INSTRUCTION GUIDE

ACCESS TO ONLINE LICENSE SYSTEM

THROUGH THE AHCA WEB PORTAL
OVERVIEW

The Agency for Health Care Administration (Agency) developed a web Portal to allow authorized users access to multiple external systems maintained by the Agency for the purpose of viewing, reporting and maintaining information.

The Online Licensing System is the fourth external Agency system to be available on the Portal. If you currently have access to the Agency’s Background Screening Results or Home Health Quarterly Report, your user code and password will remain the same. However, you will need to complete and submit a User Agreement form for access to the Online Licensing System.

If you are the user authorized to complete the renewal application and do not have access to the Background Screening Results or Home Health Quarterly Report, you will need to create a user name and password for your Portal account, request Online Licensing System access and submit a User Agreement. The User Agreement for new accounts must be received and approved prior to using the online licensing system.

The link to the Agency’s Web Portal is: https://apps.ahca.myflorida.com/SingleSignOnPortal

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**New User:** **If you are an existing Background Screening or Home Health Agency Quarterly Report user, please skip to page 6**

**Step 1** - Click on the New User Registration link.

**Step 2** - You will be asked to read the Authorization Statement. In order to continue check the box that you understand and agree with the statement and then click the ‘Continue’ button.
**New User - continue:**

**Step 3:** Enter all required information as indicated by a red asterisk (*) and the Verification words.

**3A** - *Important updates and notifications will be sent to the email address on file.*

**Step 4:** Click the “Register” button.

**Step 5:** A new screen will inform you that your User Account was created successfully. Click the “Return to Login” button to return to complete the process.
EXISTING AHCA PORTAL USERS

Manage your AHCA Portal User Account

**Step 1** - Enter your User Name and Password.

**Step 2** - Select the “Log In” button.

**Step 3** - If you are existing portal user or once you have been approved, you may edit any of the information contained on the User Information tab. **Special Note: Important updates and notifications will be sent using this information.**

  **Step 3A** - Enter updated/new information.
  **Step 3B** - Enter your existing Password.
  **Step 3C** - Click the “Update User Information” button.

ACCESS TO THE ONLINE LICENSING SYSTEM / USER AGREEMENT(S)
**Step 1** - Request access to the Online Licensing System by clicking on the down arrow to Select Program and begin process to generate the User Agreement.

**Step 2** - Select the Online Licensing System and then click the Request Program Access button.

**Step 3** - Select your provider type from the drop down list.
**Step 4** - To add your Provider’s name start typing the name in the box.

**Step 5** - Once you have found your Provider click on the name to select it, and then click the Add Provider button. If you are authorized to submit applications for multiple providers, you can continue to search for and add additional providers (see Multi-Provider list example below).
Step 6 - Once you have added all the Providers you are authorized for, click the Generate AHCA Registration Agreement button.

Step 7 - You will need to print the User Agreement (example below) so that the administrator can sign the agreement. The User Agreement will need to be submitted to the Agency for Health Care Administration for approval. The User Agreement can be submitted by email, mail or scanned or by facsimile at: (850) 413-0007. Please put AHCA Online Registration Agreement in your subject line/fax cover. Please be advised that you will not have access to the Online Licensing System for the Provider until the User Agreement has been received and approved by the Agency.
Online Licensure
User Registration Agreement

Mail To: Agency for Health Care Administration
2727 Mahan Drive, Mail Stop #61
Tallahassee, FL 32308

Scan and E-Mail To: AHCAREgistration@ahca.myflorida.com
Fax to: (850) 413-0007
Subject Line: Online Licensure User Agreement

User Information:
Name: BERNARD [Redacted]
Employer Name: AHCA
Address: 2727 MAHAN DRIVE, MS #33 TALLAHASSEE, FL 32308
Phone Number: (850) 412- [Redacted]

Provider Name: ABBEY REHABILITATION AND NURSING CENTER
Address: 7101 DR MARTIN LUTHER KING JR ST N, SAINT PETERSBURG, FL 33702
Phone Number: (727) 522-7231
Fax Number: (727) 522-2486
Administrator: HUBERT PAUL
Provider Type: NURSING HOME
Field Office: 05
License Number: 10010961
File Number: 55201

Each person with access to this web site must abide by the following:
• Do not disclose or lend your USER ID AND/OR PASSWORD to anyone. They are for your use only and will serve as your “electronic signature.” This means that you may be held responsible for the consequences of unauthorized or illegal transactions.
• Do not browse or use this information for unauthorized or illegal purposes.
• Do not make any disclosure of this data that is not specifically authorized.
• Do not intentionally cause corruption or disruption of these files.

If you become aware of any violation of these security requirements or suspect that someone may have used your user ID or