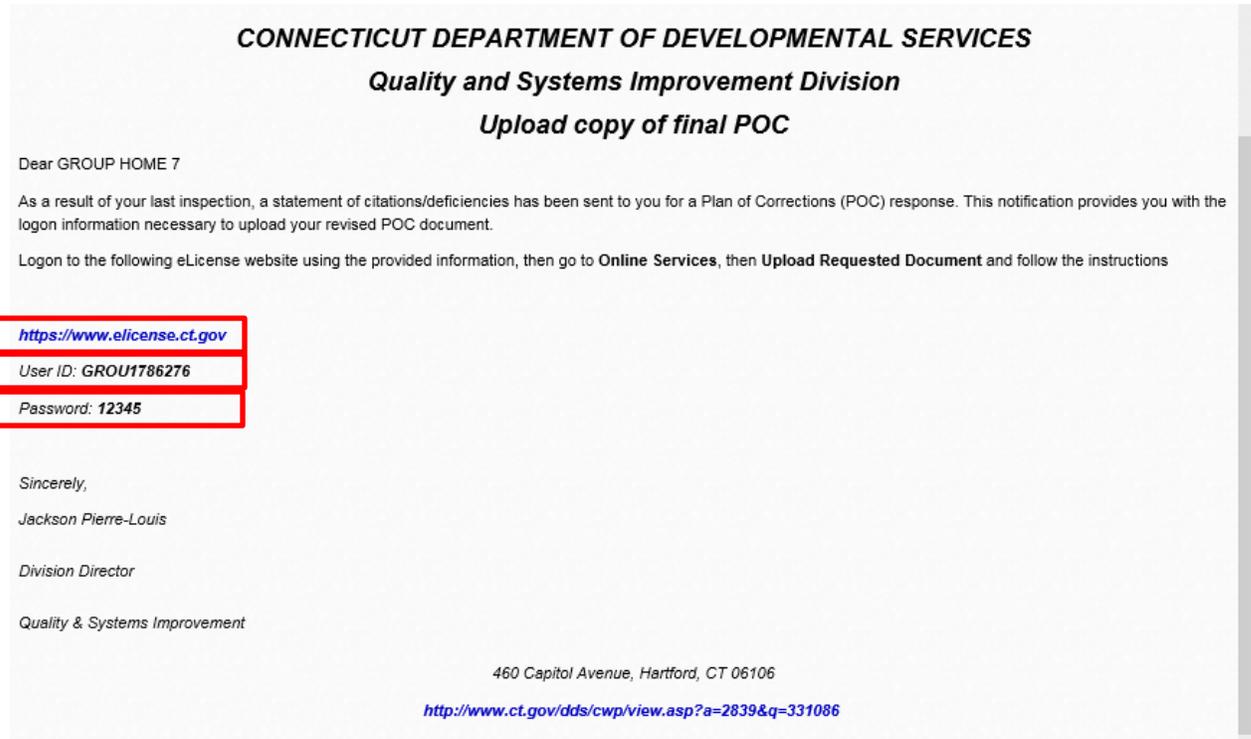


How to upload a POC to eLicense

1. You will receive an email to upload the approved POC to eLicense:



2. Using the link provided in the email navigate to the elicense log in page.
3. Enter the provided username and password. Click Log In button.

Access Your Account

Account Fast Track Renewal

User ID

Password

Log In

Don't have an account? [Register](#)
[Forgot Password?](#) [Forgot User ID?](#)

****Note: First Time users - you MUST resolve all of the issues for your account. (set security questions, verify your email address, and change your password). If you do not correct these issues, you cannot access the link to upload your POC. ****

4. There are 2 ways to access the upload link;
 - a. Go to the bottom left of the page and click the link under Document Upload.

The screenshot shows a section titled "More Online Services" with three columns of links. The "Account" column has a red box around the "Document Upload" link and its sub-link "Upload Requested Document".

Activities	License Lookup & Download	Account
Initial Application Renewal License Status File a Complaint	Lookup a License Generate Roster(s)	Account Details Document Upload Upload Requested Document

- b. At the right top of the page in the OnLine Services dropdown menu. Click the link under Document Upload

The screenshot shows the top navigation bar of the State of Connecticut website. The "ONLINE SERVICES" dropdown menu is open, and the "Document Upload" link and its sub-link "Upload Requested Document" are highlighted with a red box.

U.S. | STATE OF CONNECTICUT

HOME MY ACCOUNT ONLINE SERVICES ▾

Activities	License Lookup & Download	Account
Initial Application Renewal License Status File a Complaint	Lookup a License Generate Roster(s)	Account Details Document Upload Upload Requested Document

5. Click Start to go to the upload page.

The screenshot shows a table with a header "Please select which license you wish to work on from the following list." and a sub-header "Item". The table has two columns: "Board" and "License". The "Start" button in the first row is highlighted with a red box.

Please select which license you wish to work on from the following list.

Item

Board	License
Start Quality and Systems Improvement Division	DSL.A.002941

6. Click on the action icon.

Use the following upload tool to attach a copy of your final Plan of Correction (POC).
This POC will be reviewed by DDS staff and you will be notified of acceptance or revisions request as necessary.

1. Please upload the required document related to your inspection.

Action	Case Number	Description	Upload Document(s)
* 	X2018-12465	3 Request POC Upload	

7. Browse to the POC you need to upload
8. Click the "Upload Document" button

Edit Anytime Document Upload - Inspection

Please upload the required document related to your inspection.

Upload Document(s)

No document(s) uploaded for this question.

Select a document to upload:

File types accepted: [bmp](#), [doc](#), [docx](#), [fsd](#), [htm](#), [jpeg](#), [jpg](#), [mht](#), [msg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [vsd](#), [xls](#), [xlsx](#), [xml](#)

9. Click OK

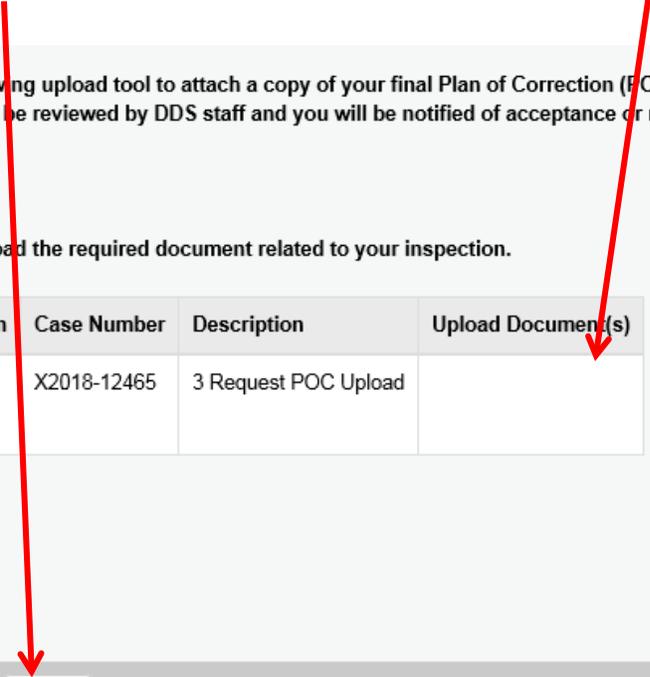
10. Click "Next" button. (The uploaded document (s) will be listed here.)

Use the following upload tool to attach a copy of your final Plan of Correction (POC).
This POC will be reviewed by DDS staff and you will be notified of acceptance or revisions request as necessary.

1. Please upload the required document related to your inspection.

Action	Case Number	Description	Upload Document(s)
* 	X2018-12465	3 Request POC Upload	

Previous Next



11. Click Finish on the Review page.

12. Log out.