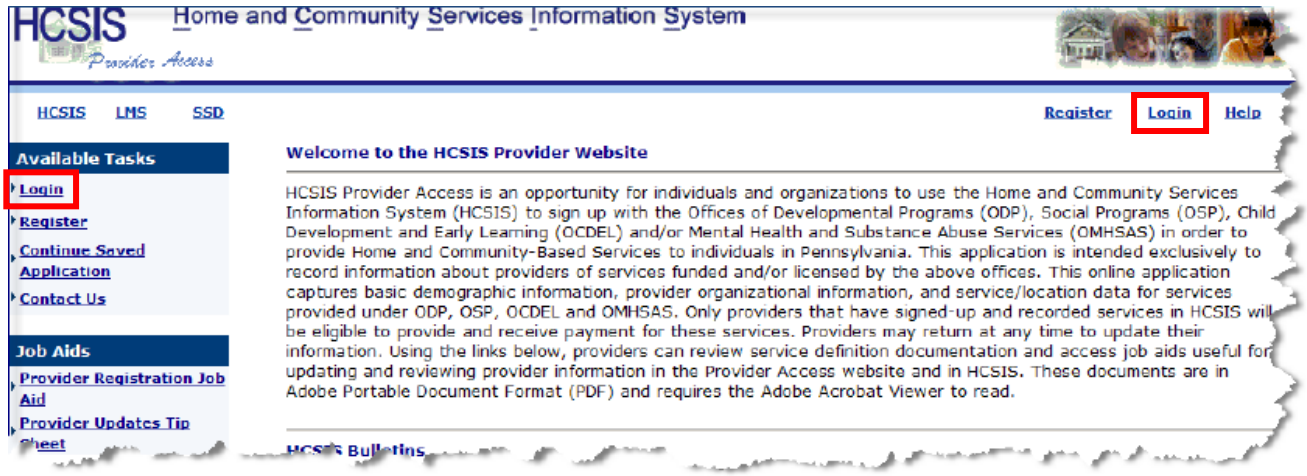
ACCESSING THE CERTIFICATION AND LICENSING SYSTEM THROUGH HCSIS

Providers will access the Certification and Licensing System through the Provider Access portal on HCSIS. This job aid is designed to assist providers to understand the steps required to access CLS from HCSIS.

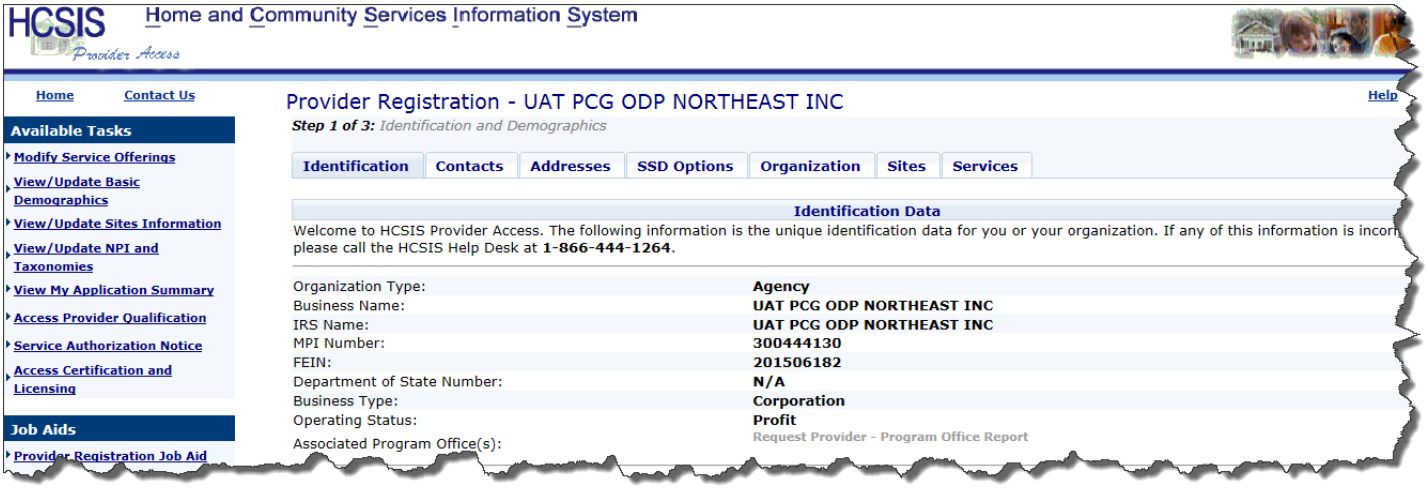
1. Navigate your internet web browser to the HCSIS case management system at: https://www.hcsis.state.pa.us
2. The *HCSIS Landing* screen appears.
3. Click [Provider Access].

4. The *HCSIS Provider Access Home* screen appears.
5. Click Login from the **Available Tasks** menu on the left, or from the Main Menu on the top right.



6. The *Keystone Key Login* screen appears.
7. Enter your HCSIS User ID (Username) and Password, and then click [LOGIN].

8. *The Provider Registration* screen appears and displays the name and basic demographic information about your provider organization.



VERIFYING/UPDATING HCSIS DATA AND CLS DATA

Before logging into CLS to complete any licensing activity, you must confirm that your HCSIS legal entity and sites/services/contact information is correct.

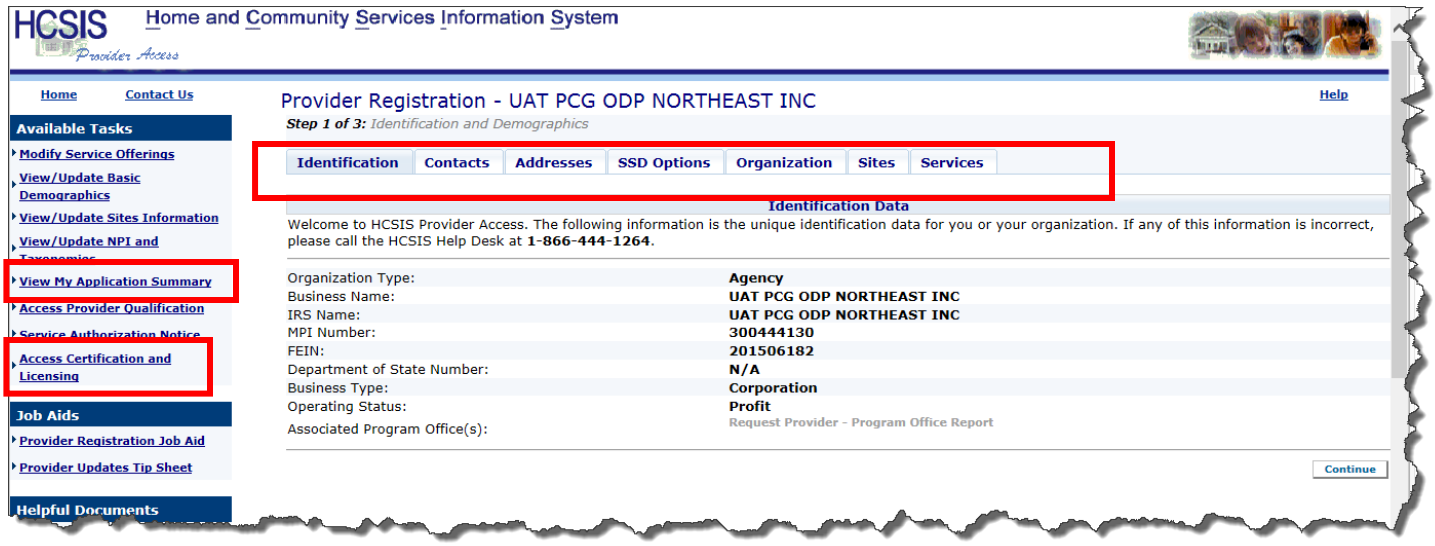
From the Provider Access *Provider Registration* screen:

a. Click View My Application Summary to review your legal entity and service location information stored in HCSIS.

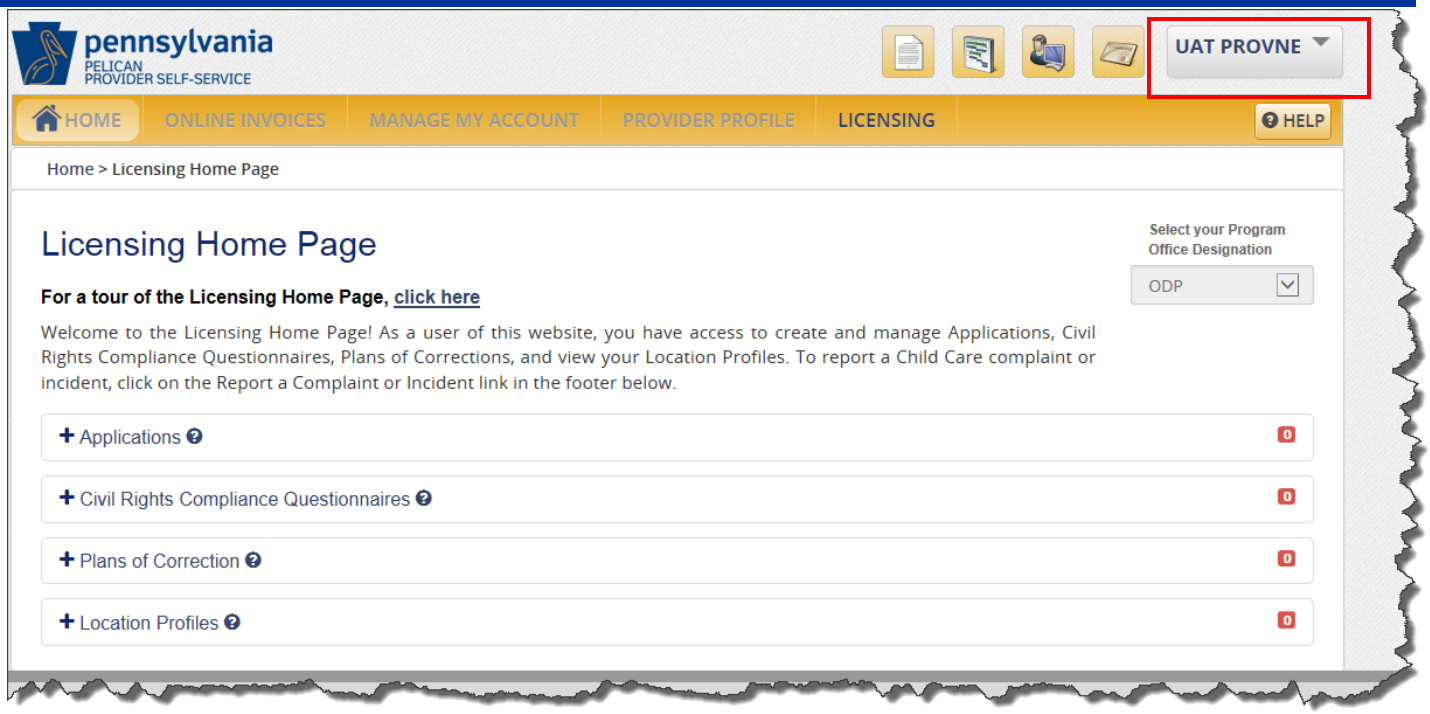
b. Use the 7 individual tabs across the top of the Provider Access screen to edit and save changes* to any incorrect HCSIS information associated with each tab**.

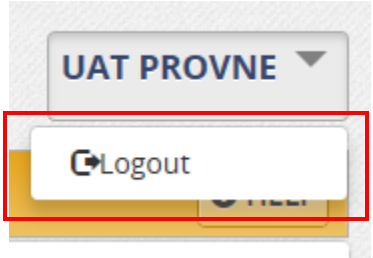
***Note:** *The provider should coordinate with the person who is responsible for maintaining the agency's HCSIS data to perform updates in Provider Access. Please reference the HCSIS Provider Updates Tip Sheet Job Aid on updating information in Provider Access. This tip sheet is available under the Job Aids section of the Provider Registration Screen.*

****Note:** *Once changes are made, the changes will updated with a verification pending status. At this time, the provider should submit a verification letter on their agency's letterhead to the HCSIS Help Desk. Once this letter is received, the changes requested will be reviewed and accepted by the Provider Enrollment Unit. After changes have been approved, the status will be updated and will reflect 'Verified'.*



2. When all of the HCSIS information is correct, click on Access Certification and Licensing in the left sidebar menu. You will be directed to the Provider Self-Service Licensing Home Page. Notice that your user name appears in the left right corner. When you are done working in CLS, click on the down arrow by your user name and click on Logout. Close the browser window to return to HCSIS.


pennsylvania
PELICAN
PROVIDER SELF-SERVICE
UAT PROVNE
HOME
ONLINE INVOICES
MANAGE MY ACCOUNT
PROVIDER PROFILE
LICENSING
HELP
Home > Licensing Home Page
Licensing Home Page
Select your Program Office Designation
ODP
For a tour of the Licensing Home Page, click here
Welcome to the Licensing Home Page! As a user of this website, you have access to create and manage Applications, Civil Rights Compliance Questionnaires, Plans of Corrections, and view your Location Profiles. To report a Child Care complaint or incident, click on the Report a Complaint or Incident link in the footer below.
Applications
Civil Rights Compliance Questionnaires
Plans of Correction
Location Profiles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