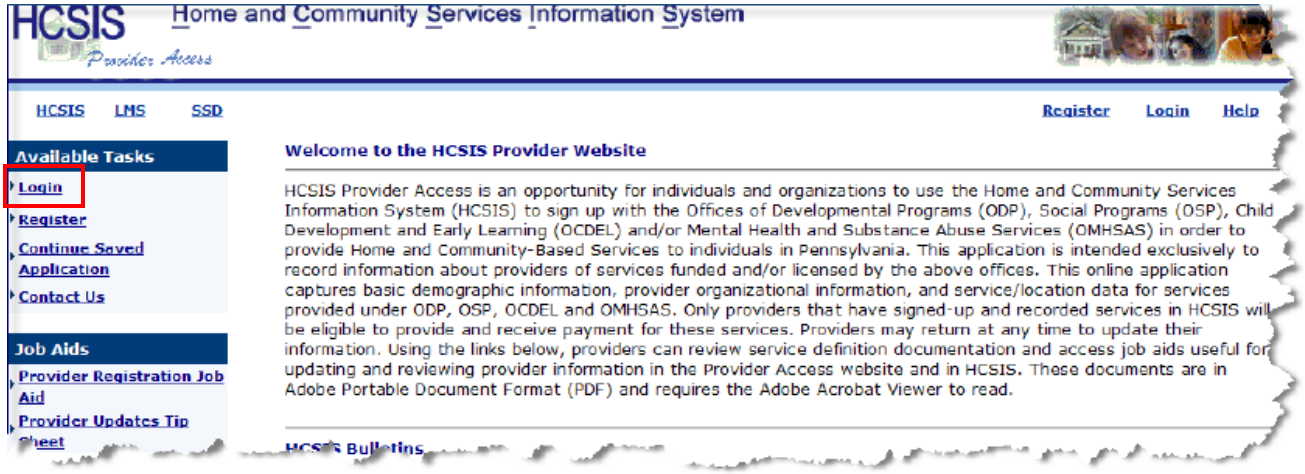
REVIEWING PROFILE INFORMATION

All Business Partners with access to HCSIS will have a profile in the Certification and Licensing System. This job aid is designed to give providers an overview of the information available to them through this profile.

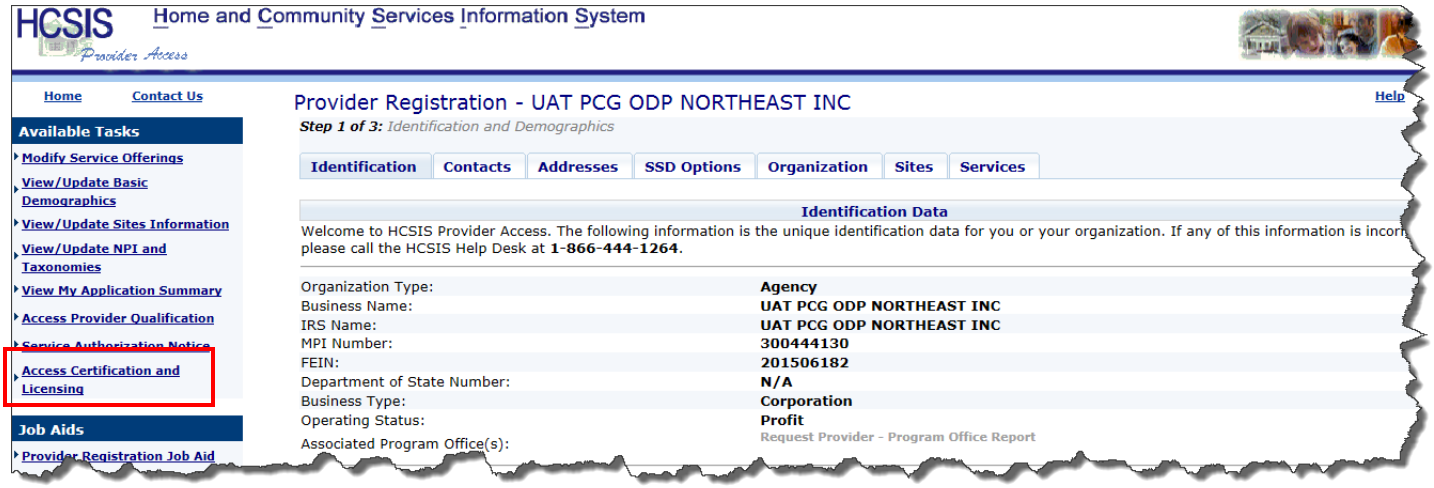
1. Navigate your internet web browser to the HCSIS case management system at: https://www.hcsis.state.pa.us
2. The *HCSIS Landing* screen appears.
3. Click [Provider Access].

4. The HCSIS Provider Access Home screen appears. Click Login from the Available Tasks menu on the left.

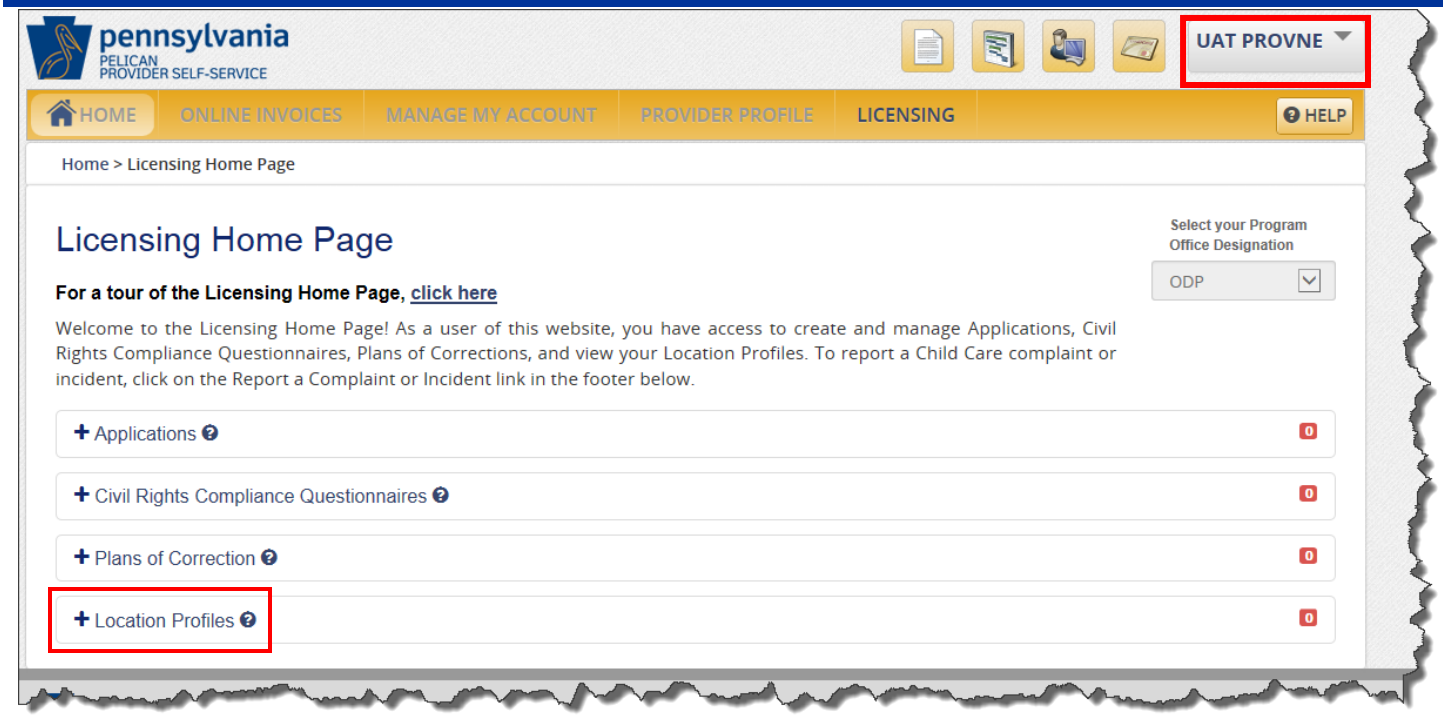


5. The Keystone Key Login screen appears. Enter your HCSIS User ID and Password, then click LOGIN.

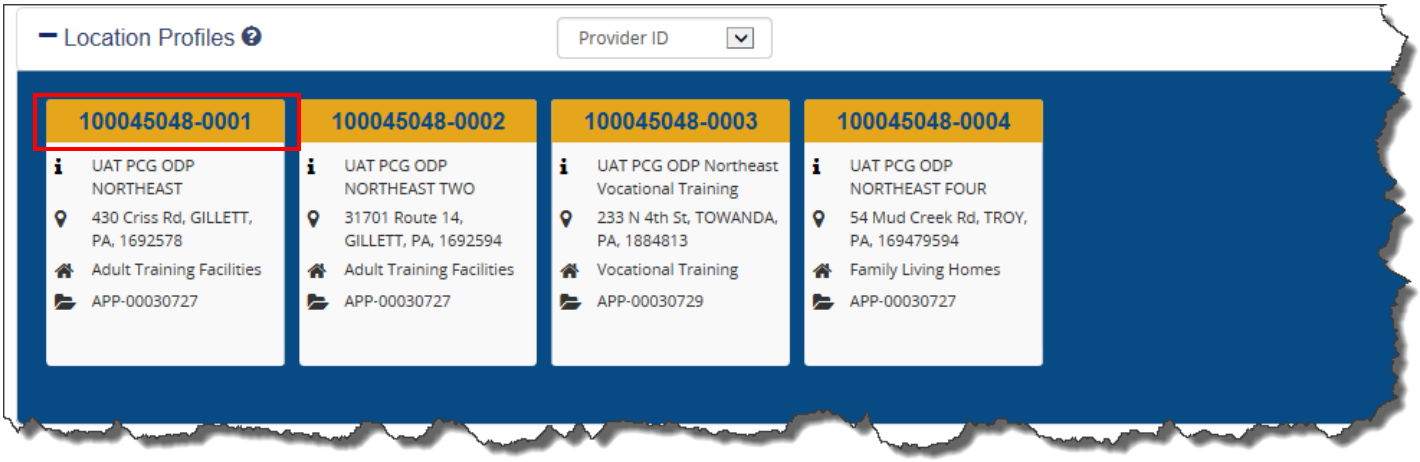
6. *The Provider Registration* screen appears and displays the name and basic demographic information about your provider organization.

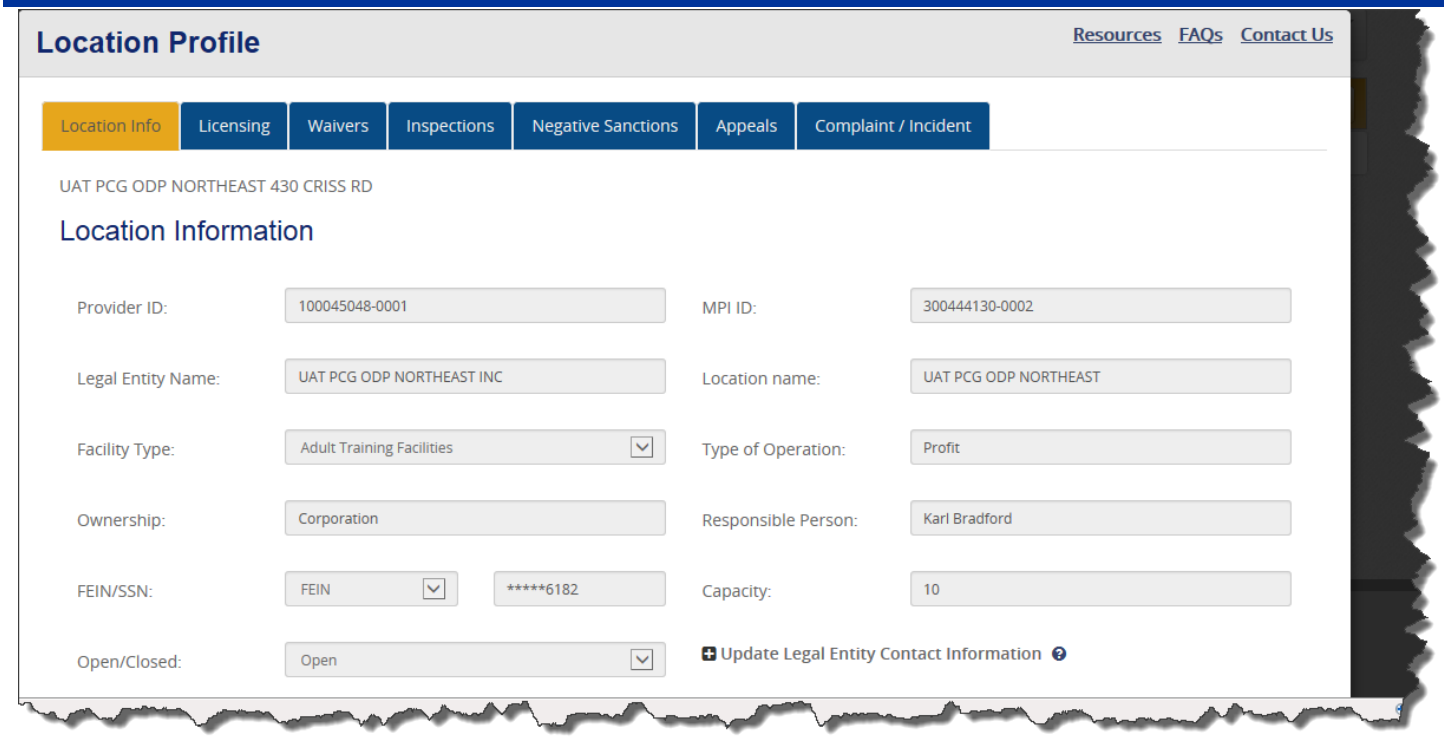


7. Click on Access Certification and Licensing in the left sidebar menu. You will be directed to the Provider Self-Service Licensing Home Page. Notice that your user name appears in the left right corner.

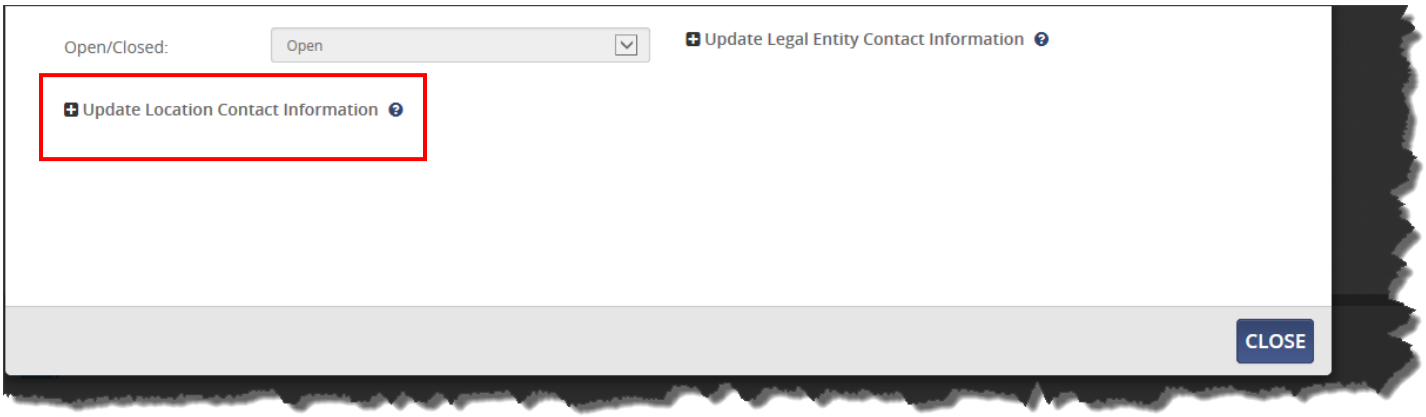


7. Click on Location Profiles at the bottom of the screen to open this section.
8. Click on the Provider Certification Identification Number (PCID) to view the location profile for any of the locations. The Location Profile screen displays with information specific to this location.





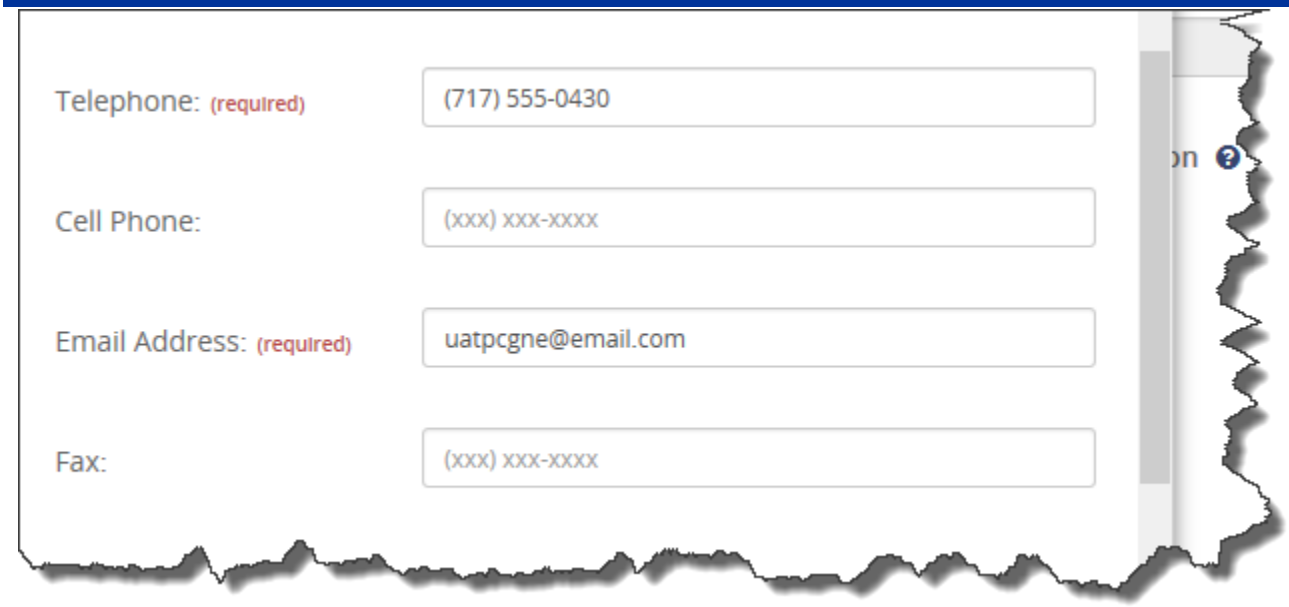
9. Scroll to the bottom of the page, where you can select to update location information contact information by clicking on the words.

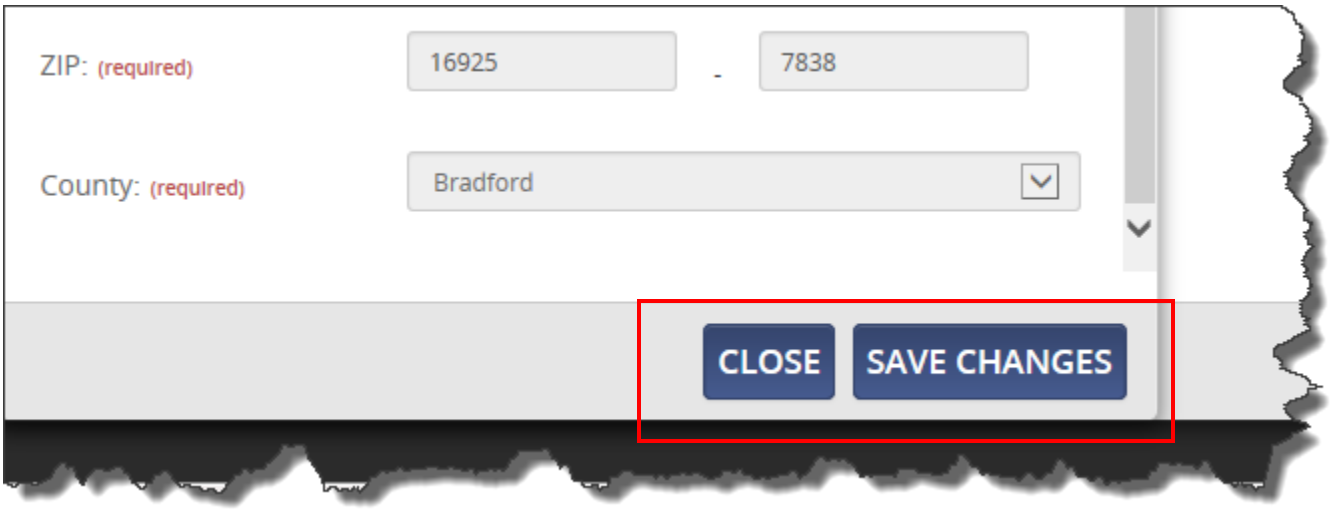


10. A pop-up box appears with location information. Only the telephone, cell phone, email address and fax numbers are unprotected and available for update. Changing any other information for the location requires you to file an application to make the change. If you make any changes, click on SAVE CHANGES. Otherwise, click on CLOSE to close the pop-up box.

Location Information

Name: (required)	UAT PCG ODP NORTHEAST
Address Line 1: (required)	430 CRISS RD
Address Line 2:	
Address Line 3:	
City: (required)	GILLETT
State: (required)	Pennsylvania
ZIP: (required)	16925 - 7838
County: (required)	Bradford
Telephone: (required)	(717) 555-0430





11. Click on the other tabs across the top of the screen to view more Location Profile information for the selected location.

12. Click on CLOSE at the bottom of the screen to return to the Licensing Home page.