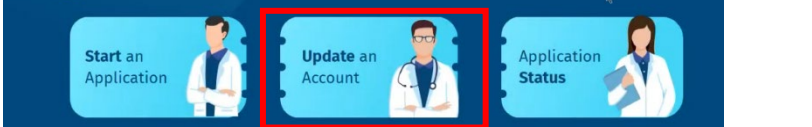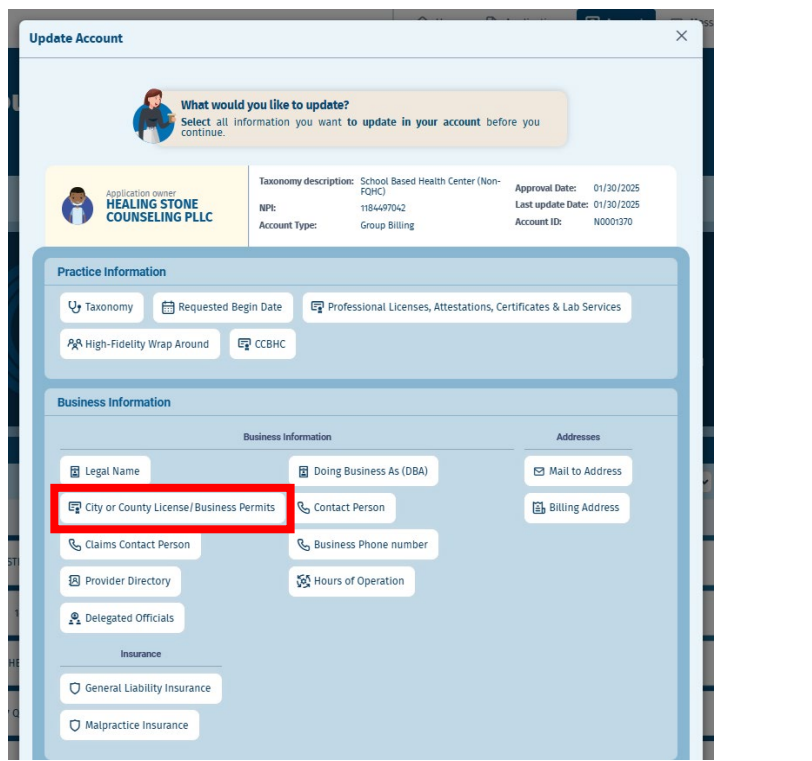HEALTH CARE
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How Do I Update a Business License?
Participant User Guide
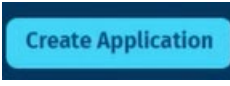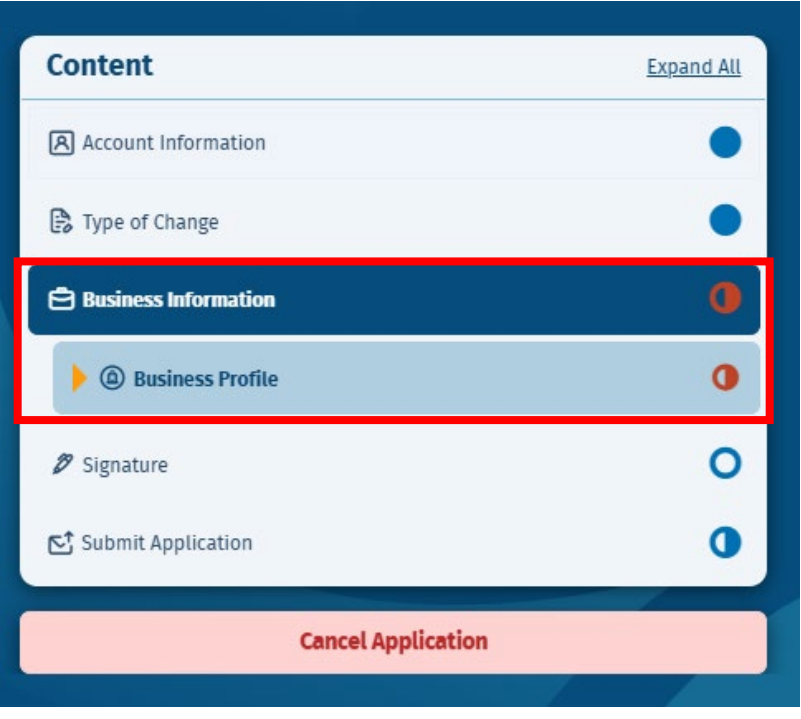
1   Introduction
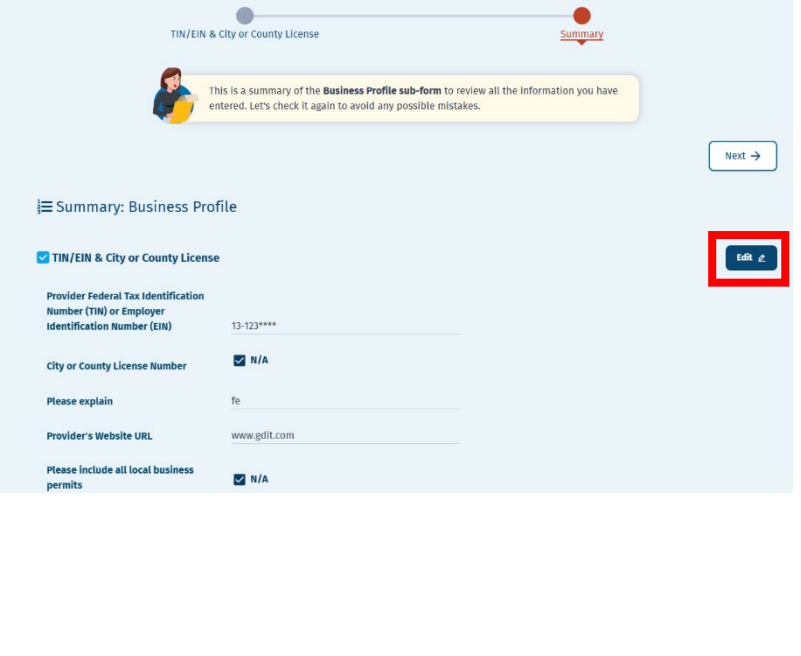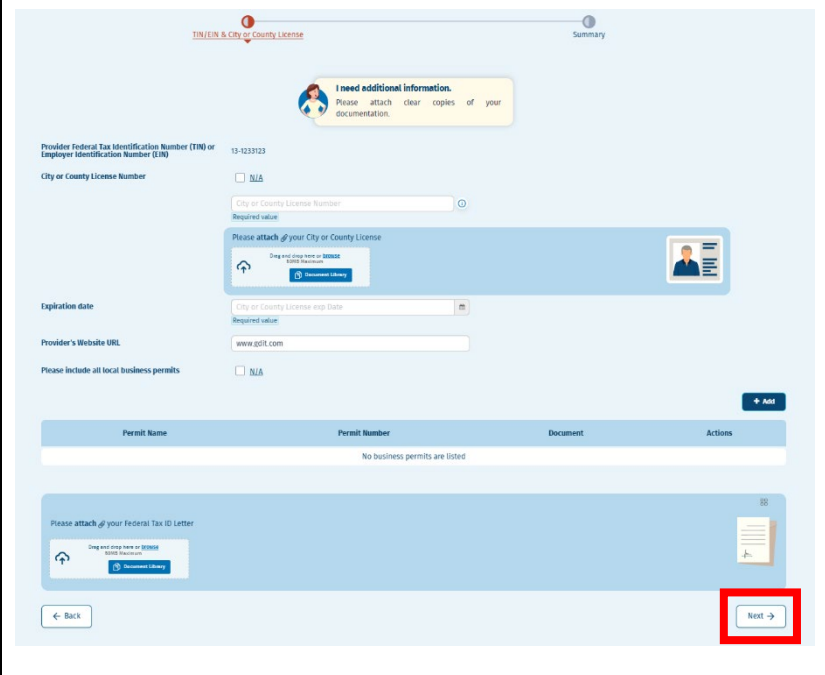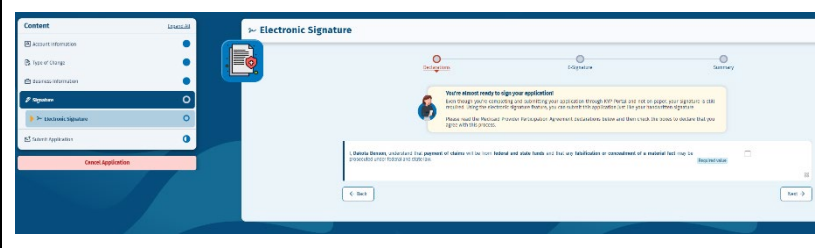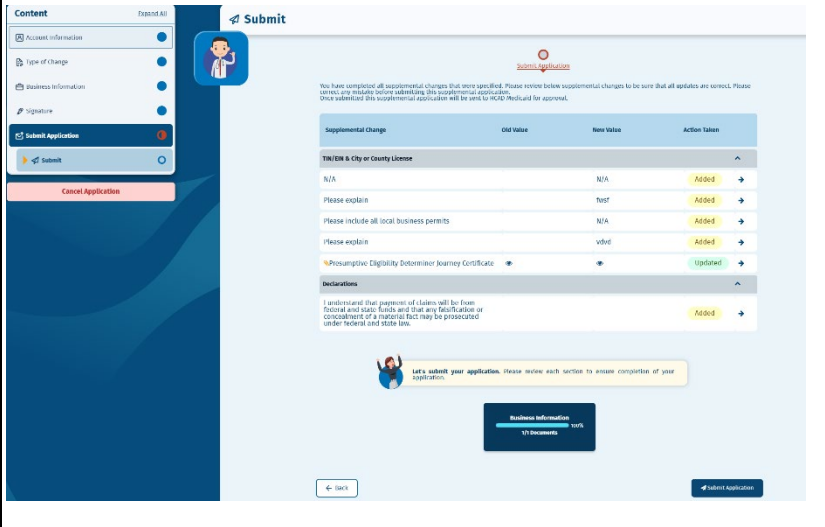
Users may update their Business License to an existing account in the Provider and Presumptive Eligibility Determiner (PED) Enrollment System.

2   Updating a Business License

To update a Business License on an existing account, do the following:

Step	Screenshot (if applicable)
1. Navigate to the Provider and Presumptive Eligibility Determiner (PED) Enrollment System Home page.	
2. Select the **Update an Account** button.	
3. Find the account that needs to be updated.	
4. Select the **Update** icon.	
5. Select the **City or County License/Business Permits** button.	

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6.	Select the **Create Application** button.	Create Application
7.	Navigate to the **Business Information** section.	
8.	Select the **Edit** button.	

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9. Update the Business License information and select the **Next** button.	
10. Complete the **Signature** section. *Note: This section will have you electronically sign for the application.*	
11. Complete the **Submit Application** section. *Note: The application will be sent Medicaid for review.*	