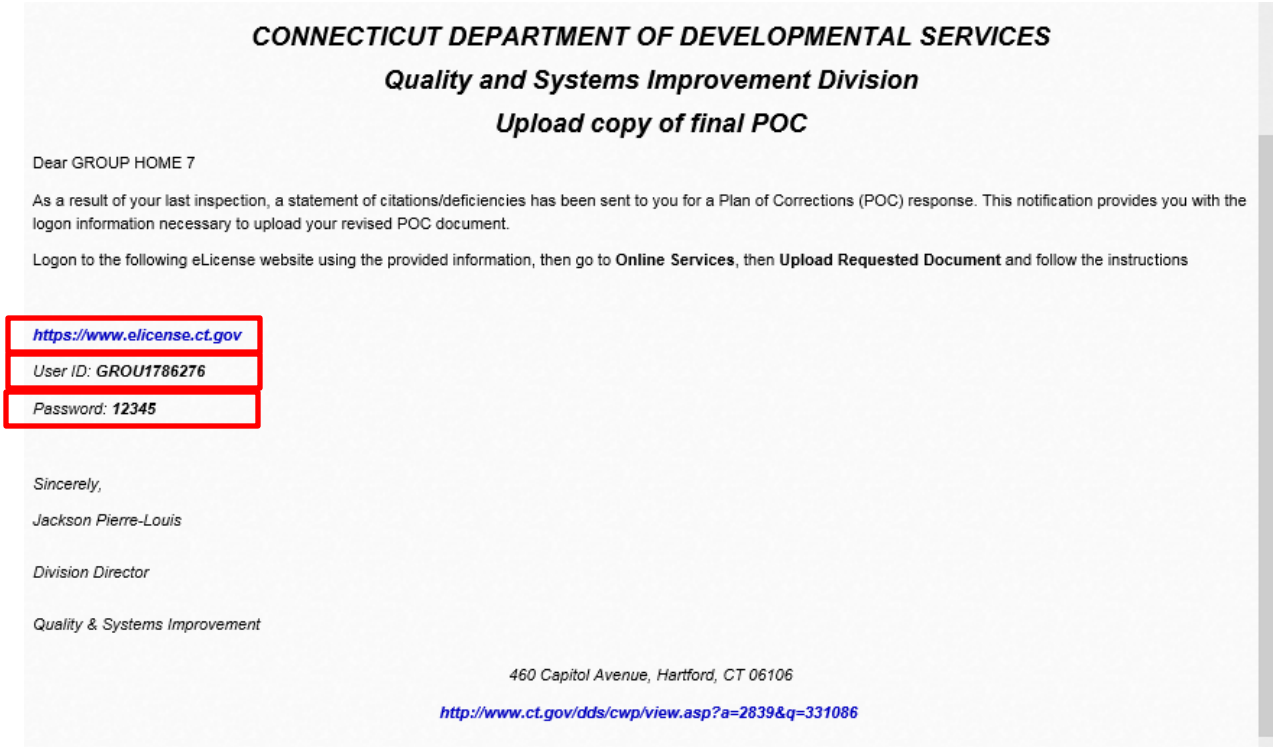
How to upload a POC to eLicense

1. You will receive an email to upload the approved POC to eLicense:



CONNECTICUT DEPARTMENT OF DEVELOPMENTAL SERVICES

Quality and Systems Improvement Division

Upload copy of final POC

Dear GROUP HOME 7

As a result of your last inspection, a statement of citations/deficiencies has been sent to you for a Plan of Corrections (POC) response. This notification provides you with the logon information necessary to upload 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: **GROU1786276***

*Password: **12345***

Sincerely,

Jackson Pierre-Louis

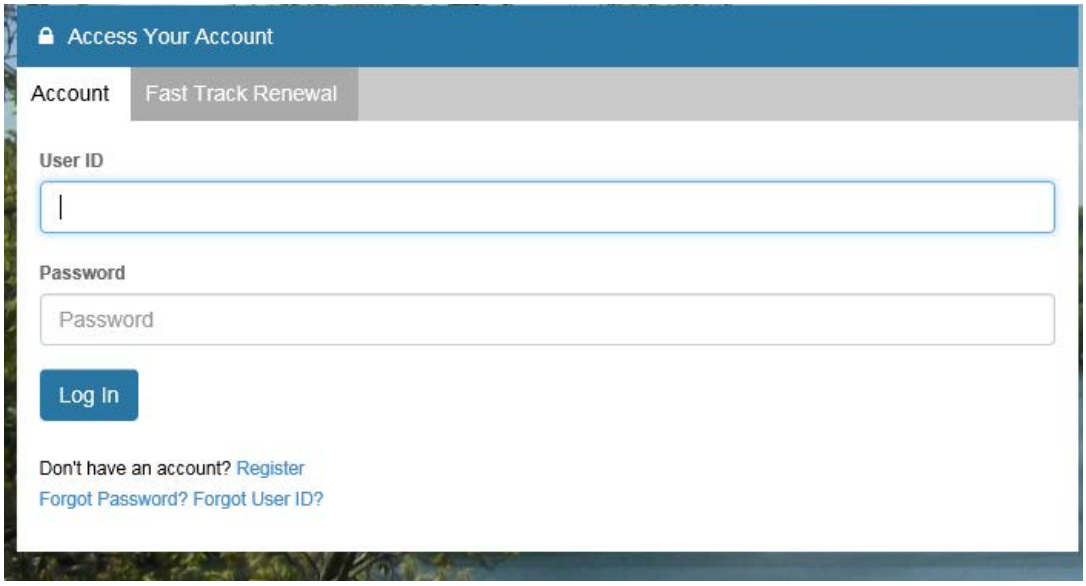
Division Director

Quality & Systems Improvement

460 Capitol Avenue, Hartford, CT 06106

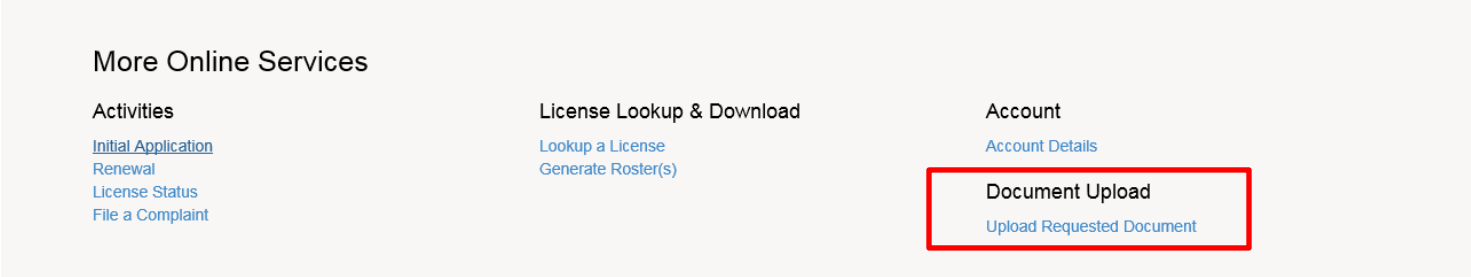
http://www.ct.gov/dds/cwp/view.asp?a=2839&q=331086

2. Using the link provided in the email navigate to the elicense log in page.
3. Enter the provided username and password. Click Log In button.

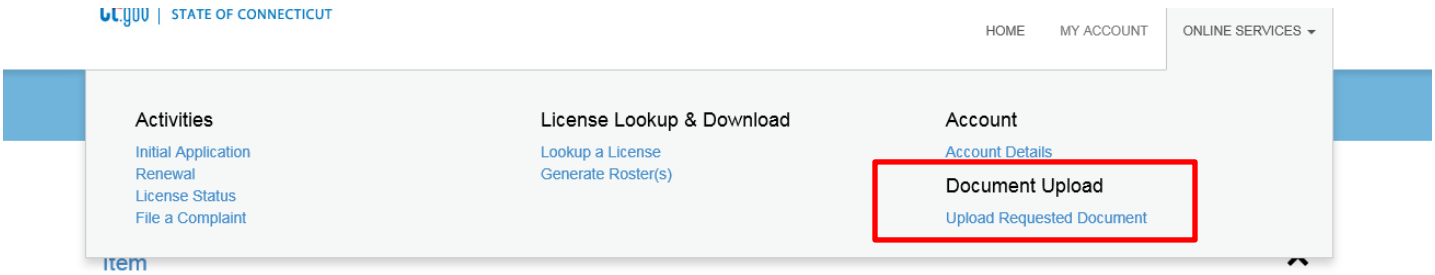


****Note:** First Time users - you MUST resolve all of the issues for your account. (set security questions, verify your email address, and change your password). If you do not correct these issues, you cannot access the link to upload your POC. ****

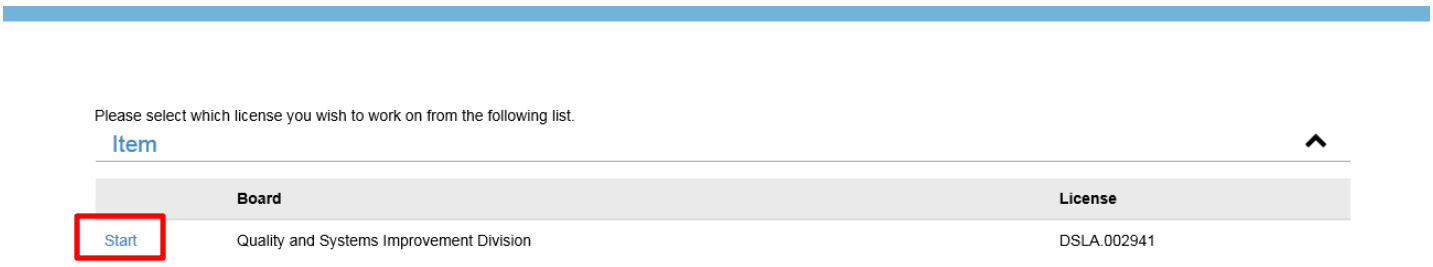
4. There are 2 ways to access the upload link;
    a. Go to the bottom left of the page and click the link under Document Upload.



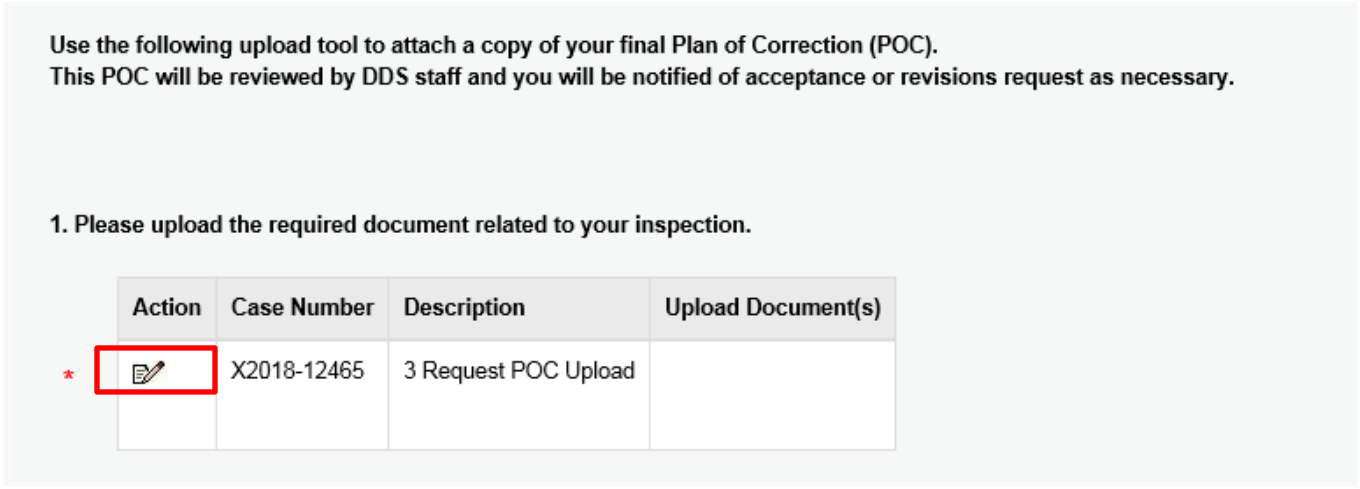
    b. At the right top of the page in the OnLine Services dropdown menu. Click the link under Document Upload



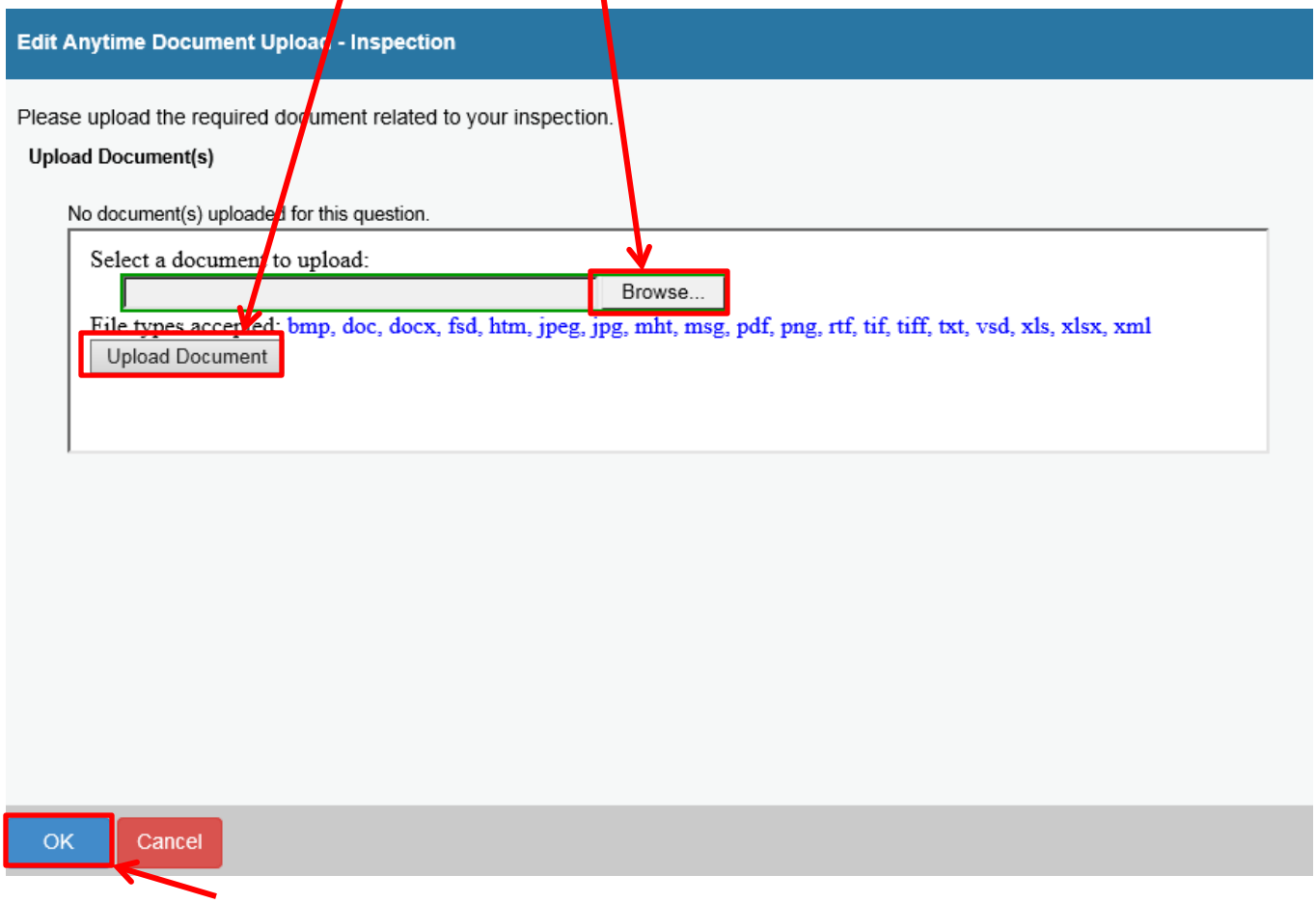
5. Click Start to go to the upload page.



6. Click on the action icon.

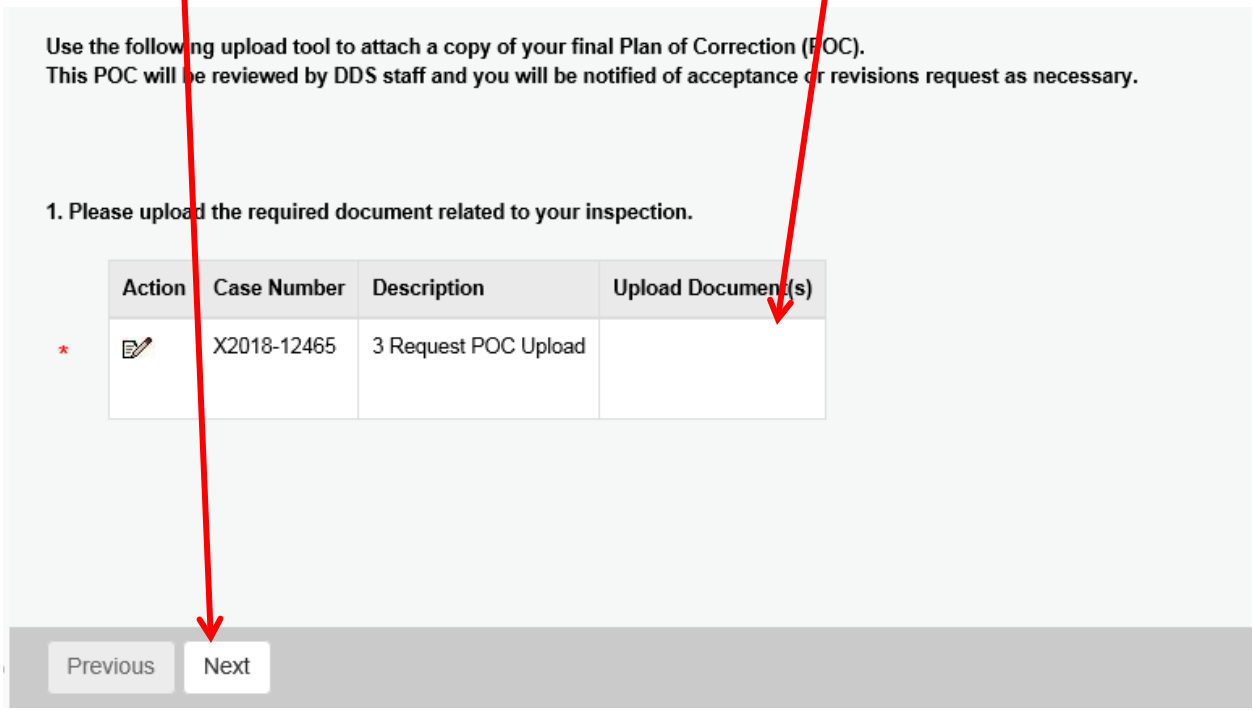


7. Browse to the POC you need to upload
8. Click the "Upload Document" button



9. Click OK

10. Click “Next” button. (The uploaded document (s) will be listed here.)



11. Click Finish on the Review page.
12. Log out.