


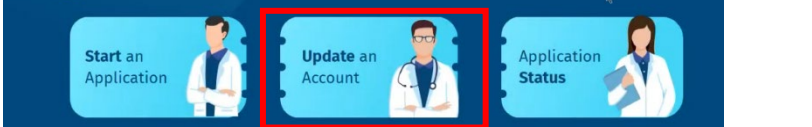


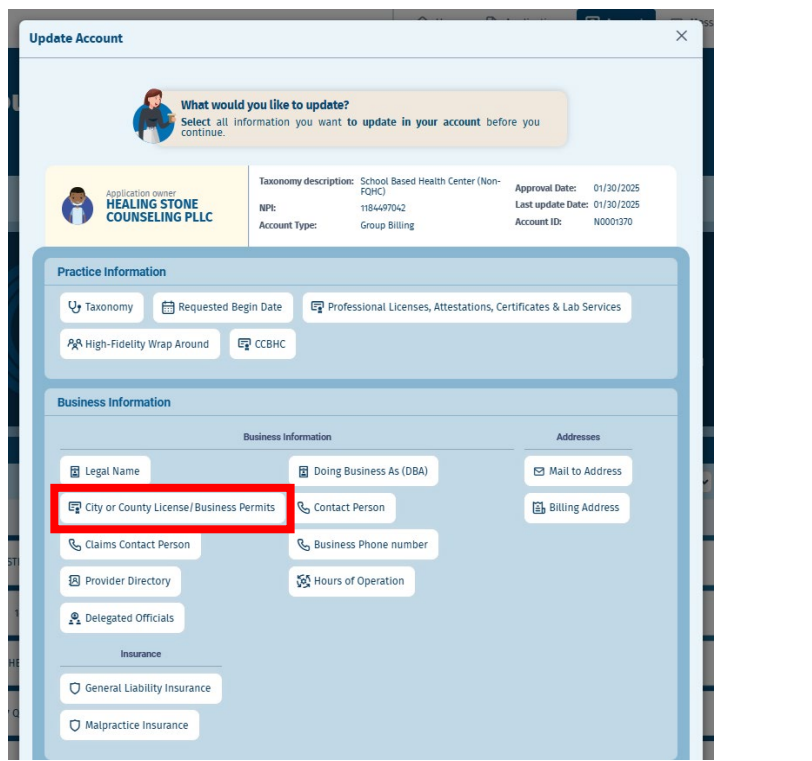
How Do I Update a Business License? Participant User Guide

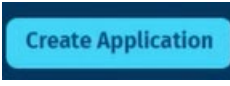
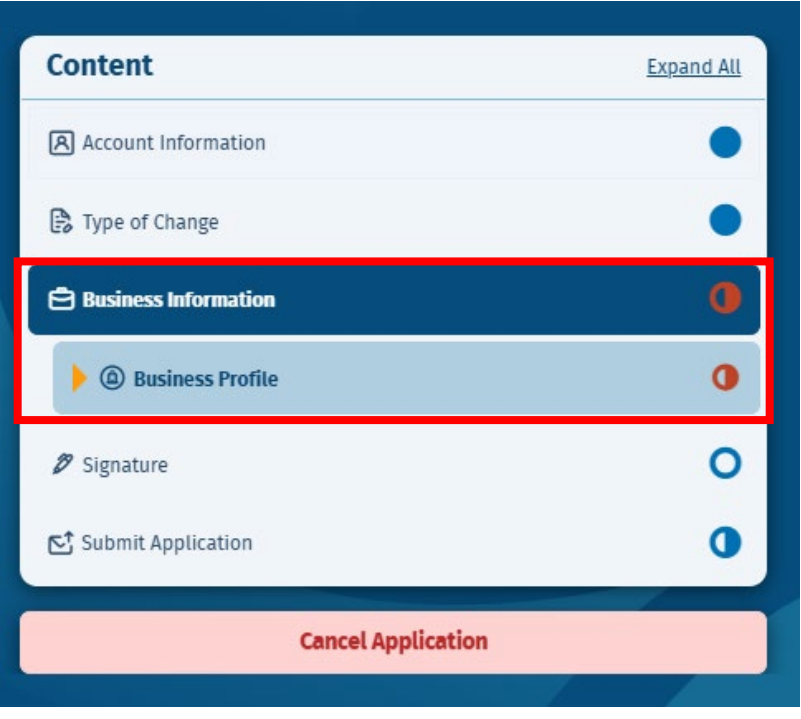
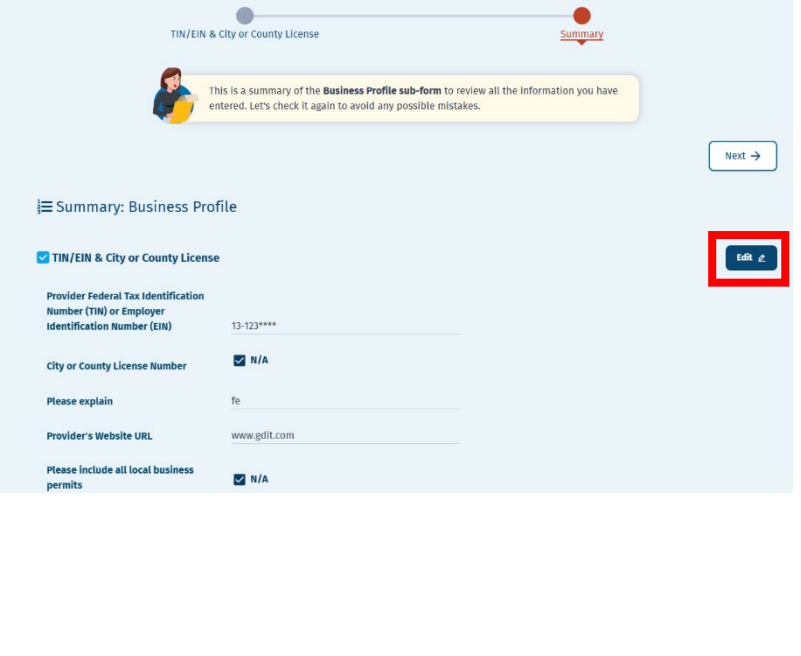
1 Introduction

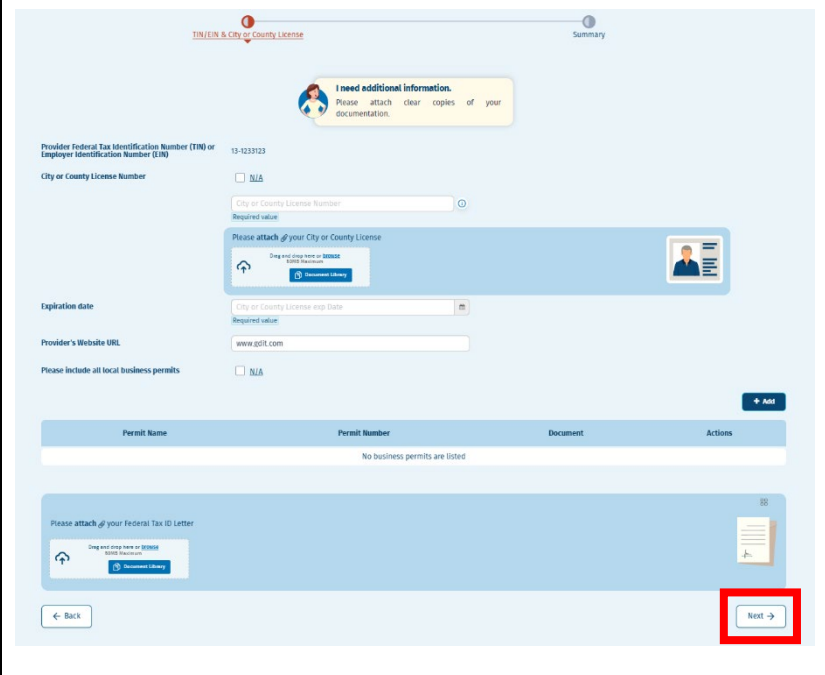
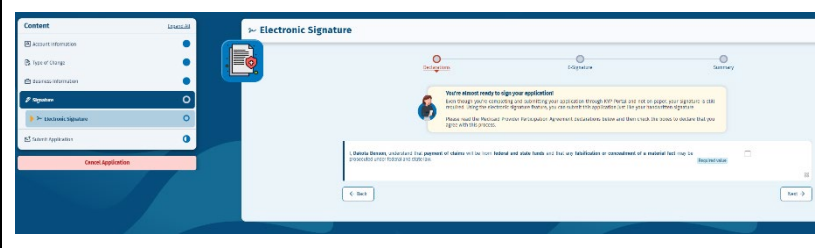
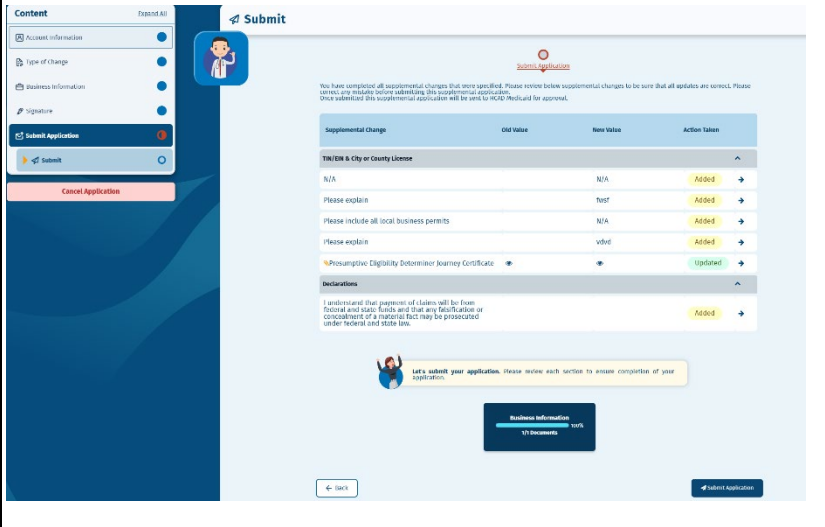
Users may update their Business License to an existing account in the Provider and Presumptive Eligibility Determiner (PED) Enrollment System.

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.	

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

<p>9. Update the Business License information and select the Next button.</p>																																					
<p>10. Complete the Signature section. Note: This section will have you electronically sign for the application.</p>																																					
<p>11. Complete the Submit Application section. Note: The application will be sent Medicaid for review.</p>	 <table border="1" data-bbox="1031 1344 1469 1564"> <thead> <tr> <th>Supplemental Change</th> <th>Old Value</th> <th>New Value</th> <th>Action Taken</th> </tr> </thead> <tbody> <tr> <td>TIN/EIN & City or County License</td> <td></td> <td></td> <td></td> </tr> <tr> <td>N/A</td> <td></td> <td>N/A</td> <td>Added →</td> </tr> <tr> <td>Please explain</td> <td></td> <td>not</td> <td>Added →</td> </tr> <tr> <td>Please include all local business permits</td> <td></td> <td>N/A</td> <td>Added →</td> </tr> <tr> <td>Please explain</td> <td></td> <td>not</td> <td>Added →</td> </tr> <tr> <td>Presumptive Eligibility Determiner Journey Certificate</td> <td></td> <td>*</td> <td>Updated →</td> </tr> <tr> <td>Declarations</td> <td></td> <td></td> <td></td> </tr> <tr> <td>I understand that payment of claims will be from Medicaid and state funds and that any violation or non-compliance of a regulatory act may be prosecuted under federal and state law.</td> <td></td> <td></td> <td>Added →</td> </tr> </tbody> </table>	Supplemental Change	Old Value	New Value	Action Taken	TIN/EIN & City or County License				N/A		N/A	Added →	Please explain		not	Added →	Please include all local business permits		N/A	Added →	Please explain		not	Added →	Presumptive Eligibility Determiner Journey Certificate		*	Updated →	Declarations				I understand that payment of claims will be from Medicaid and state funds and that any violation or non-compliance of a regulatory act may be prosecuted under federal and state law.			Added →
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