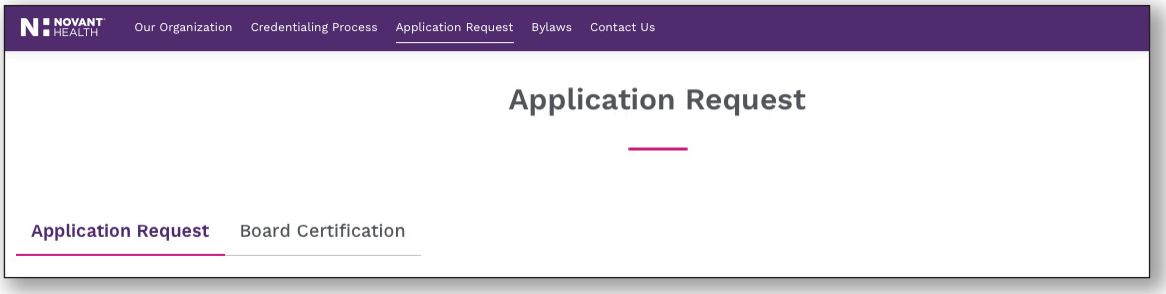
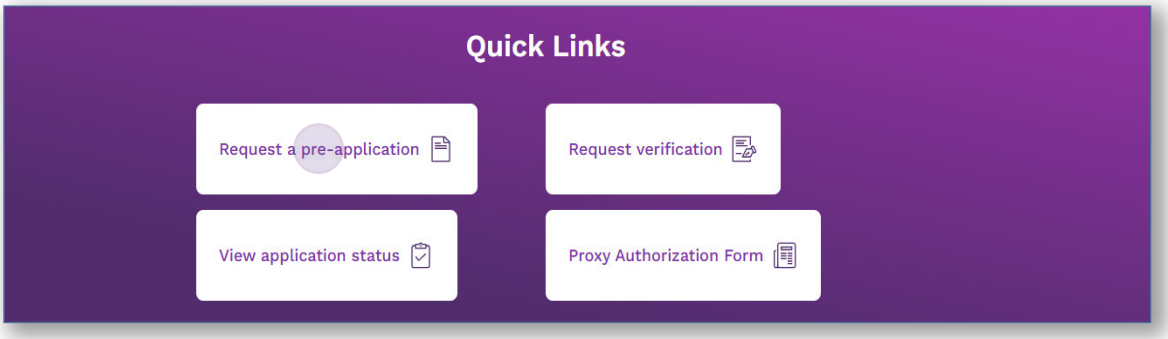
How to complete the credentialing pre-application request for on-staff providers

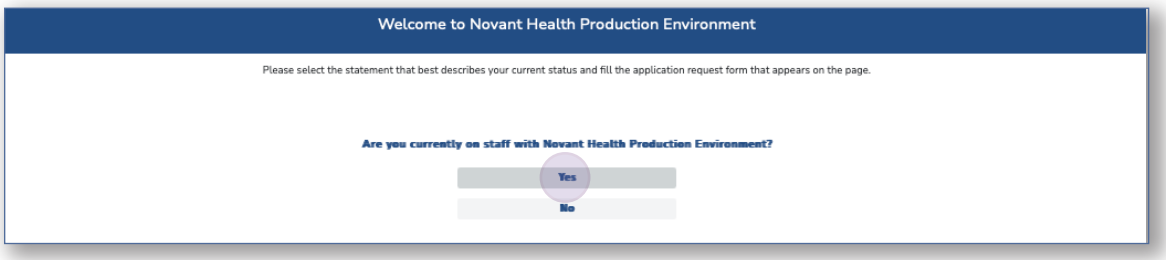
1. Navigate to nhcredentialing.org/application-request/ and scroll down the page.



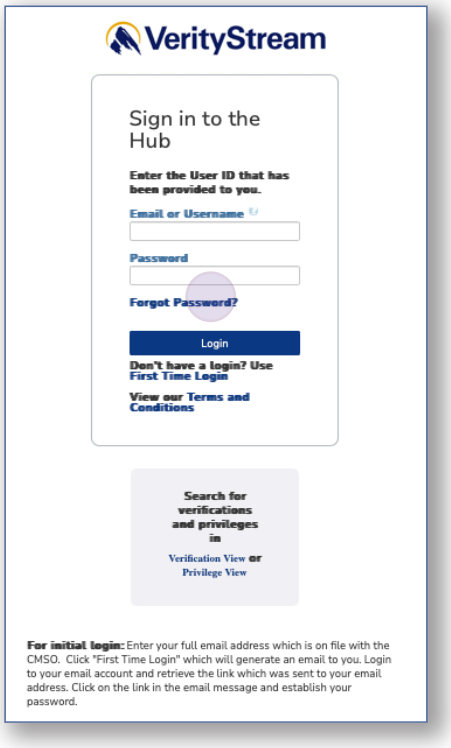
2. Under "Quick Links," choose "Request a pre-application."



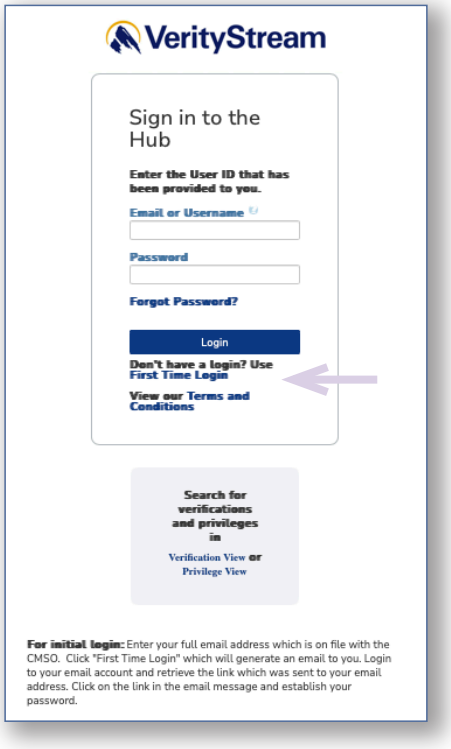
3. On the next page, click "Yes" to confirm that you are currently on staff. Then you will be directed to the provider hub.



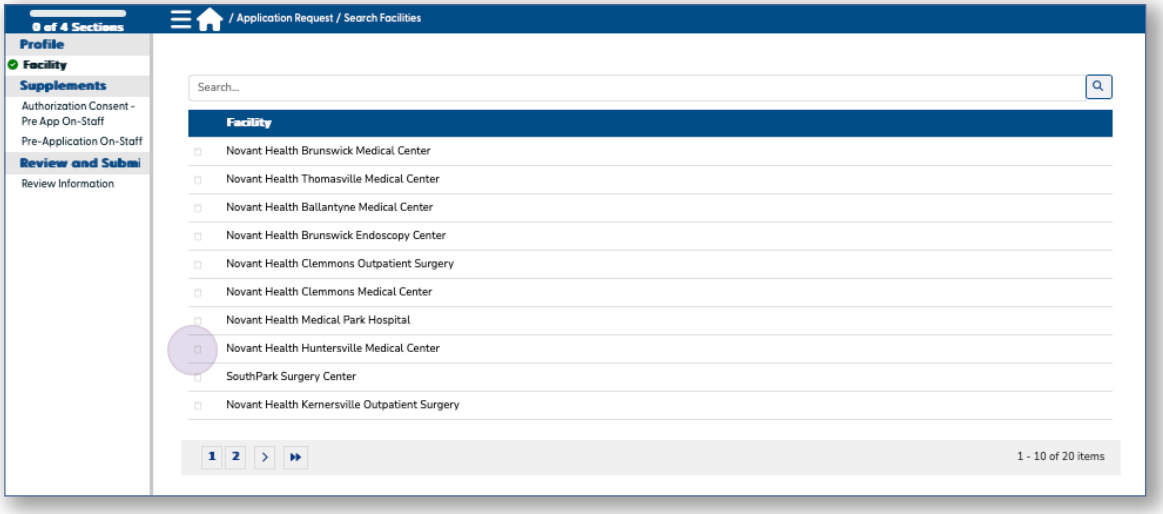
4. Type your email username and password. Click “Login” if you already have a password and know it. If you don’t know your password, click on the “Forgot Password?” link.



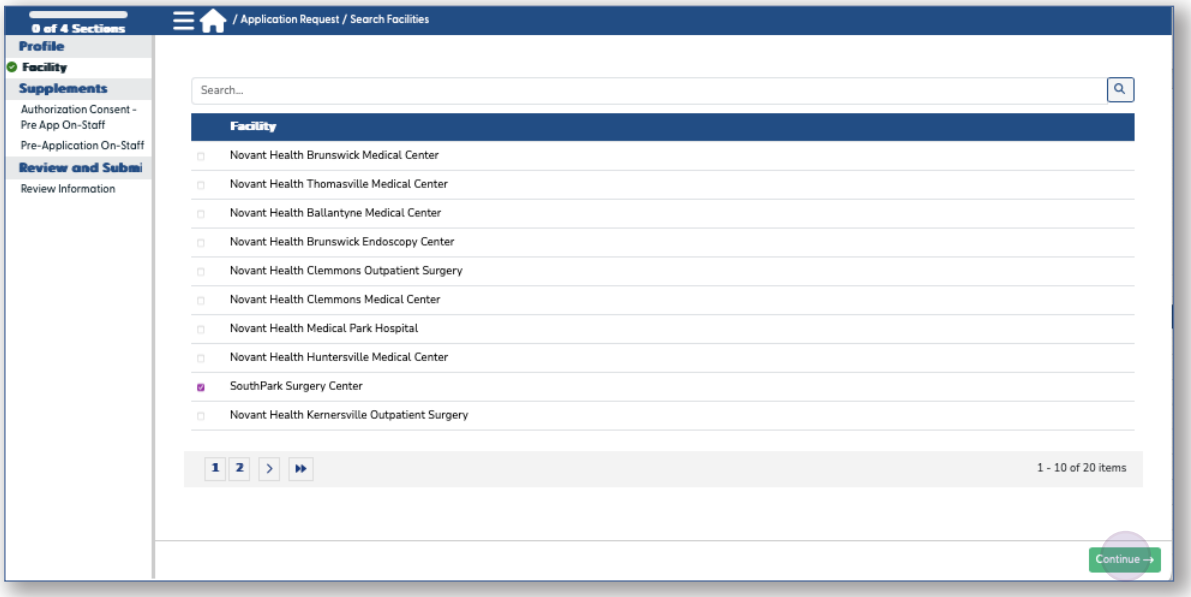
5. If you don’t have a login, enter your full email address, which is on file with the CMSO, and click “First Time Login,” which will generate an email to you. Click on the link in the email message to establish your password. The link will expire after 48 hours.



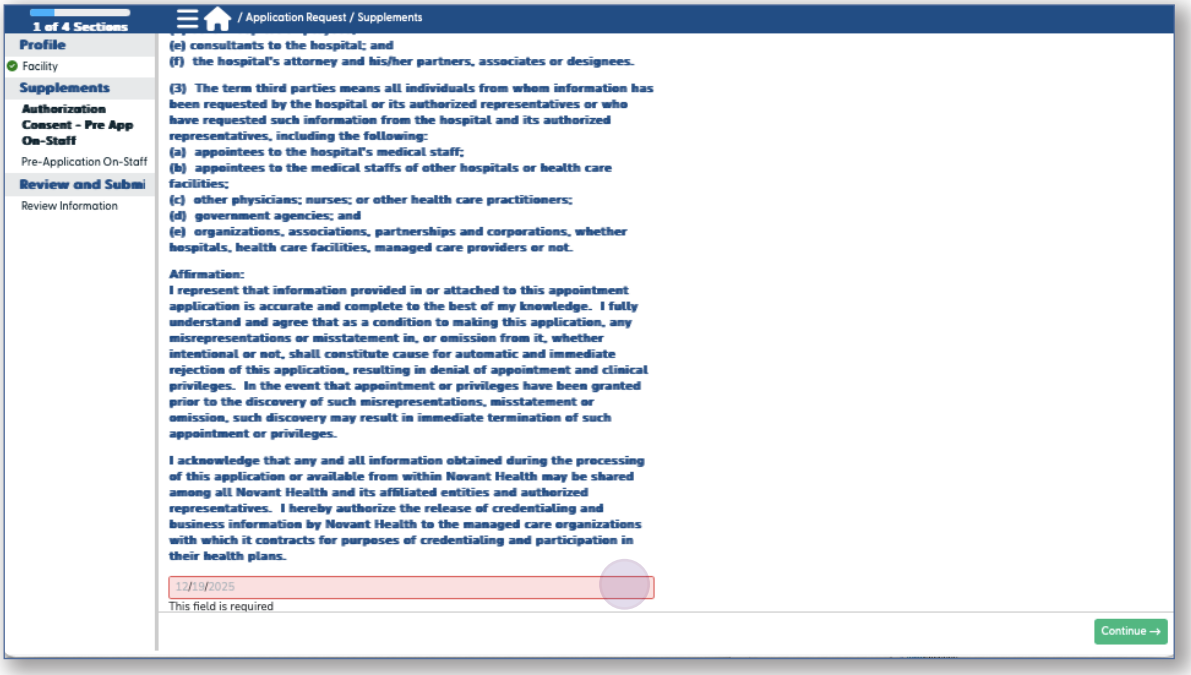
6. Check the appropriate facility or facilities. Click the arrow to navigate to page 2 if your facility is not shown.



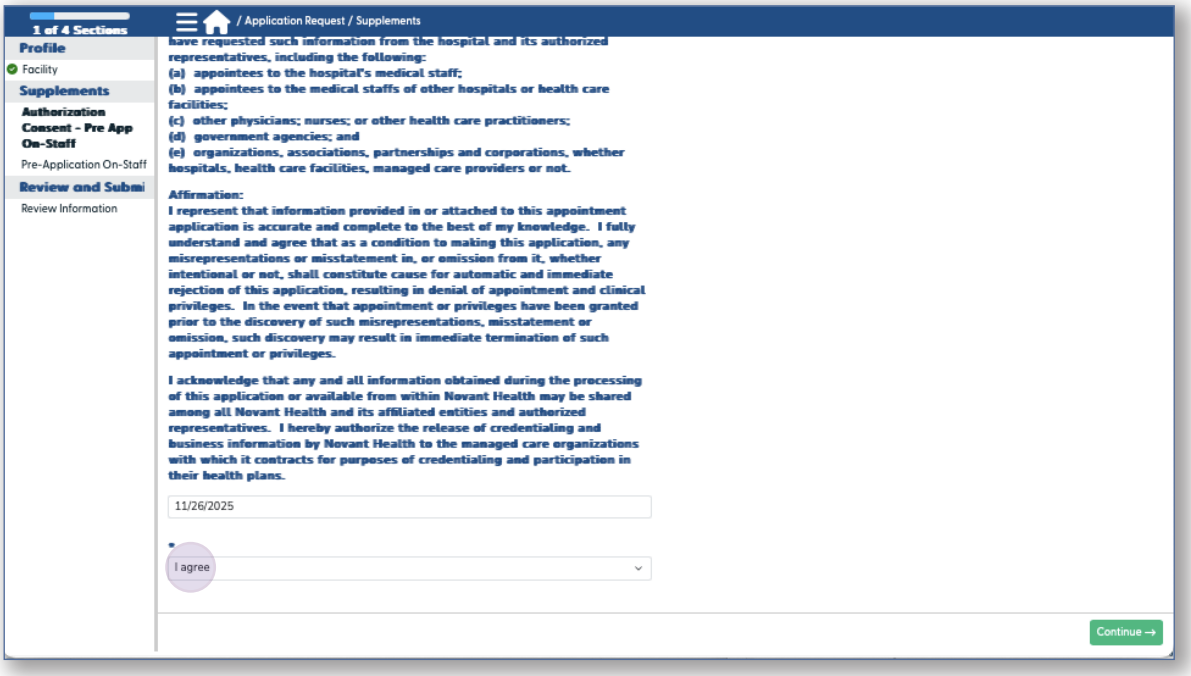
7. Click “Continue.”



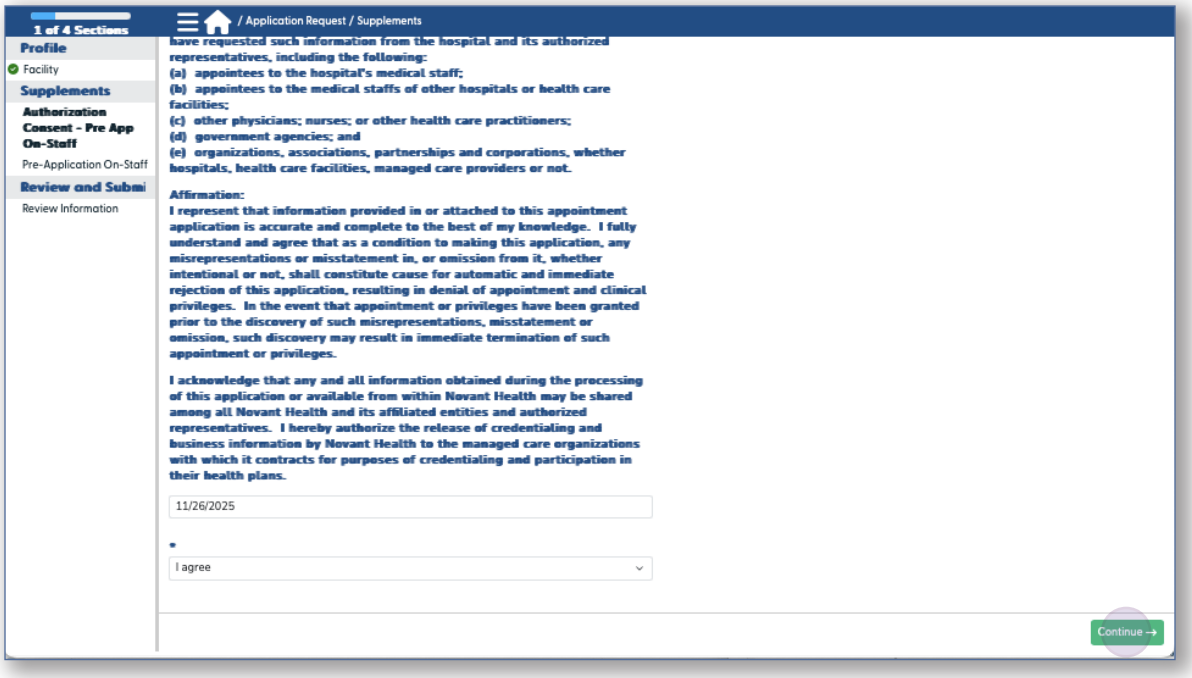
8. Review the full Authorization Consent supplement. Click on the date field and enter today's date.



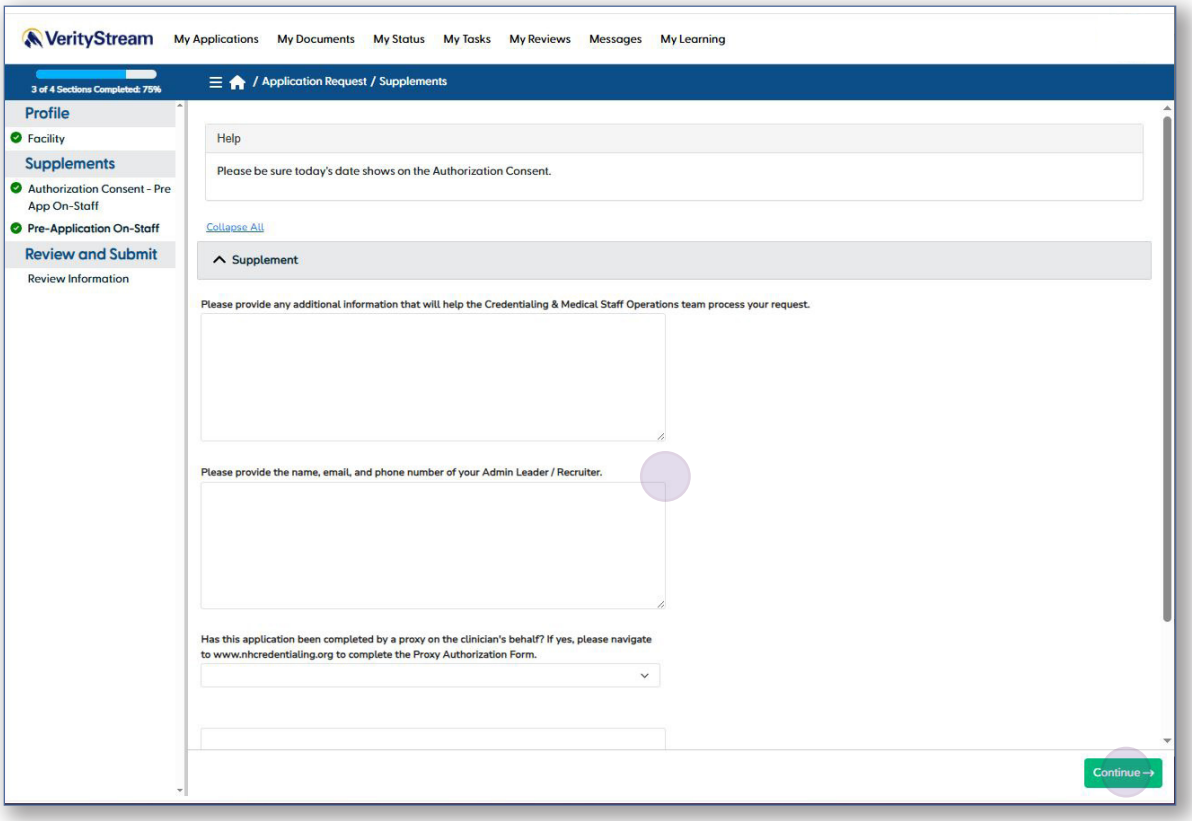
9. Select the "I agree" option.



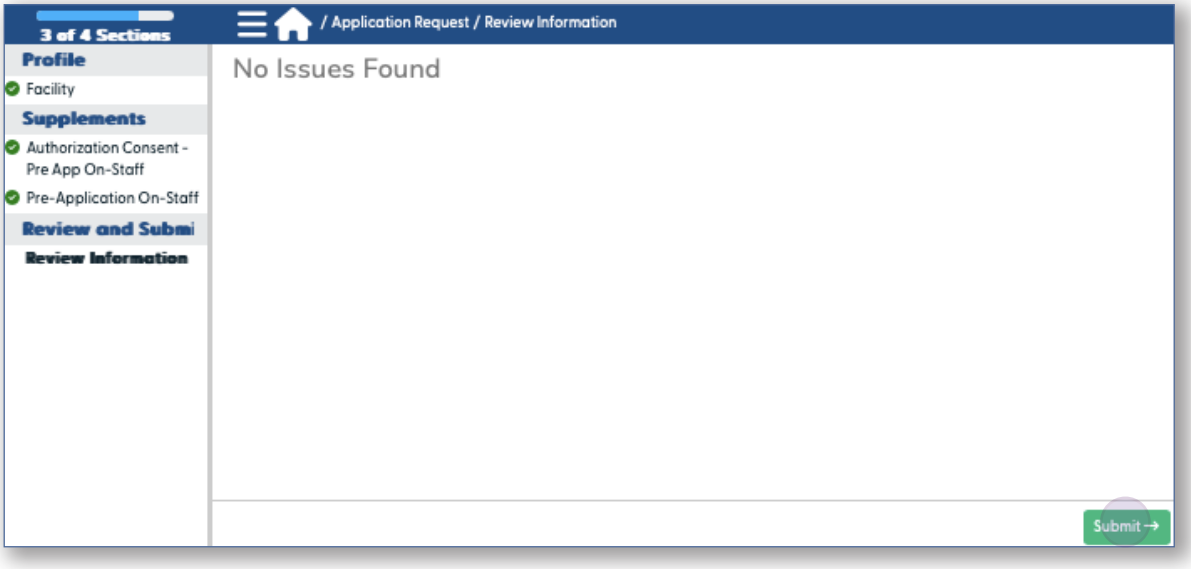
10. Click “Continue.”



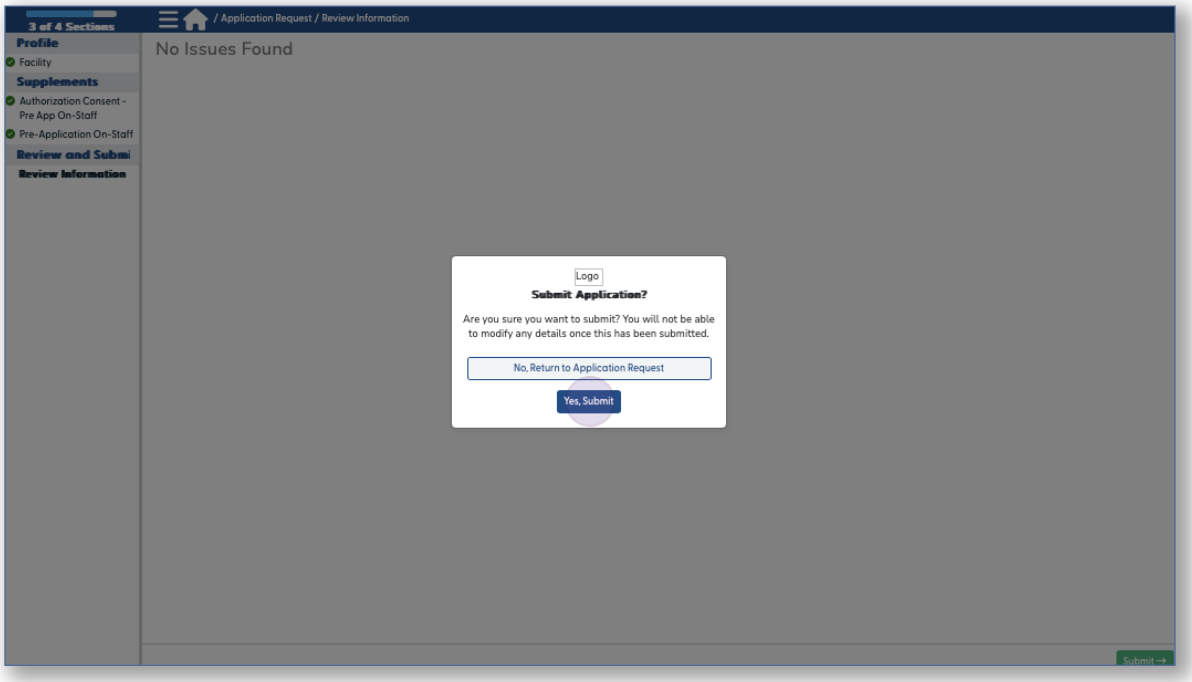
11. Please complete the Pre-Application On-Staff supplement by answering the following questions. Then click Continue.



12. Click “Submit” in lower right corner.



13. Click “Yes, Submit.”



14. Once your pre-application request has been submitted, you will see this “Application Submitted” confirmation pop-up. Once your pre-application has been reviewed by our Credentialing Team, you will receive an email communication with next steps.