

Provider - How to Complete a Document Upload for Scores

You will receive an email from within eLicense that provides, the information that is needed to complete the homescore. Ensure that all requested document(s) are ready to be uploaded prior to logging into eLicense.

Subject: EScore Application/Renewal Application Needs Attention ** To: HAYES ROAD <CPOLicensing@oakhillct.org> **

Workflow steps and required documents requested.

Workflow Process: Initial Application EScore **Comments:** New License
Incomplete Step: DDS Number(s) for Individual(s) are accurate.
Reason Not Completed/Comments: DDS number does not match the last EScore./ Angel's DDS number does not match eCamris. Please provide the correct DDS number.,
Incomplete Step: Fire Drill reports for the last 6 mths received.
Reason Not Completed/Comments: Non-participating resident noted with no rationale./ The November Fire drill report noted Michael did not participate in this fire drill with no rationale. please provide a rationale for the individual not participating in the November fire drill.

Login to the following eLicense website using the provided information, then go to **Online Services**, then **Upload Requested Document** and follow the instructions.

<https://www.elicense.ct.gov>

User ID: 1778813
Password: 1

Once logged in, please select 'Upload Requested Documents' under 'Document Upload'.

Navigate to the eLicense log in page at <https://www.elicense.ct.gov>

1. Enter the username.
2. Enter password.
3. Click the Log In button.

Welcome

Access Your Account

Account Fast Track Renewal

User ID

1778813

Password

Log In

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

VERIFY A LICENSE

- Select ON
- TE: All
- maintaine
- is conside

RENEW

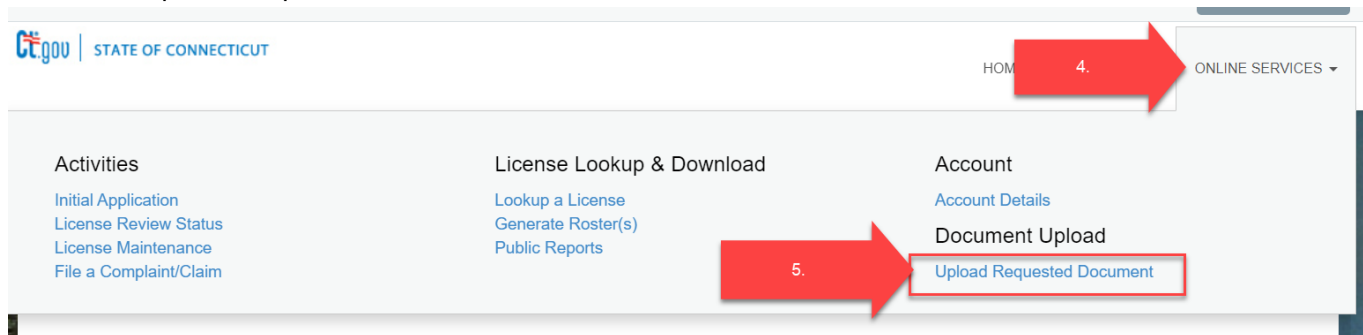
- To access
- Step-by-S
- First time
- DO NOT

FAST TRACK

- Check yo
- To access

Continued Next Page

4. Click on Online Services to open menu.
5. Click on Upload Requested Document



6. Ensure to check for the DSES credential to ensure document(s) are uploaded to the correct credential.
7. Click on the Start link.

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

Item			
License			
Start	DSLA.002633		
Start	DSES		

8. To upload a document – Click on the paper and pencil icon.

DSES
Document Upload WF

Fields marked with an asterisk * are required.

Use the following upload tool to attach documents requested via email by DDS Fire & Emergency Services personnel. The document(s) will be reviewed by DDS staff and you will be notified of acceptance or revision request as necessary. Preferred document types for upload are doc, docx, or pdf. Document types of msg and txt do not open, therefore cannot be reviewed.

1. Please upload the required document(s) related to your credential.

Preferred document types for upload are .doc, .docx, or .pdf. Document types of msg and txt do not open, therefore cannot be reviewed.

Action	Type of Activity	Reason	Description (/ and comments)	Upload Document(s)
	Initial Application Escore	Fire Drill reports for the last 6 mths received.	Non-participating resident noted with no rationale./The November Fire drill report noted Michael did not participate in this fire drill with no rationale. please provide a rationale for the individual not participating in the November fire drill.	
	Initial Application Escore	DDS Number(s) for Individual(s) are accurate.	DDS number does not match the last Escore./Angel's DDS number does not match eCamris. Please provide the correct DDS number.	

Previous
Next
Close and Save

Continued Next Page

9. Click on the Choose File button. Navigate to where the document is saved.

10. Click the Upload Document button.

Repeat steps 9 & 10 until all documents for the step have been upload.

Edit Anytime Document Upload - Workflow

Please upload the required document(s) related to your credential.

Preferred document types for upload are .doc, .docx, or .pdf. Document types of msg and txt do not open, therefore cannot be reviewed.

Type of Activity

Initial Application Escore

Upload Document(s)

No document(s) uploaded for this question.

Select a document to upload:

Choose File No file chosen

File types accepted: bmp, doc, docx, fsd, htm, jpeg, jpg, mht, mov, msg, pdf, png, rtf, tif, tiff, txt, vsd, xls, xlsx, xml, zip

Upload Document

OK Cancel

Preferred document types
.doc, .docx, or pdf

9.

10.

11. Click the Ok button.

Edit Anytime Document Upload - Workflow

Please upload the required document(s) related to your credential.

Preferred document types for upload are .doc, .docx, or .pdf. Document types of msg and txt do not open, therefore cannot be reviewed.

Type of Activity

Initial Application Escore

Upload Document(s)

Additional Information Requested.docx

Select a document to upload:

Choose File No file chosen

File types accepted: bmp, doc, docx, fsd, htm, jpeg, jpg, mht, mov, msg, pdf, png, rtf, tif, tiff, txt, vsd, xls, xlsx, xml, zip

Upload Document

OK Cancel

Documents that have been uploaded.

11.

Repeat steps 8 – 11 until all documents for listed steps have been uploaded.

Continued Next Page

12. Review documents uploaded for each request to ensure you have the correct documents.

13. Click the Next button.

DSES

Document Upload WF

Fields marked with an asterisk * are required.

Use the following upload tool to attach documents requested via email by DDS Fire & Emergency Services personnel. The document(s) will be reviewed by DDS staff and you will be notified of acceptance or revision request as necessary. Preferred document types for upload are doc, docx, or pdf. Document types of msg and txt do not open, therefore cannot be reviewed.

1. Please upload the required document(s) related to your credential.

Preferred document types for upload are .doc, .docx, or .pdf. Document types of msg and txt do not open, therefore cannot be reviewed.

Action	Type of Activity	Reason	Description (/ and comments)	Upload Document(s)
	Initial Application Escore	Fire Drill reports for the last 6 mths received.	Non-participating resident noted with no rationale./The November Fire drill report noted Michael did not participate in this fire drill with no rationale. please provide a rationale for the individual not participating in the November fire drill.	Additional Information Requested.docx
	Initial Application Escore	DDS Number(s) for Individual(s) are accurate.	DDS number does not match the last Escore./Angel's DDS number does not match eCamris. Please provide the correct DDS number.	Additional Information Requested - DDS Number.docx

12. (Red arrow pointing to the document links)

13. (Red arrow pointing to the Next button)

Previous Next Close and Save

14. Review again to ensure the correct documents have been upload for each request.

15. Click the Finish button, **The document upload is not complete until the finish button has been clicked.**

DSES

Document Upload WF

Review

Use the following upload tool to attach documents requested via email by DDS Fire & Emergency Services personnel. The document(s) will be reviewed by DDS staff and you will be notified of acceptance or revision request as necessary. Preferred document types for upload are doc, docx, or pdf. Document types of msg and txt do not open, therefore cannot be reviewed.

1. Please upload the required document(s) related to your credential.

Preferred document types for upload are .doc, .docx, or .pdf. Document types of msg and txt do not open, therefore cannot be reviewed.

Type of Activity	Reason	Description (/ and comments)	Upload Document(s)
Initial Application Escore	Fire Drill reports for the last 6 mths received.	Non-participating resident noted with no rationale./The November Fire drill report noted Michael did not participate in this fire drill with no rationale. please provide a rationale for the individual not participating in the November fire drill.	Additional Information Requested.docx
Initial Application Escore	DDS Number(s) for Individual(s) are accurate.	DDS number does not match the last Escore./Angel's DDS number does not match eCamris. Please provide the correct DDS number.	Additional Information Requested - DDS Number.docx

14. (Red arrow pointing to the document links)

15. (Red arrow pointing to the Finish button)

Previous Finish Close and Save

Continued Next Page

16. Process Successfully Completed will be displayed as shown below.

17. You can now log out.

The screenshot shows the top navigation bar of the Ct.gov website. The 'Logout' link is highlighted with a red box and a red arrow labeled '17'. Below the navigation bar is a blue header for 'Document Upload'. A green message box states 'Process Completed Successfully.', with a red arrow labeled '16' pointing to it. Below the message, a text prompt asks the user to select a license from a list. A table with two columns, 'Item' and 'License', lists two options: 'Start' with license 'DSLA.002633' and 'Start' with license 'DSES'.

HAYES ROAD [Logout](#) \$0.00 Checkout

Ct.gov | STATE OF CONNECTICUT

HOME MY ACCOUNT ONLINE SERVICES ▾

Document Upload

Process Completed Successfully.

Please select which license you wish to work with. Below is a list.

Item	License
Start	DSLA.002633
Start	DSES

*****You have successfully completed the document upload process*****