

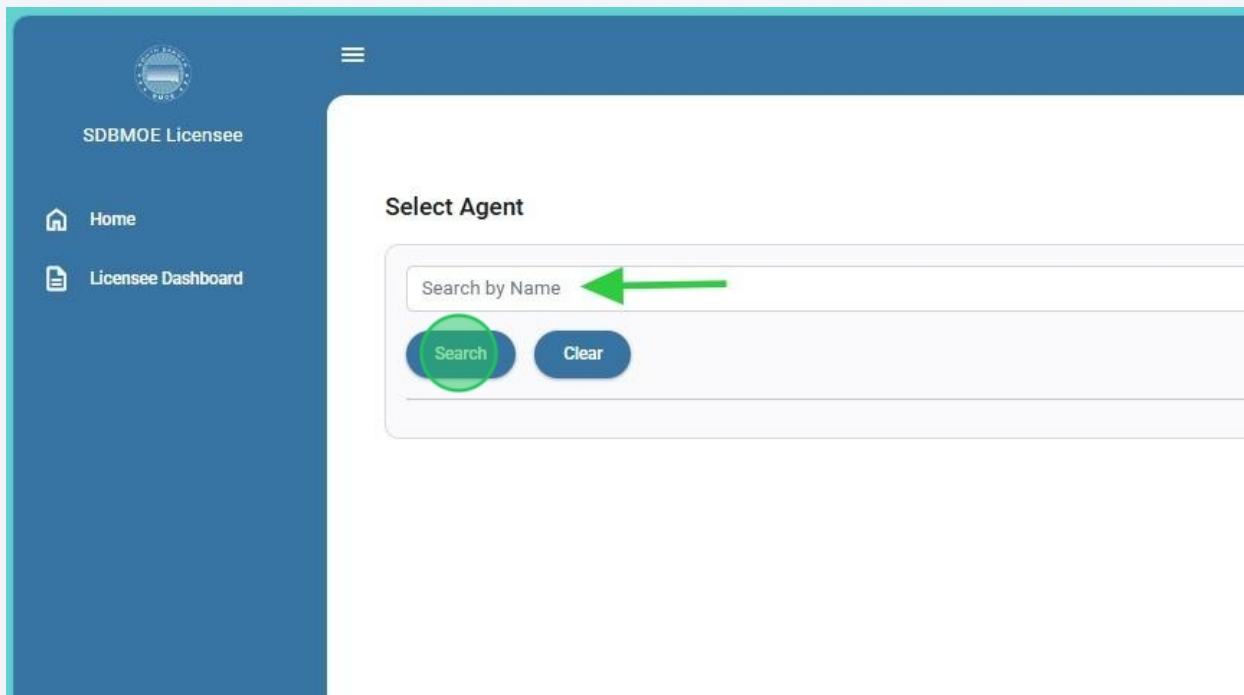
Select, Remove or Replace an Authorized Agent

This How-To-Guide is intended for applicants that have applied for a new license or are currently licensed and wish to have an authorized agent act on their behalf during the licensure process. Applicants must have submitted their "Affidavit and authorization for release of information" form prior to using an authorized agent.

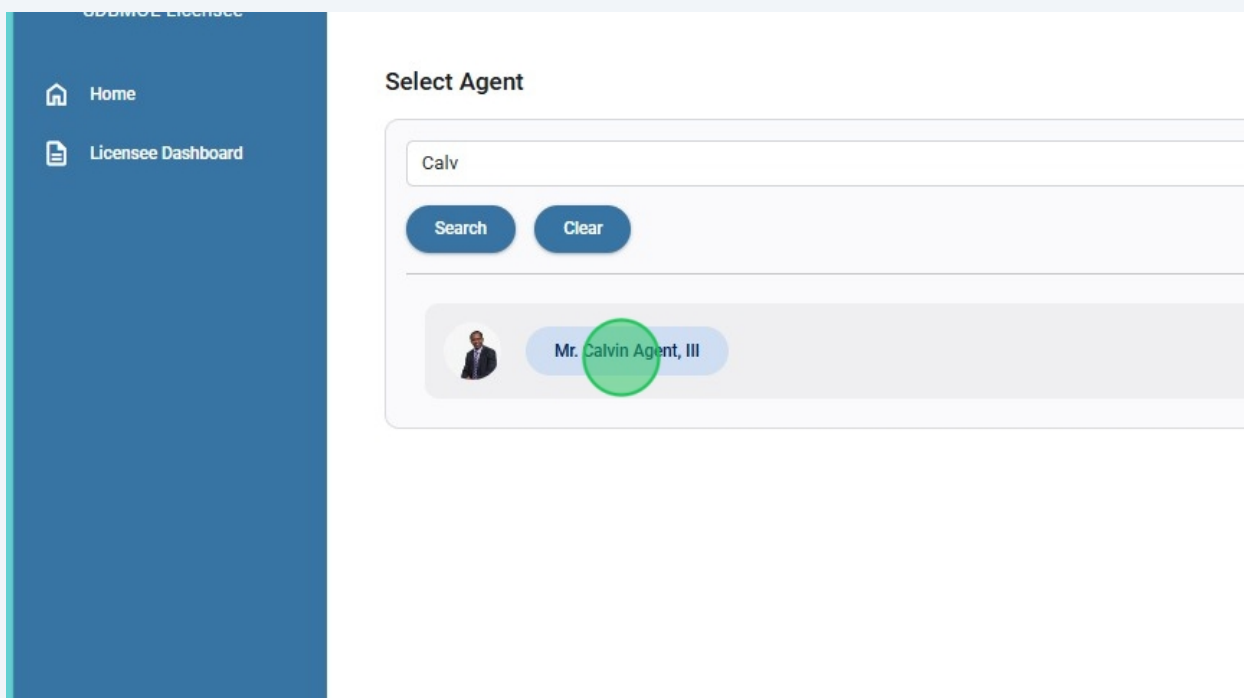
1 Login and navigate to the licensee dashboard. Click **"Select Agent"**

The screenshot shows a dashboard interface with a dark blue header. On the left, there is a table with columns for 'End Date' and 'Status'. Below the table is a progress bar at 75% and a blue button labeled 'START A NEW APPLICATION'. On the right, there are three sections: 'My authorized agent' with a 'Select Agent' button circled in green; 'My supervisors' with 'No records to show'; and 'Important Notifications' with a 'View all notifications' button and a notification list. The notification list includes: 'Thursday, June 20, 2024' with 'Affidavit is accepted' (red bell icon), and 'Sunday, June 23, 2024' with 'Application status is Rejected.' (red X icon). A settings gear icon is in the bottom right corner.

2 Enter a partial name to display a list of agents. Click "**Search**"



3 Click on the **agent's name** that you want to select



4

An **Authorized Agent Consent Form** will pop-up. Mark the "**check box**" at the bottom to accept and acknowledge

AUTHORIZED AGENT CONSENT FORM:

DO NOT ALLOW ANYONE TO SIGN IN TO YOUR ACCOUNT. The authorized agent you selected will be given their own personal and separate on-line account.

You are formally designating Calvin Agent as your Authorized Agent.

You are hereby giving permission for your authorized agent to perform tasks on your behalf and to access your information through online secure access from our website. Your information is submitted under oath, and you are responsible for everything that your authorized agent submits on your behalf.

Please acknowledge the following:

- I will review and approve the information prior to my authorized agent submitting the information.
- I understand that I am submitting this authorization under oath.
- I understand that I am responsible and held accountable for all information entered by my designated authorized agent.


ACCEPT AND ACKNOWLEDGE THE ABOVE STATEMENTS


5

Your Agent will need to approve your request. It will display as "**Request Pending**" until accepted by the Agent. If you selected the wrong Agent, simply Click "**Delete**" to remove the request

AA Selection

Mr. Calvin Agent, III
Agent
calvinagent@lakenology-test.com


Request Pending 



Select Agent

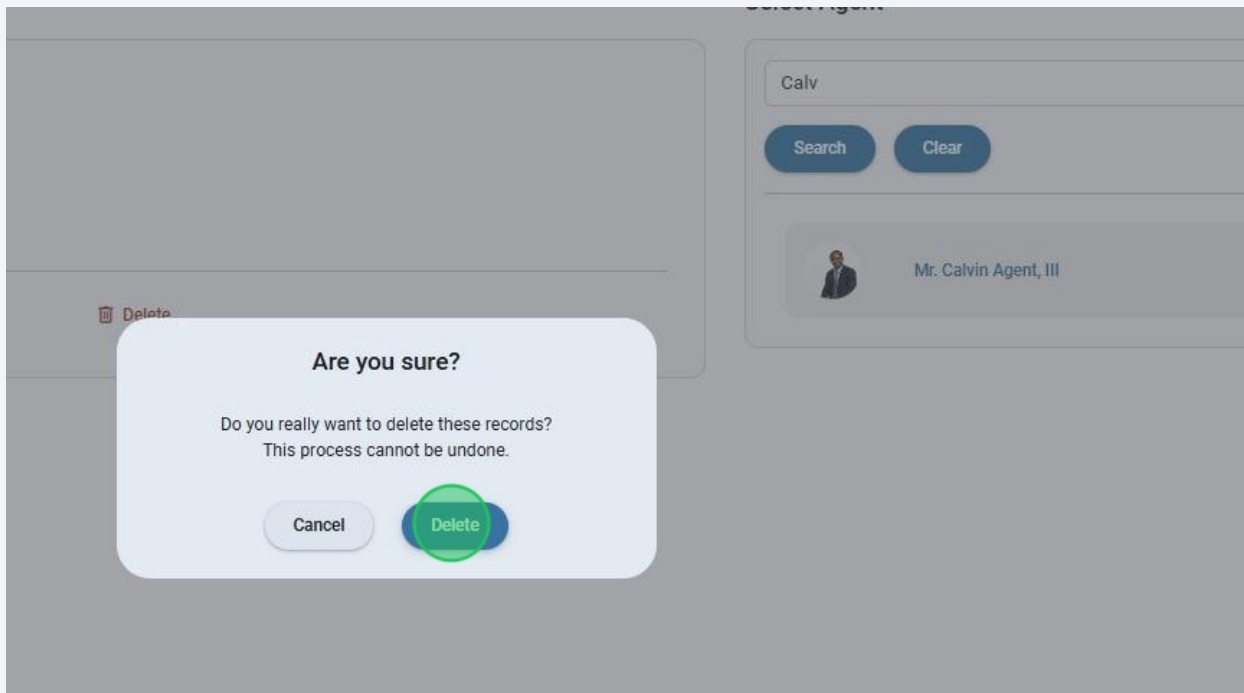
Calv

Search



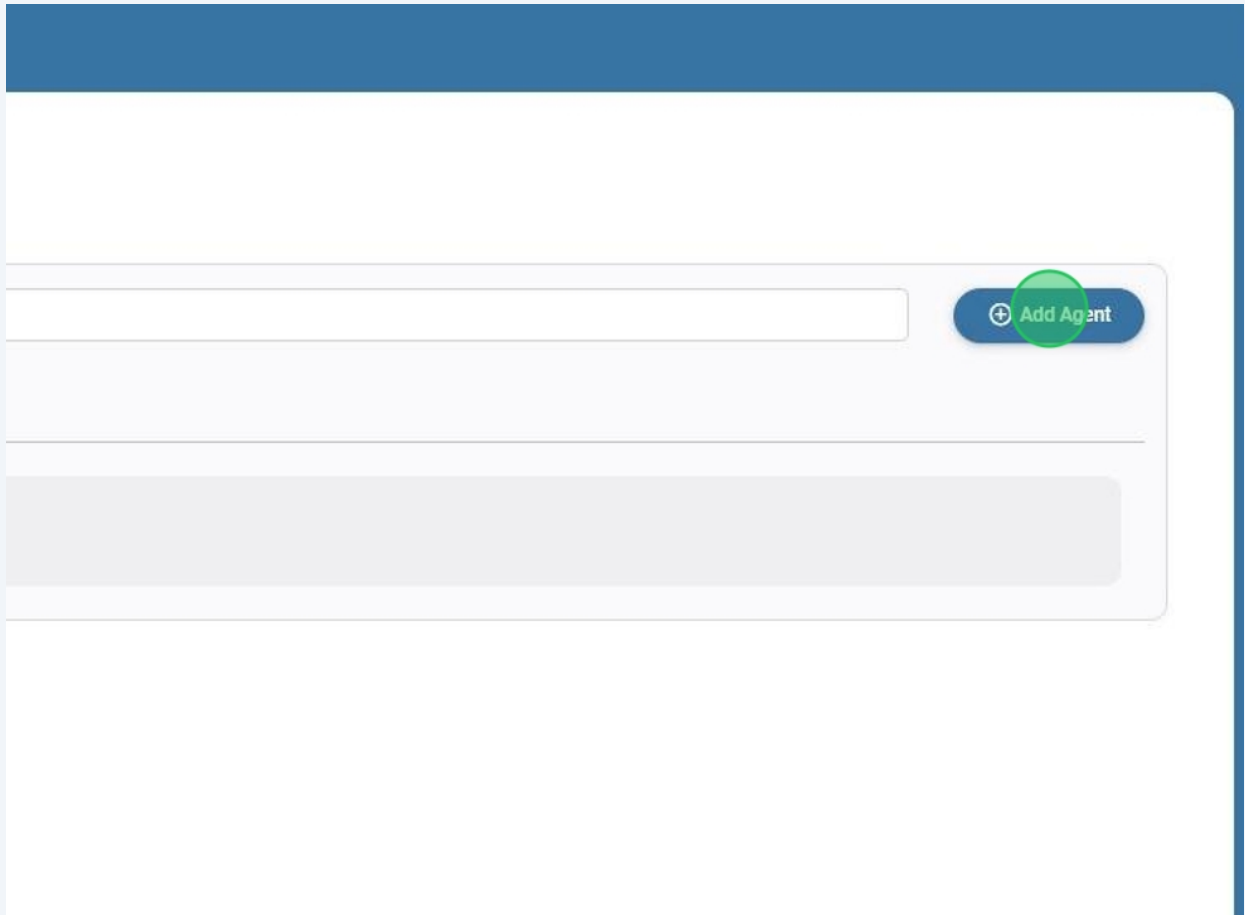
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A pop-up appears. "**Are you sure?**" Click "Delete" to permanently remove the pending request. Click "**Cancel**" to exit without removing the Agent.



7

If your preferred Agent does not appear in the search results, you can add him/her. Click "**Add Agent**"



8

Enter all of the **required fields**. You must enter a valid **email address** or the Agent will not receive notification that a request is pending. Click "**Add**"

Provide New Agent Information:

Agent Last Name

Rosier

Agent First Name

Jack

Company or Agency Name

West Shore Med center

Agent Email Address

Jackrosier@lakenology-test.com

Agent Phone Number

5613682200

Add

Cancel

9

Your newly added Agent will now appear in the search results. Click the **Agent's Name** to select

The screenshot shows a web application interface for 'SDBMOE Licensee'. The top navigation bar is dark blue with a logo on the left and the text 'Hello, June Sirollai! Log out' on the right. A sidebar on the left contains a home icon and the text 'Home', and a document icon with the text 'Licensee Dashboard'. The main content area is titled 'Select Agent' and features a search input field containing the text 'Rosier'. Below the input field are two buttons: 'Search' and 'Clear'. A search results list is displayed below, showing a single entry for 'Jack Rosier' with a green circle highlighting the name, indicating it is the selected agent.

10

Mark the **Check box** at the bottom to accept and acknowledge the request

AUTHORIZED AGENT CONSENT FORM:

DO NOT ALLOW ANYONE TO SIGN IN TO YOUR ACCOUNT. The authorized agent you selected will be given their own personal and separate on-line account.

You are formally designating Jack Rosier as your Authorized Agent.

You are hereby giving permission for your authorized agent to perform tasks on your behalf and to access your information through online secure access from our website. Your information is submitted under oath, and you are responsible for everything that your authorized agent submits on your behalf.

Please acknowledge the following:

- I will review and approve the information prior to my authorized agent submitting the information.
- I understand that I am submitting this authorization under oath.
- I understand that I am responsible and held accountable for all information entered by my designated authorized agent.

ACCEPT AND ACKNOWLEDGE THE ABOVE STATEMENTS

11

Your **Authorized Agent** now appears on your licensee dashboard. Your agent will be notified of your request. Once Agent accepts the request, the **pending** status will disappear. You can Click the "**Change Agent**" icon at any time to replace your Agent.

