<table>
<thead>
<tr>
<th>Provider Registration</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Renewal</td>
<td>6</td>
</tr>
</tbody>
</table>
Registration

1. Visit our website at www.azdhs.gov
2. Select “Divisions”
3. Then “Online Provider Services”

This will direct you to the Online Provider Services homepage
4. Select “Register”
5. Create a user name and password
6. Write this down & keep it in a safe place, as it will be required each time you log in.
7. In the “I am registering as” box: Select, “Residential Facilities Provider”
8. Use the “Name of owner” box & select the owner name from the drop down list, then in “FAC ID” select, the license number or All Facilities. If you have more than 1 facility we encourage you to “register all.”
9. Upon completing, select “Register”
10. You will get a notification email informing you that you have been approved within 48 hours
11. Upon approval, you can start the online renewal process
12. Click the link and it will redirect you to the login page
Submit Renewal

1. Visit Online Provider Services homepage at https://licensing.azdhs.gov/LicensingOnline/
2. Select “Log in” at the top right corner
3. Enter the username and password
4. Select “Log in” below the password box
5. Read the terms as they are important!
6. Select “Submit Online Renewal”
7. If you have multiple facilities, select one from the list, and then click “Submit Renewal License Application”.
8. Enter the “Health Care Institution Information”

- Accrediting organization and file uploading is only effective if you select “yes”.
- Use the “choose file” box to attach the accreditation report and note the file limit is 5MB.
- Please make sure that this is the FULL, FINAL accreditation report, along with the approval letter and certificate – not an executive summary!
Submit Renewal cont’d

9. Enter the Owner Information
10. Continuance of “Owner Information”

11. Signature and Authority
12. Signature and Additional documents

Note: Make sure that the lease is current and has the lease dates clearly indicated! The file limit is 5MB.
13. Please review fee remittance table before proceeding to “Submit Renewal Fee”.

![Arizona Department of Health Services](image_url)

Submit Online Renewal | Renewal License Application for Health Care Institution

<table>
<thead>
<tr>
<th>FEES</th>
<th>AMOUNT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td></td>
</tr>
<tr>
<td>375</td>
<td></td>
</tr>
<tr>
<td>470</td>
<td></td>
</tr>
<tr>
<td>845</td>
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</tr>
</tbody>
</table>

Add Enforcement Fees owed:
- Enforcement Fees previously owed: +$50
- Enforcement Fees currently owed for late Fee: +$50

Total Amount Due: $895

NOTE: Fees do not apply to a health care institution operated by a State agency pursuant to federal law such as the Veterans’ Home, Arizona State Hospital or adult foster care settings. Authority: A.R.S. 36-405.

Please note that the Bureau will not receive your application unless the payment process is completed and the credit card payment is approved. Do not use the back arrow on your browser once you get to the payment screen.
14. Checkout process, please enter your credit information.
15. Review the order carefully, then select “Authorize” to continue with the renewal.
16. Once you authorize the payment, the portal will allow you to print a receipt.
17. Print preview view. You can print this and save it.

18. Fee status will be sent by email with the receipt attached in PDF.

Thank you for your payment. Your payment was successful and your receipt is attached.

Your authorization number is 387097. Please reference this number in any correspondence regarding your transaction.
Submit Renewal cont’d

19. Click “Order history” to review the application form and receipt.

Congratulations! You submitted your online renewal successfully.