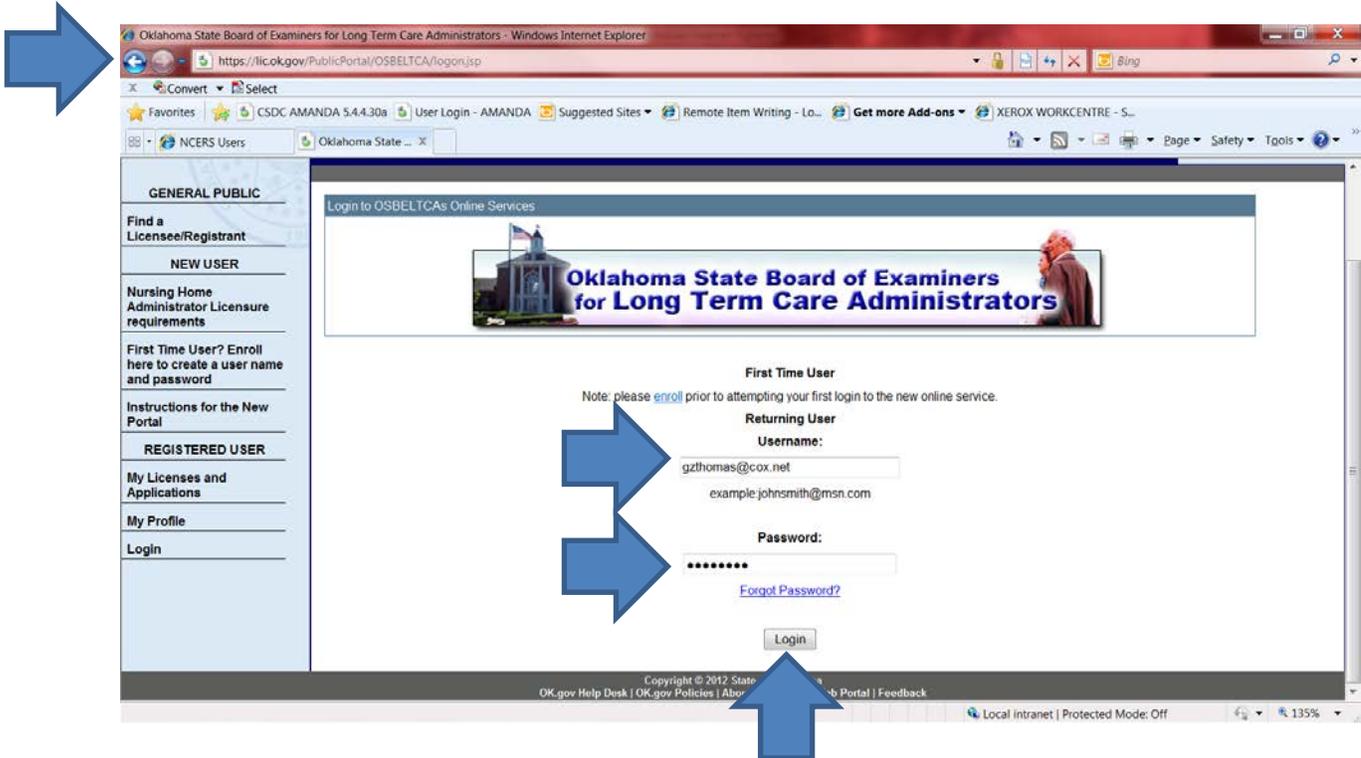


Congratulations on your new job or your new home (or both). To change this information in our new system is pretty simple. Here's how:

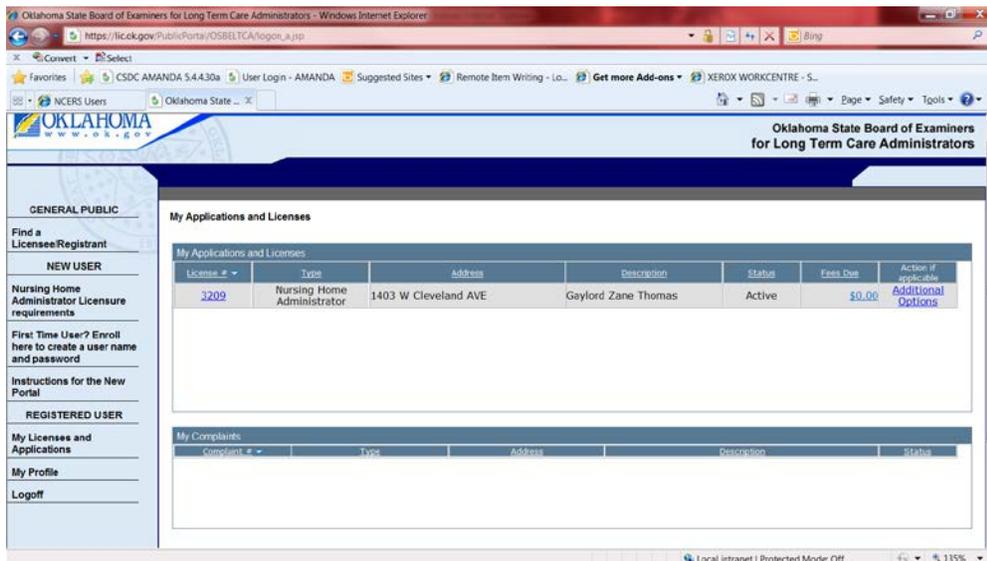
First, go to our portal (at <https://lic.ok.gov/PublicPortal/OSBELTCA/logon.jsp>)

Enter your username (email address) and password (you should have already changed that to something you remember from a PIN we sent you...call us if you did not and don't know your PIN).



Click the "Login" button...

This will take you to a page that looks like this...



The "easiest" way to change your address and/or place of employment is to click on your license number...

Oklahoma State Board of Examiners for Long Term Care Administrators - Windows Internet Explorer
https://lic.ok.gov/PublicPortal/OSBELTCA/login_a.jsp

GENERAL PUBLIC

Find a Licensee/Registrant

NEW USER

Nursing Home Administrator Licensure requirements

First Time User? Enroll here to create a user name and password

Instructions for the New Portal

REGISTERED USER

My Licenses and Applications

My Profile

Logoff

My Applications and Licenses

License #	Type	Address	Description	Status	Fees Due	Action if applicable
3209	Nursing Home Administrator	1403 W Cleveland AVE	Gaylord Zane Thomas	Active	\$0.00	Additional Options

My Complaints

Complaint #	Type	Address	Description	Status
-------------	------	---------	-------------	--------

Local intranet | Protected Mode: Off

Which takes you to another page where you can clearly see a link to change your address and contact info...

Oklahoma State Board of Examiners for Long Term Care Administrators - Windows Internet Explorer
https://lic.ok.gov/PublicPortal/OSBELTCA/MyService2_Detail.jsp

GENERAL PUBLIC

Find a Licensee/Registrant

NEW USER

Nursing Home Administrator Licensure requirements

First Time User? Enroll here to create a user name and password

Instructions for the New Portal

REGISTERED USER

My Licenses and Applications

My Profile

Logoff

License Details

License #	Type	SubType	Address	Status	Application Date	Issue Date	Expiration Date
3209	Long Term Care Administrator	Nursing Home Administrator	1403 W Cleveland AVE	Active		Aug 26, 2009	Dec 31, 2012

People Details

Desc	Name	Address	City	Province	Postal Code	Phone#
Applicant	GAYLORD ZANE THOMAS	1403 WEST CLEVELAND AVENUE	GUTHRIE	OK	73044	(405)293-9281e

Manage Applications

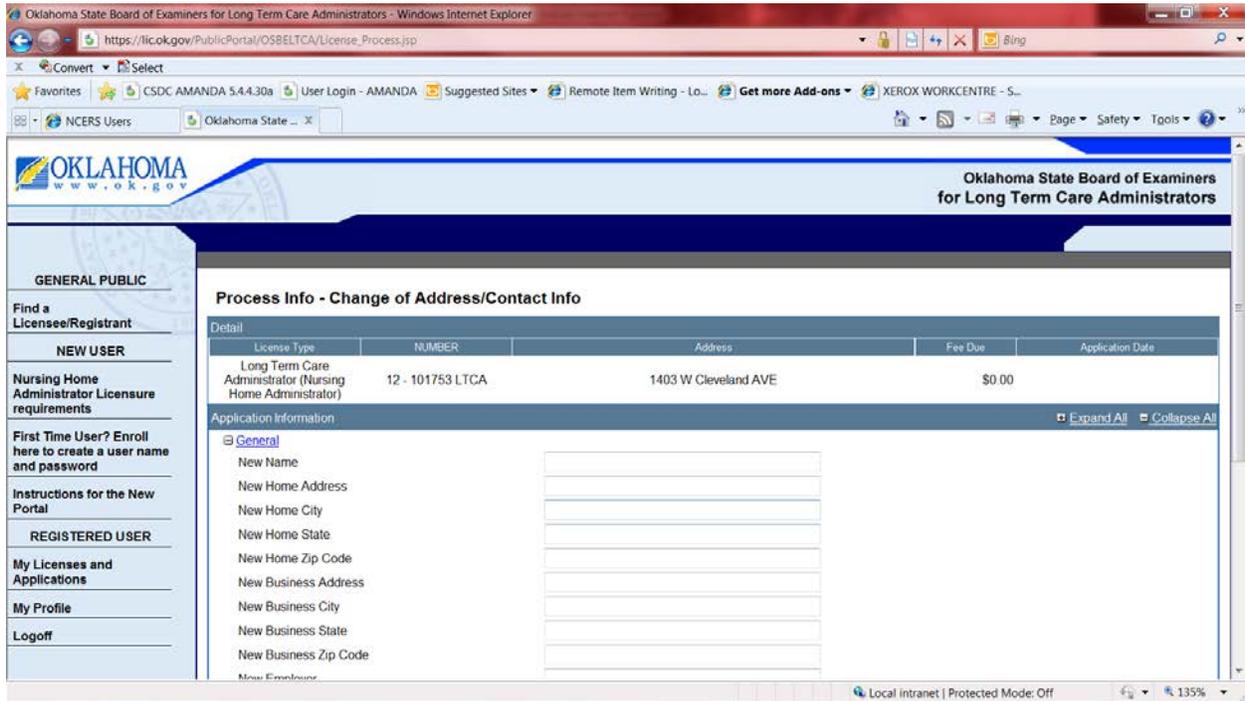
Process Description
Change of Address/Contact Info

Back

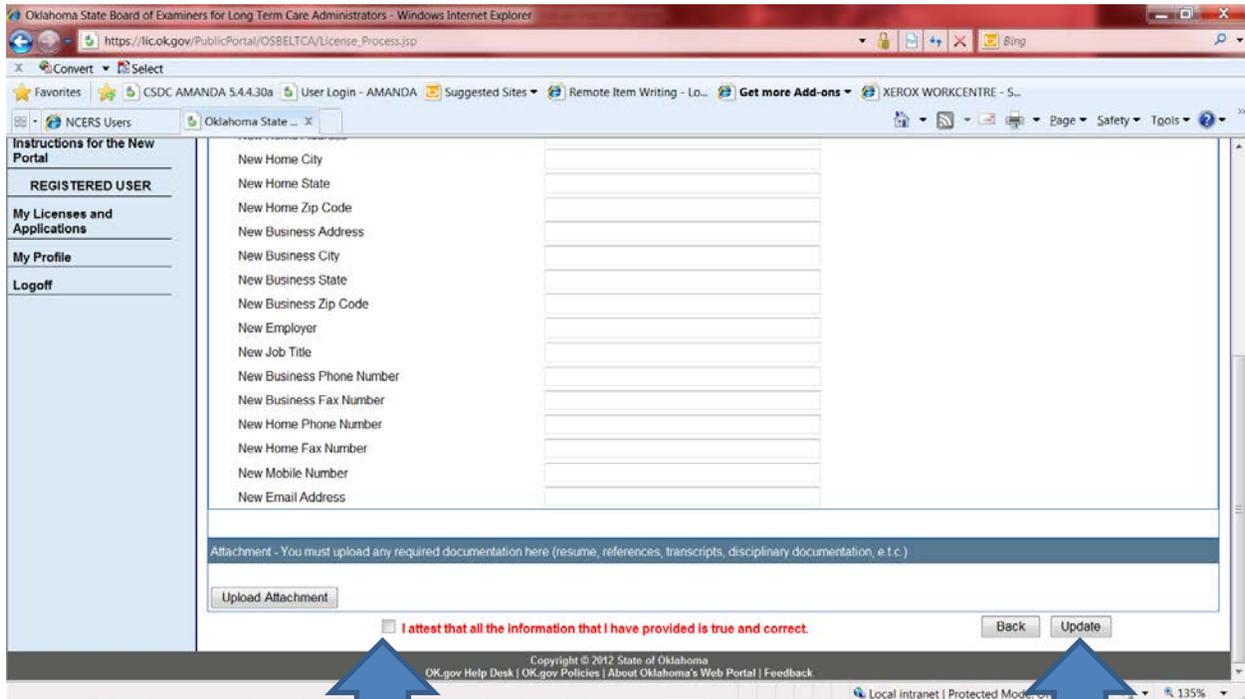
Copyright © 2012 State of Oklahoma
OK.gov Help Desk | OK.gov Policies | About Oklahoma's Web Portal | Feedback

Local intranet | Protected Mode: Off

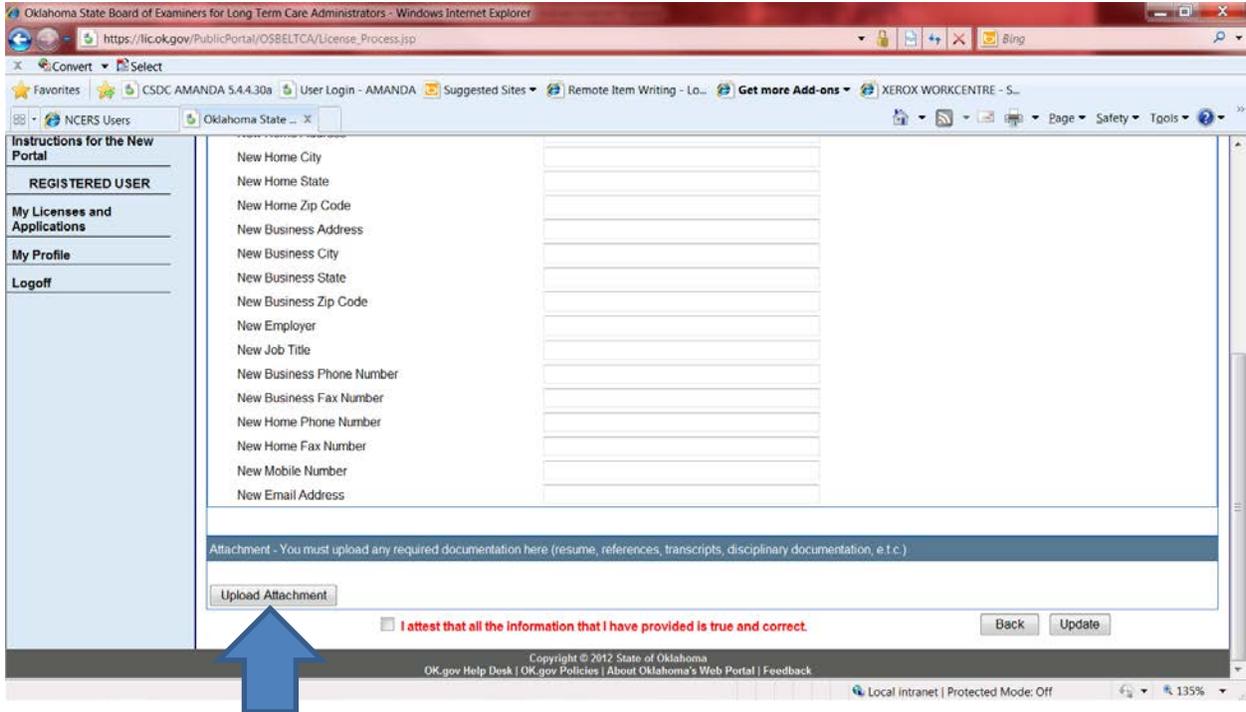
Clicking on that link brings you to a page where you can enter your new information... if it's not new, don't change it.



Scroll down... there's more. When you're through changing what needs to be changed, click on the button to "Attest" that all the information you're providing is true and correct... and then click the update button. It's really THAT simple.

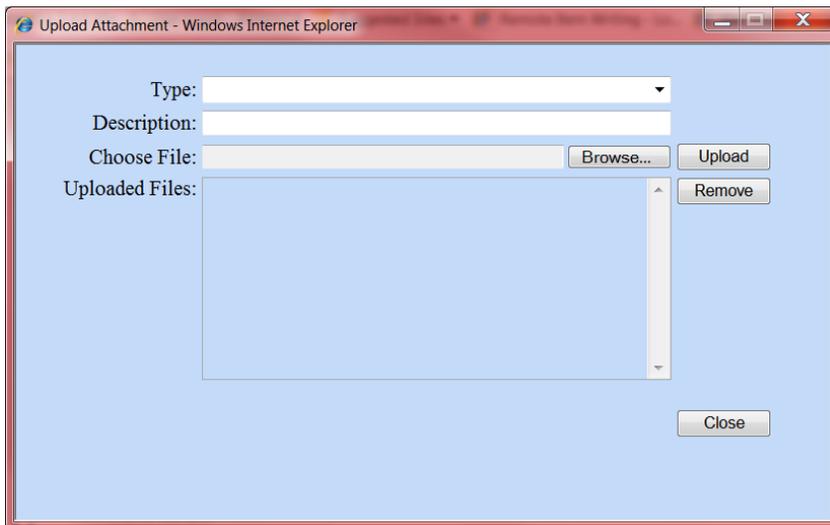


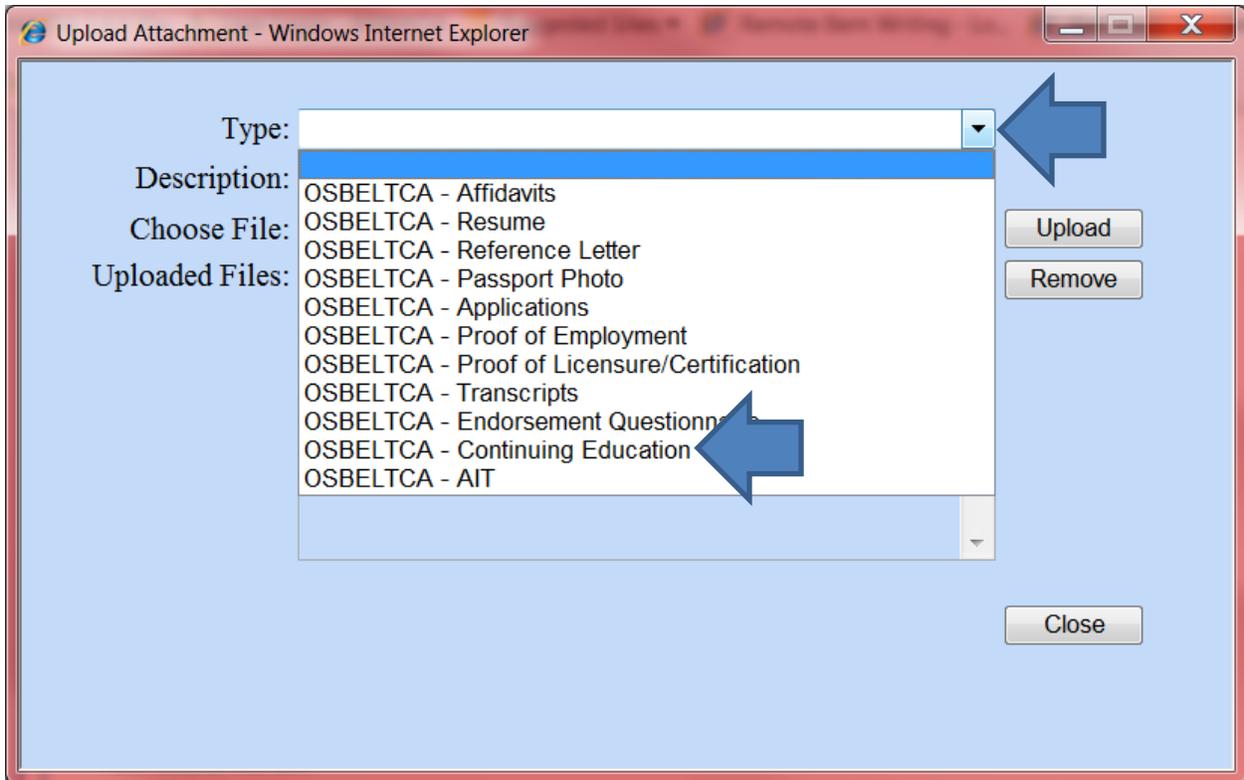
You PROBABLY noticed the “Upload” attachments button there at the bottom of that page, too... This is there and I would like to draw your attention to it because it’s something you might want to use (or not).



There may be a time when you need to use it (such as to provide a response when your facility has been referred due to a survey or something like that) but as an OPTION, you could also upload your CONTINUING EDUCATION certificates here (so they’re never lost).

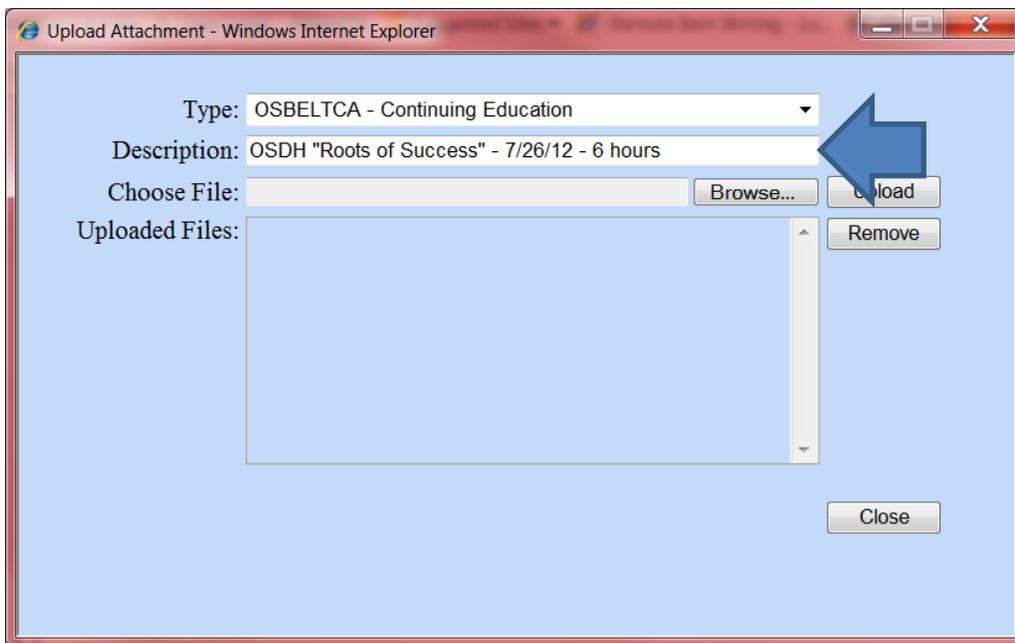
If you do that, it would be really smart to well document what it is you’re uploading...let’s look at it closer. Click on that “Upload Attachments” button... A “pop up” window like this appears.



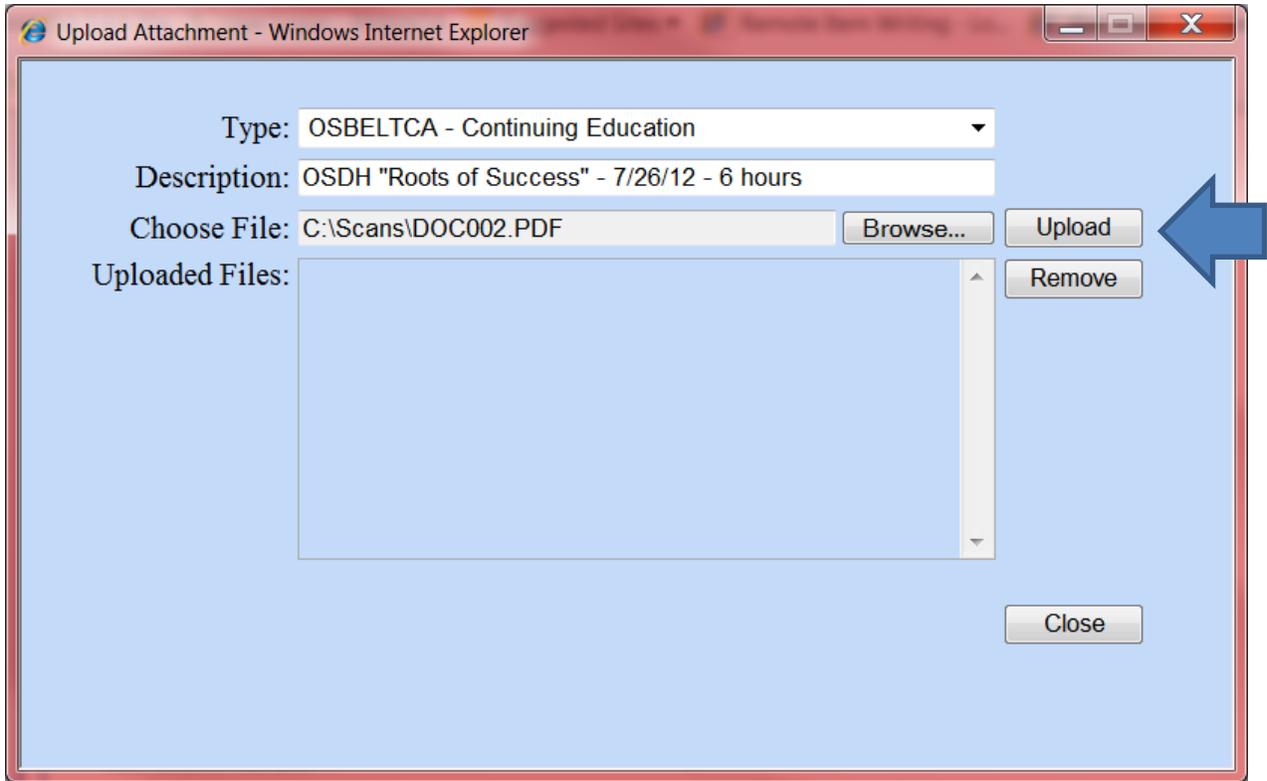


In the "Type" button, there's an arrow on the right that gives you a "drop down" menu to sort of classify what kind of document you're uploading... Let's click on the "Continuing Education" type...

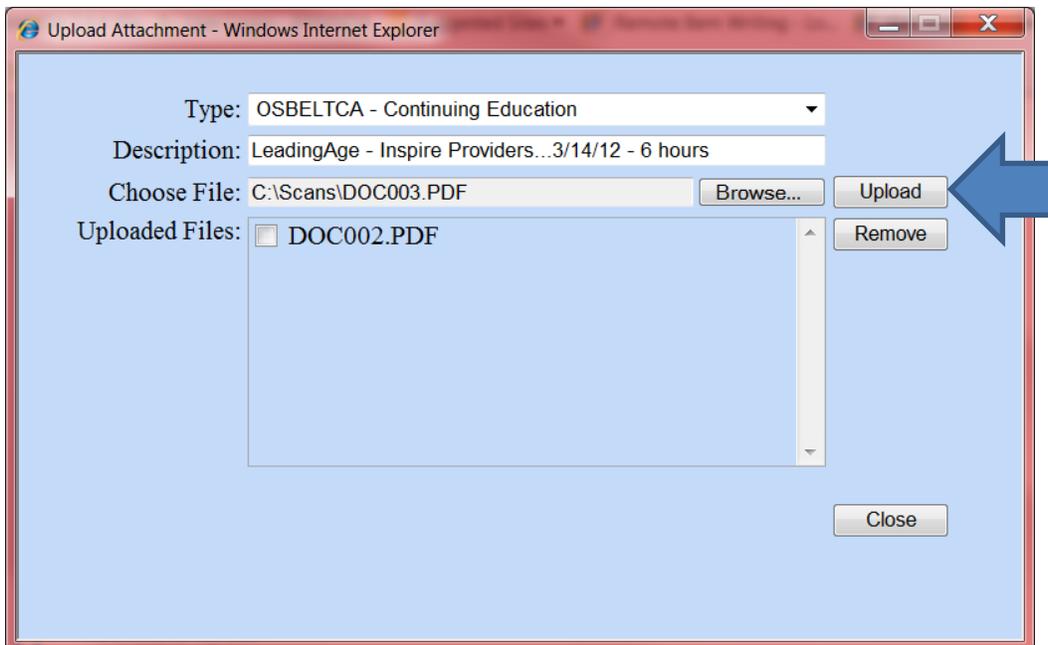
On that "Description" line, type in enough information that you can easily tell what it was, when it was, how many hours...



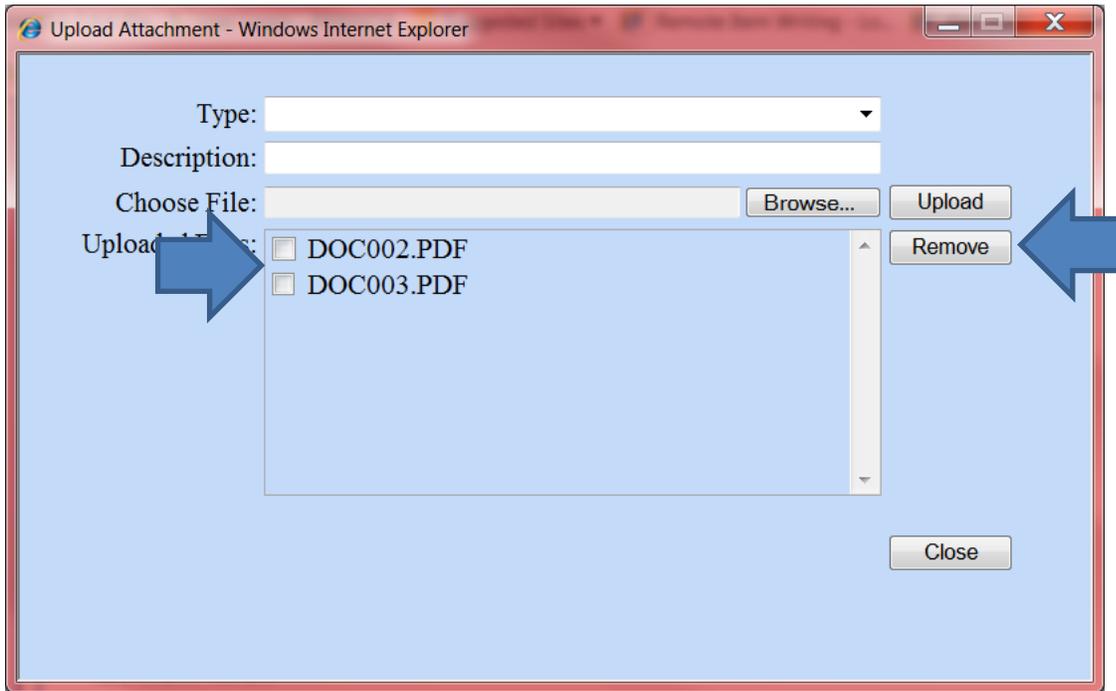
Now, you should have already “scanned” your documents as an image or a pdf so that you can upload them easily...so now you click on the “Browse” button and then locate the file on your computer (or thumbdrive or wherever you’ve put it)... and then hit the “Upload” button...



If you wish to upload another document, repeat the “Type, “ Description” and “Choose File” (Browse) and “Upload”...

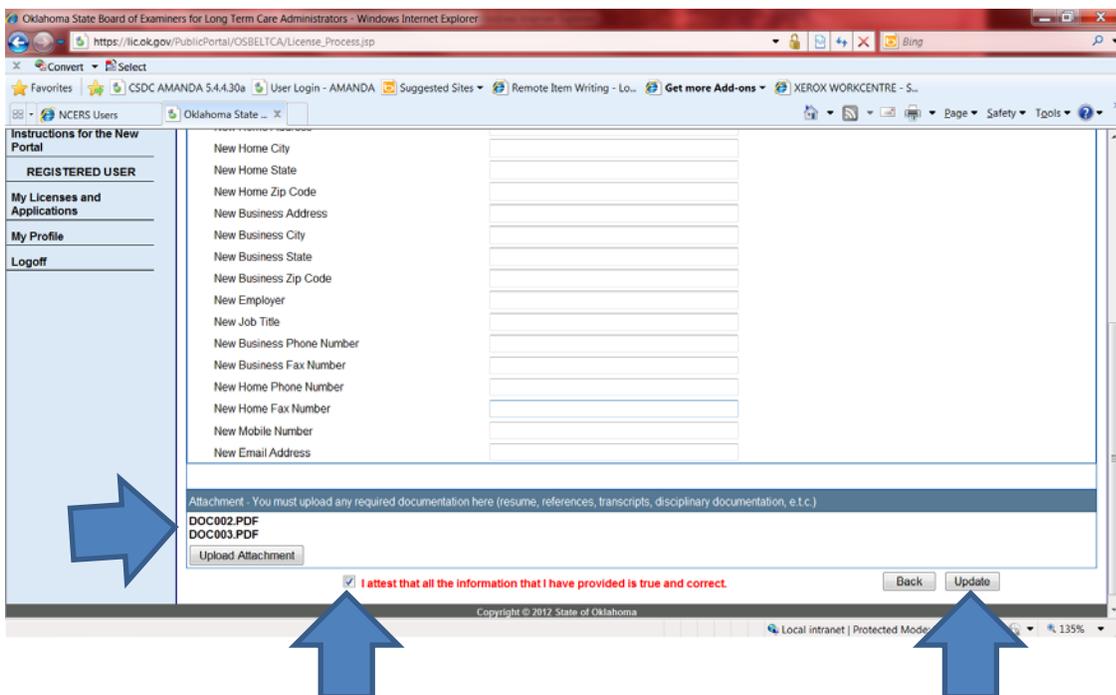


So, you see, you can upload multiple documents at this time...



This shows two documents having been uploaded... if you want to remove them at this point (perhaps you realize you have uploaded the wrong document), click on the box in front of the one you want to remove and then the "Remove" button.

Otherwise, once you're done...click the "Close" button. That takes you back to the page with the "Attest" sentence (you need to click on that and get the arrow in it) and then click the "Update" button. You can see here that you have uploaded two documents.



Once you hit "Update," it takes you back to the page with your license details and at the bottom you can see "My attachments" and the Description you gave the file now comes in handy for you later because you can see what the document is without even opening it...if you just call it "Document1" or something, that's not very helpful. You can actually click on those documents and open them up on your computer now... and you can see when you uploaded them. It's a pretty handy way for you to keep track of your CE if nothing else.

The screenshot shows the Oklahoma State Board of Examiners for Long Term Care Administrators website. The page is titled "Oklahoma State Board of Examiners for Long Term Care Administrators" and features a navigation menu on the left with options like "GENERAL PUBLIC", "NEW USER", "REGISTERED USER", "My Licenses and Applications", "My Profile", and "Logoff". The main content area displays "License Details" for license # 3209, "People Details" for applicant GAYLORD ZANE THOMAS, and "My Attachments" including "OSDH 'Roots of Success' - 7/26/12 - 6 hours" and "LeadingAge - Inspire Providers...3/14/12 - 6 hours". A "Back" button is visible at the bottom right of the attachments section. Two blue arrows are overlaid on the image: one pointing to the "Logoff" link in the sidebar and another pointing to the "My Attachments" section.

When you're done, you would simply click on "Logoff" on the lower left.

We hope you found this helpful.