Office of Health Facilities

Application for Maternity Center Facility

Reference Guide for New Applicants

Let's begin!

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Log In to the platform

1 Enter your **username** and **password**.

2 Click the **Log In** button.

TIP: If you don't have an account click the **Create New Account** link.
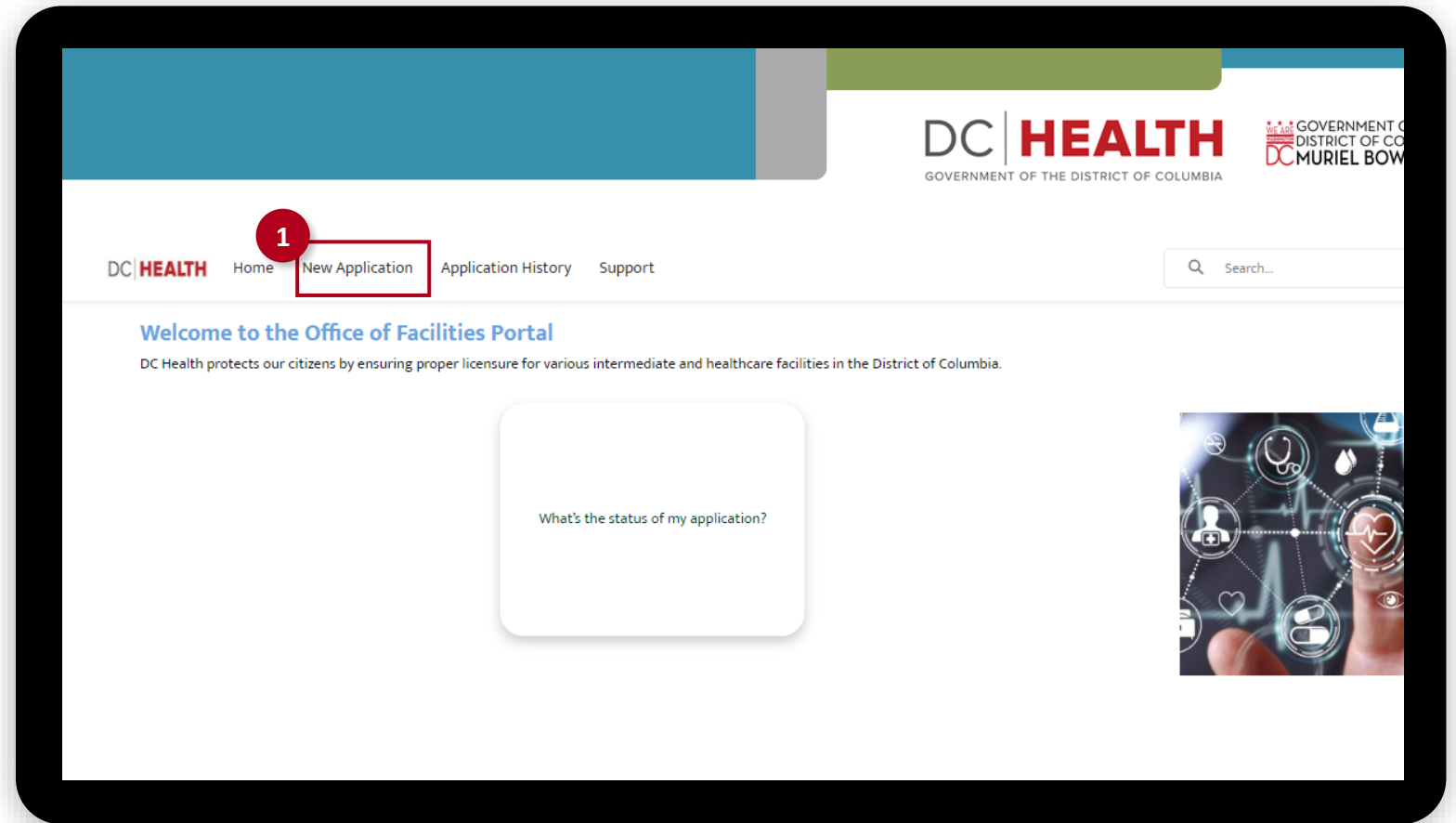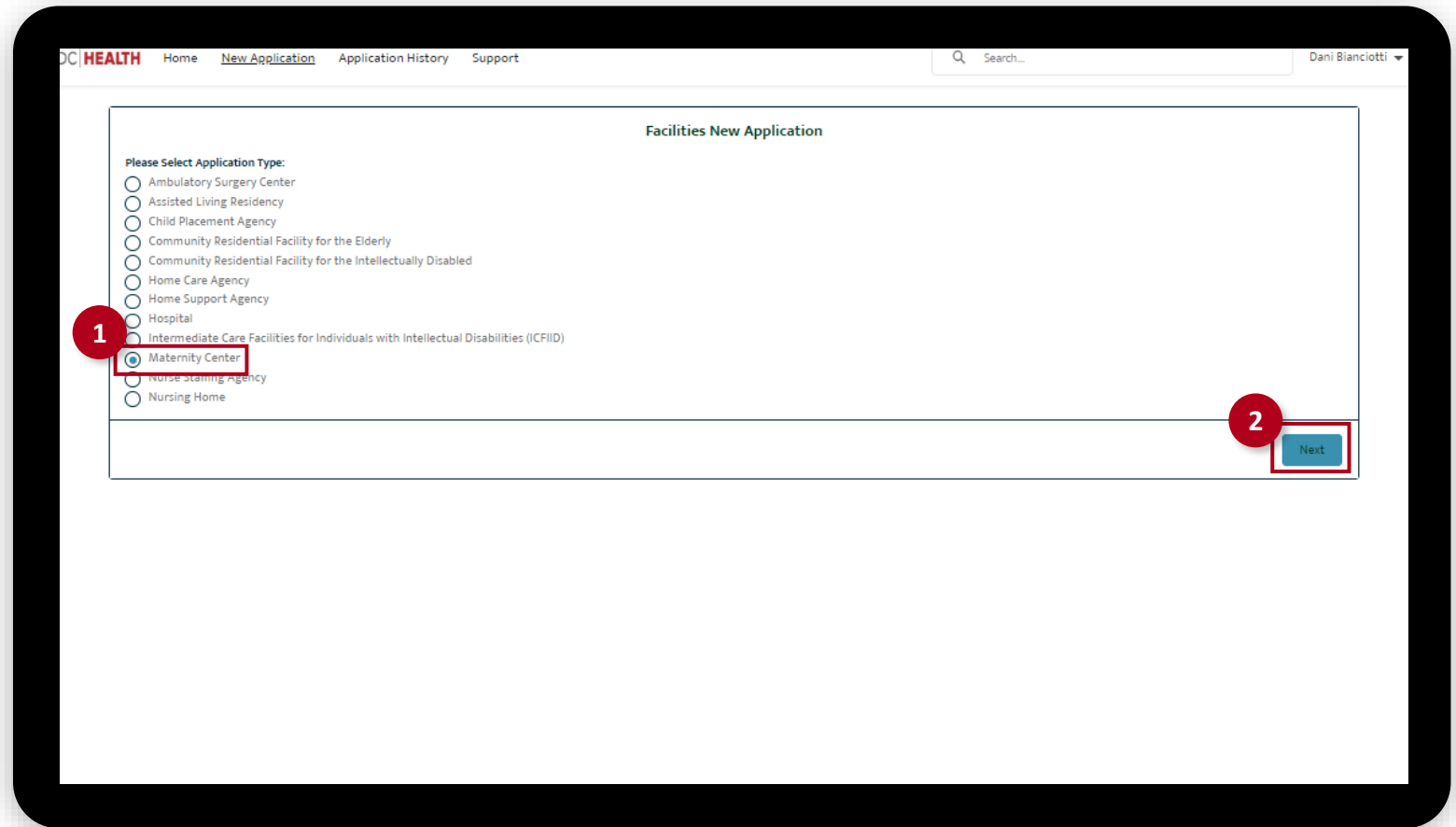
Navigate to the New Application screen

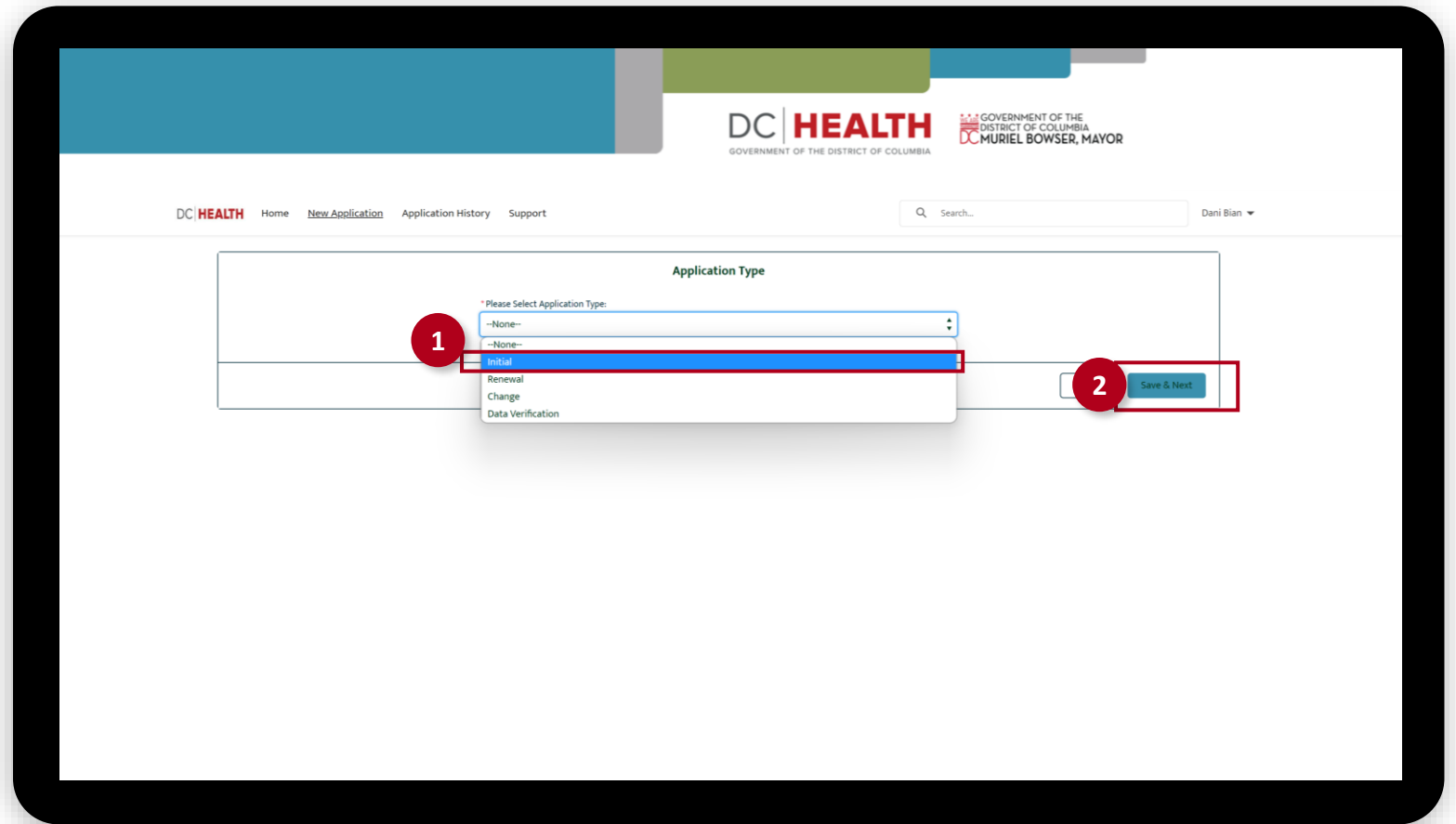**1** Once you Log in to the Office of Facilities Portal, click the **New Application** tab.

Select the Facilities New Application

1 Select the **Maternity Center** option from the list.

2 Click the **Next** button.

Select the Application Type

1 Select the **Initial** option from the drop-down list.

2 Click the **Save & Next** button.

Fill out the Facility Information

1 Fill out all the required fields.

2 Click the **Save and Next** button.

💡 **TIP:** Use the **Upload Files** button to attach needed documentation for the **Facility Owned or Leased** field.

*The fields marked with * are mandatory and must be filled out to continue.*

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Fill out the Licensee Identification Information

1 Fill out all the required fields.

2 Click the **Save and Next** button.

TIP: If needed, use the **Upload Files** button to attach relevant documentation.

*The fields marked with * are mandatory and must be filled out to continue.*

Fill out the Employee Information

1 Fill out all the required fields.

2 Click the **Save and Next** button.

TIP: If needed, use the **Upload Files** button to attach relevant documentation.

*The fields marked with * are mandatory and must be filled out to continue.*

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Fill out the Management Company Information

1 Fill out all the required fields.
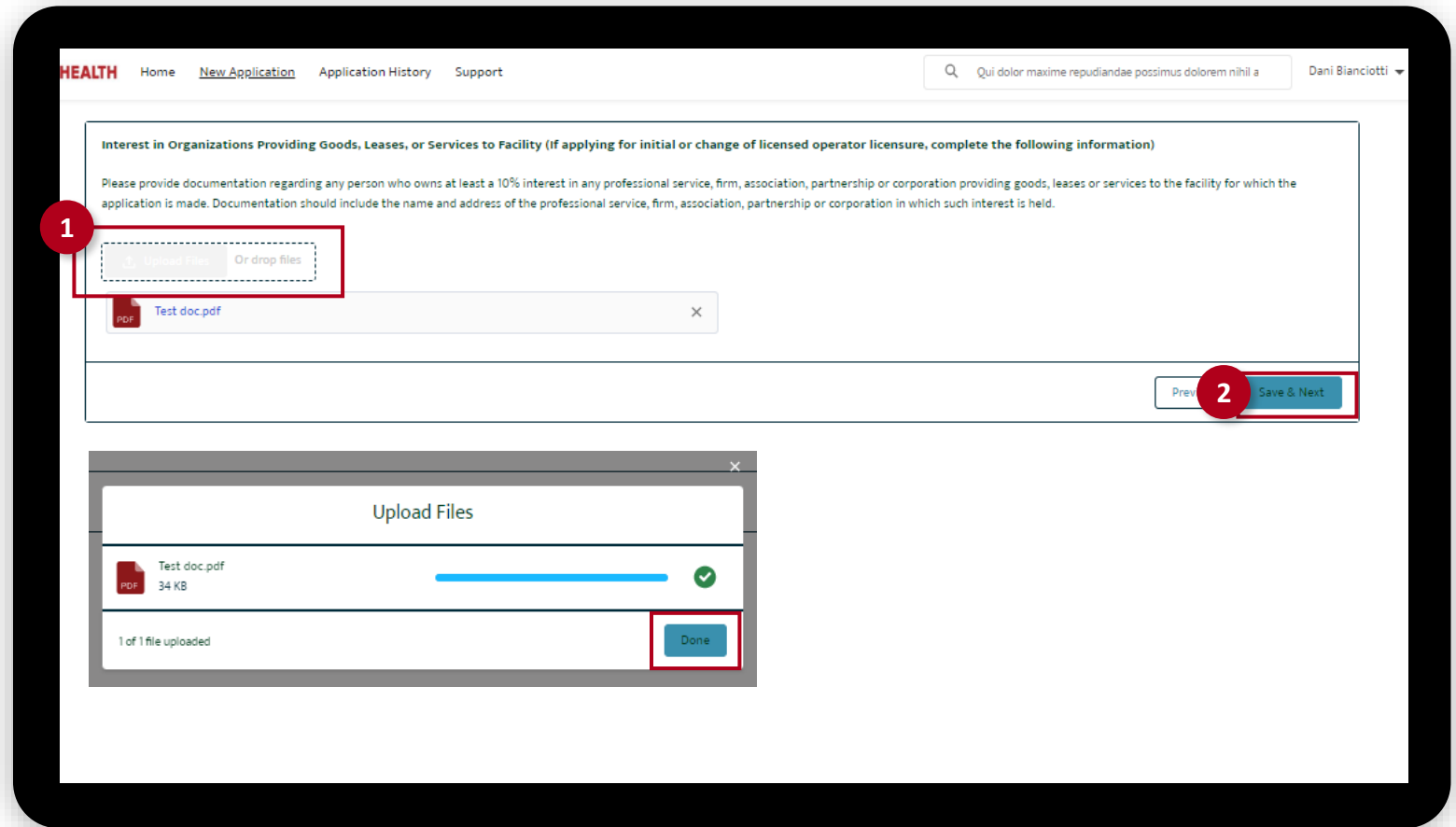
2 Click the **Save and Next** button.

TIP: If needed, use the **Upload Files** button to attach relevant documentation.

The fields marked with ***** *are mandatory and must be filled out to continue.*

Upload Documentation

1 Click the **Upload Files** button to upload needed documentation regarding any person who owns at least 10% interest in any professional service, firm association, partnership or corporation providing goods, leases or services to the facility. Once the document is selected and the checkmark appears, click the **Done** button in the pop-up.

2 Click the **Save & Next** button.

*The fields marked with * are mandatory and must be filled out to continue.*

Complete the Miscellaneous Information

1 Fill out all the required fields.

2 Click the **Save and Next** button.

TIP: If needed, use the **Upload Files** button to attach relevant documentation.

*The fields marked with * are mandatory and must be filled out to continue.*

Complete the Miscellaneous Information

3   Fill out all the required fields.

4   Click the **Save and Next** button.

💡 **TIP:** If needed, use the **Upload Files** button to attach relevant documentation.

The fields marked with ******* *are mandatory and must be filled out to continue.*

Upload the Insurance Coverage Documents

1 Click the **Upload Files** button to upload documentation for Insurance Coverage.
Once the document is selected and the checkmark appears, click the **Done** button in the pop-up.

2 Click the **Save & Next** button.
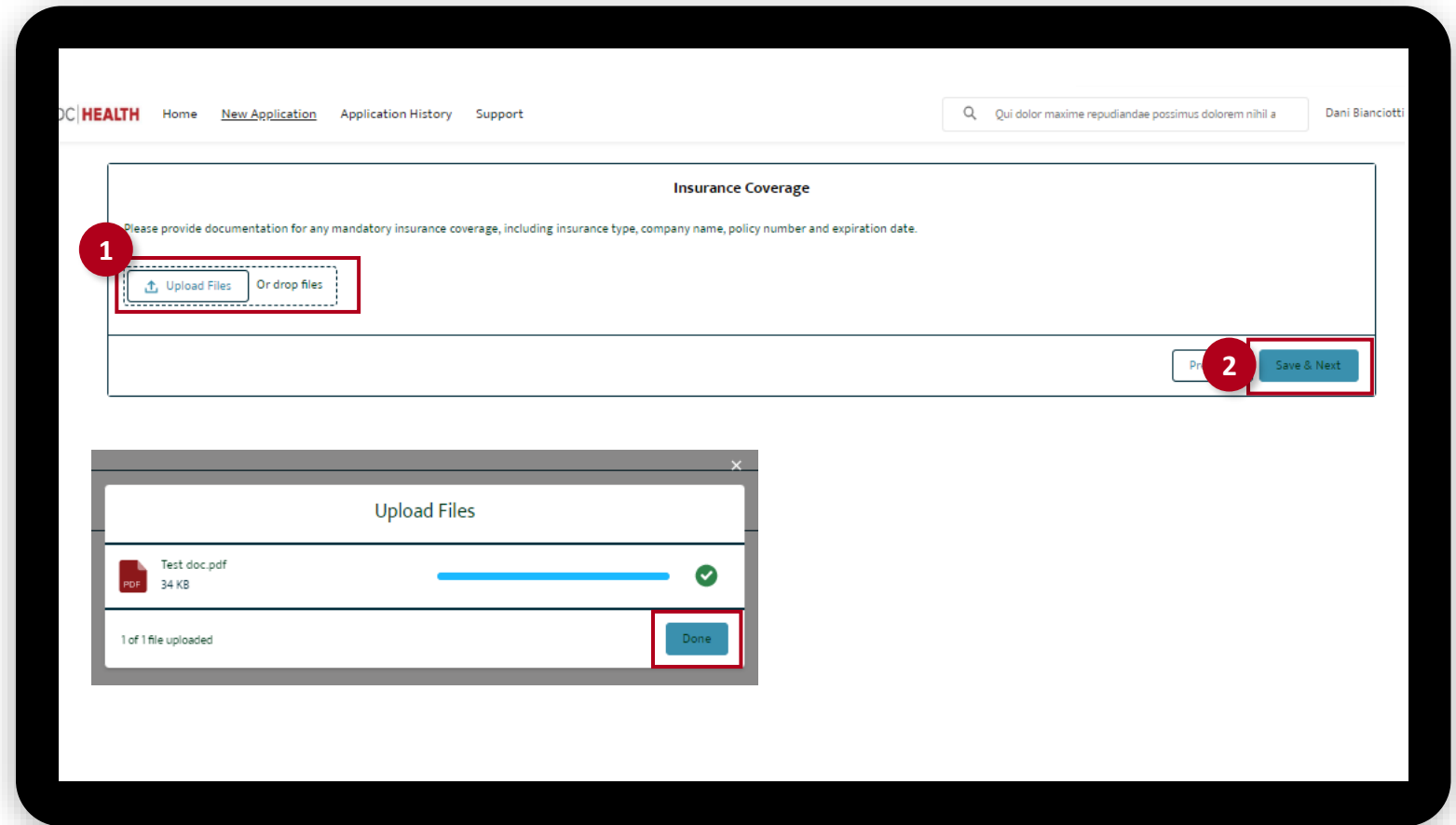
*The fields marked with * are mandatory and must be filled out to continue.*

Payment Wizard

1 Fill out the **Billing Address** and **Payment Info** fields.

2 Click the **Pay** button.

Payment Wizard

3 Once the Transaction is approved, click the **Next** button.
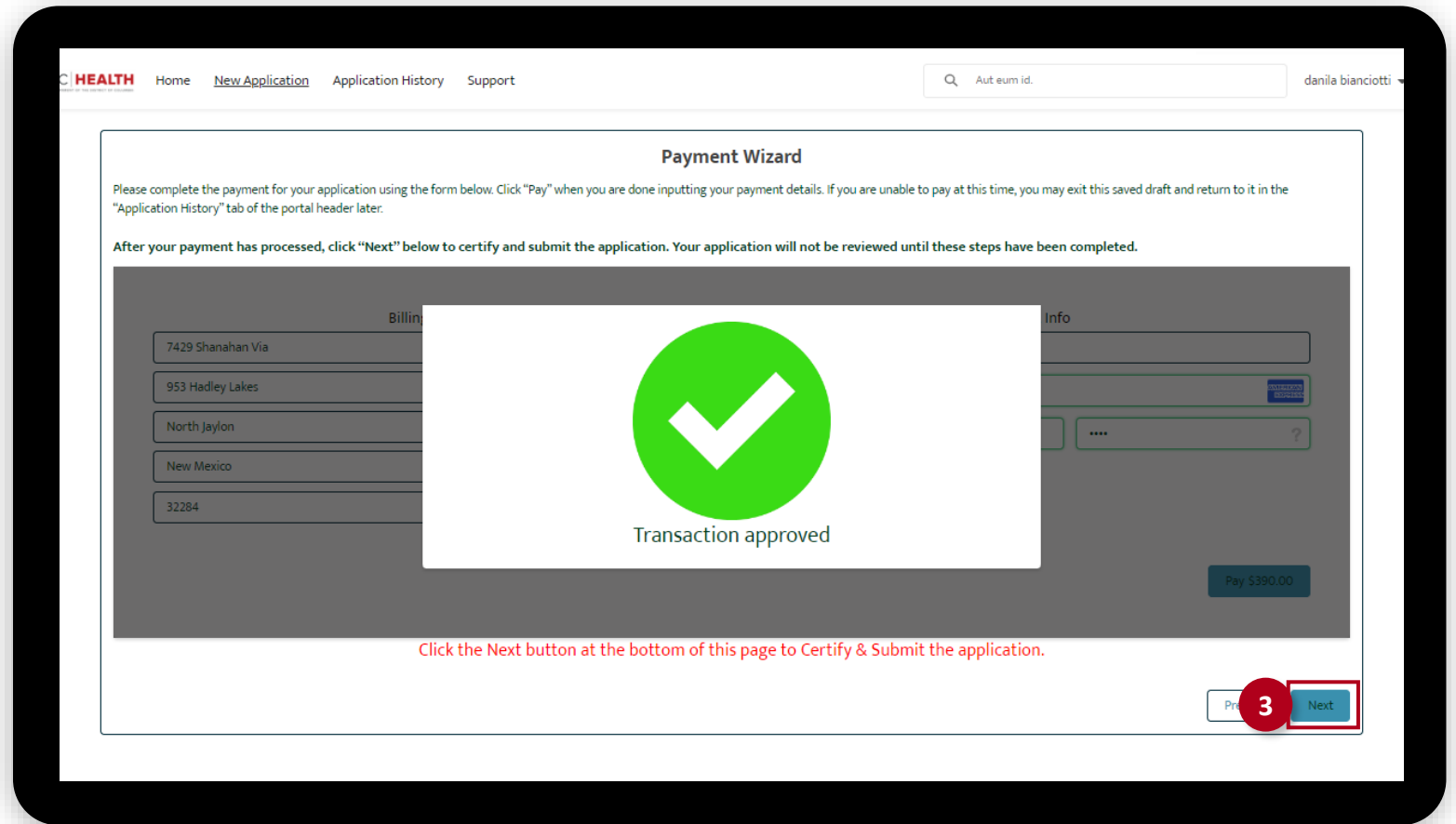
Certify and Submit

1 Fill out the **Name** and **Date** fields.

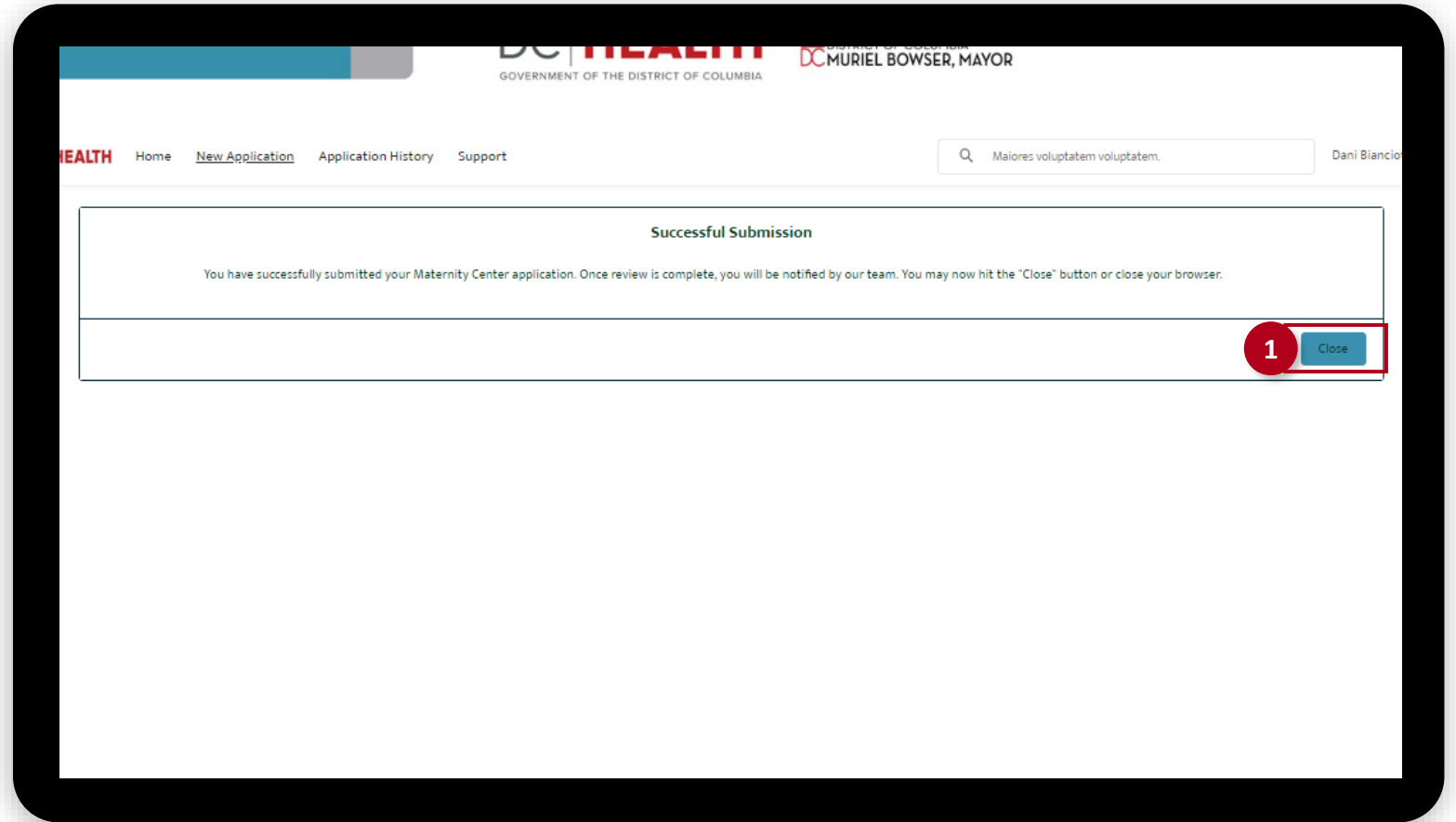**2** Click the **Save & Next** button.

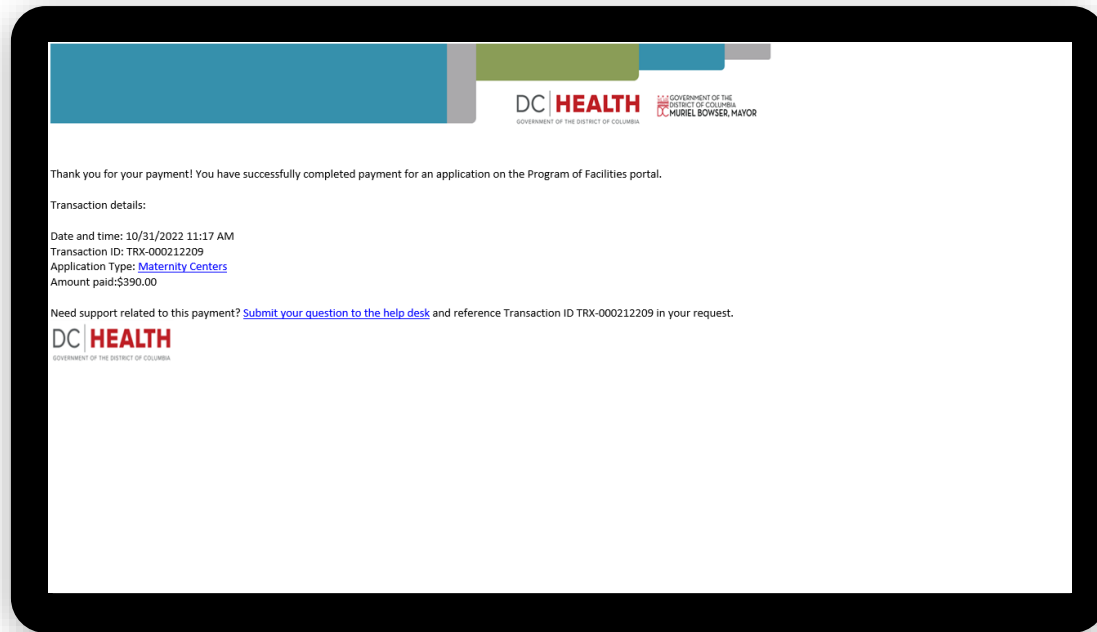💡 **TIP:** The date should correspond to today's date.

*The fields marked with * are mandatory and must be filled out to continue.*
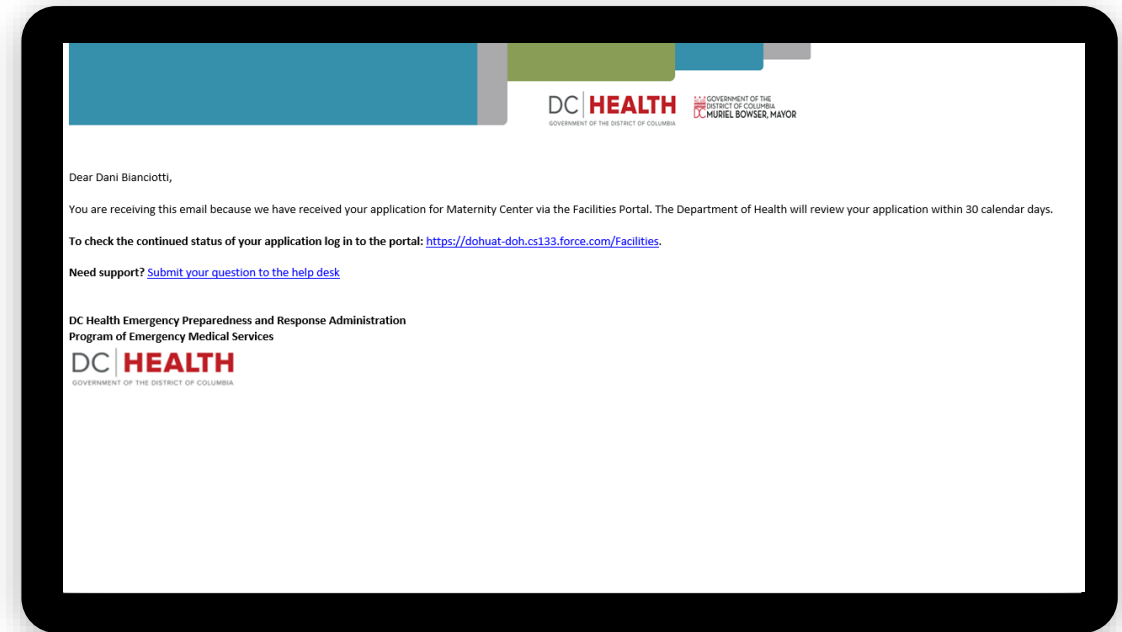
Close the Application

1 You have finished submitting your application. Click the **Close** button.

E-mail Confirmation

1 Check if you have received confirmation of payment.

2 Check if you have received confirmation for your application.

Thank you!