Continue Application »' button (labeled 10), and the 'Select from Account' button (labeled 11).

Navigation: Home | Facility Licenses & Prequalification | Facility Complaints | **Registry Cards**

Create an Application

Link to Existing Registration (Renew or Make Changes)

1 Step 1 | 2 Review

Step 1: Step 1 > Contact Information

Patient

If you have a name or address change please click Continue Application and you will have an

Select from Account

Save and resume later

Continue Application »

Select a Record Type

Choose one of the following record types. For assistance or to apply for a record type not listed below please contact us.

Search

▶ **Amendments**

Registry Cards

Link to Existing Registration (Renew or Make Changes)

Patient Only Registry Application

▶ **Physician Registration**

Continue Application »

Continue Application »

12. Select **Mailing Address** box.

13. Click **Continue**.

14. Click **Continue Application** again.

Link to Existing Registration (Renew or Make Changes)

1 Step 1

2 Review

Step 1: Step 1 > Contact Information

Patient

If you have a name or address change please click Continue Application and you will have an oppo

✓ Contact added successfully.

Brad

Home phone:
Mobile Phone:
Work Phone:
Fax:
Edit Remove

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing			Actions ▼

Save and resume later

Select Contact from Account

Undersea Gal
Patient

Select contact addresses for this contact to attach to the record.

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		147 Halloween Ave

Continue Discard Changes

14. → **Continue Application »**

15. **Enter your PIN**, the small number printed directly below the large “P” on your currently Registry Card. If you have misplaced your Registry Card, you click on the “Request for Disclosure of Print Audit Number” link to Request your code.

16. Click **Continue Application**

Home Facility Licenses & Prequalification Facility Complaints **Registry Cards**

Create an Application

Link to Existing Registration (Renew or Make Changes)

1 Step 1 2 Review 3 Record Issuance

Step 1: Step 1 > Registration Information

Please enter the small number printed directly below the large “P” on your current Registry Card. If you misplaced your Registry Card you may request your PIN by filling out the [Request for Disclosure of Print Audit Number](#) form and submitting it to our office.

* indicates a required field.

Provide Your Information

PIN

* PIN Code from your Registry Card.:

15. →

Save and resume later

16. → **Continue Application >**

17. You will receive a confirmation that your account has been linked.

18. Click **My Records**

19. Click on **small triangle** next to Registry Cards to view your Registration(s) You will be able to submit a Renewal (up to 90 days prior to your expiration date), Amendment or new application if your registration has expired. .

The screenshot shows a web application interface with a navigation menu at the top. The menu includes 'Home', 'Facility Licenses & Prequalification', 'Facility Complaints', and 'Registry Cards'. Below this, a secondary menu contains 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A red arrow labeled '18.' points to the 'My Records' link. Below the secondary menu is a dark blue bar with the text 'Registry Cards' and a small downward-pointing triangle. A red arrow labeled '19.' points to this triangle. Below the bar, there is a table with the following columns: Date, Record Number, Record Type, Description, Project Name, Expiration Date, Status, Action, and Short Notes. The table shows 'Showing 1-10 of 13 | Download results | Add to collection' and the first row of data is partially visible.