

# How to upload a Document into eLicense- for Providers

## Steps 1 & 2

**CONNECTICUT DEPARTMENT OF DEVELOPMENTAL SERVICES**  
**Quality and Systems Improvement Division**  
**Upload copy of final POC**

Dear DEER RUN TRAIL

As a result of your last inspection, a statement of citations/delinquencies has been sent to you for a Plan of Corrections (POC) response. This notification provides you with the login information necessary to upload your revised POC documents ready to upload with your revised POC document\*\*

**\*\*Reminder: Please have all required documents ready to upload with your revised POC document\*\***

Logon 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: 1779342


Password: [REDACTED]

**1. Click on link to log into eLicense**

**2. Use the Username and password received in the eLicense notification**

## Step 3

Login Register

 | STATE OF CONNECTICUT

**Access Your Account**

Account Fast Track Renewal

User ID

1779342 **3. Enter username here**

Password

..... **4. Enter password here**

**Log In** **5. Click Log In button**

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

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**Continued Next page.**

Step 6 & 7

DEER RUN TRAIL Logout \$0.00 Checkout

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ONLINE SERVICES ▾

- Activities
  - Initial Application
  - License Status
  - File a Complaint
- Account
  - Account Details
- Continuing Education
  - Class Search
- Document Upload
  - Upload Requested Document
- License Lookup & Download
  - Lookup a License
  - Generate Roster(s)
  - Public Reports

More Online Services

- Activities
  - Initial Application
  - License Status
  - File a Complaint
- Account
  - Account Details
- Continuing Education
  - Class Search
- Document Upload
  - Upload Requested Document
- License Lookup & Download
  - Lookup a License
  - Generate Roster(s)
  - Public Reports

Step 8

## Document Upload

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

### Item

	License
Start	DSLA.00

**Continued Next page.**

Step 9

DEEP SUN TRAIL Logout

DSLA.00


Document Upload Inspection

Document Upload Inspection

Fields marked with an asterisk \* are required.

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 documents for your inspection.

Action	Description	Upload Document(s)
* 	X2020-217 3 Request POC Upload	

9. Click the paper & pencil icon to upload needed POC and documents

Step 10

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:

Choose File

10. Click the Choose File button to start navigating to documents

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

Continued Next page.

Steps 11-13

**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:**

Choose File

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

Upload Document

**Open**

« eLice... > elicense training-t... Search elicense training-testi...

Organize New folder

Name	Date modified
DSIP - docs	12/2/2021 7:59 AM
AnyHome POC (McCarvill v1)	12/19/2018 9:46 AM
AnyHome POC	12/19/2018 9:46 AM
BSP 1	11/29/2021 12:21 PM
BSP 2	11/29/2021 12:21 PM
Capacity to Respond Policy	11/24/2021 10:10 AM
Cert of Health (McCarvill v1)	11/6/2018 2:46 PM
Cert of Health	11/6/2018 2:46 PM
CIP Policy	11/24/2021 10:12 AM
College Degree	11/24/2021 3:02 PM
COOP Policy	11/24/2021 10:11 AM

File name: AnyHome POC All files

Open Cancel

11. Nagavate to the location you saved your documents.

12. Select the file(s) you would like to upload to eLicense

13. Click the Open button

Step 14

**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:**

Choose File

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

Upload Document

Note: Repeat steps 10 through 13 until all documents have been uploaded.

14. Click the Upload Document button to upload Document

Continued Next page.

## Step 15

### Edit Anytime Document Upload - Inspection

Please upload the required document related to your inspection.

**Upload Document(s)**

AnyHome POC.docx


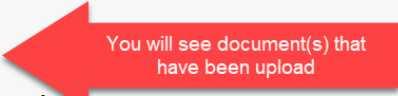
**Select a document to upload:**

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



## Step 16

### Document Upload Inspection

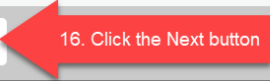
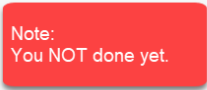
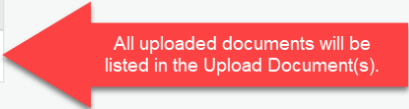
Fields marked with an asterisk \* are required.

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)
*	X2023-217	3 Request POC Upload	AnyHome POC.docx

Previous Next



**Continued Next page.**

Step 17

DSLA.002708

Document Upload Inspection

Review

### Review

#### Document Upload Inspection

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.

Case Number	Description	Upload Document(s)
X2023-217	3 Request POC Upload	<input type="text" value="AnyHome POC.docx"/>

Previous Finish

17. Click the Finish button

Step 18

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HOME

## Document Upload

Process Completed Successfully.

18. You have complete the document upload. You can now log out.

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

Item	License
Start	DSLA.002708

Note:  
Even though there is still an Item that says start, you have completed this upload. The below Item will remain open until QSI completes their review of your POC and other documentation and does not require any other documents to be uploaded. If QSI Inspector needs further documents you will begin these instructions again.

**\*\*\*POC document upload completed\*\*\***