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Third-Party Document Upload User Guide

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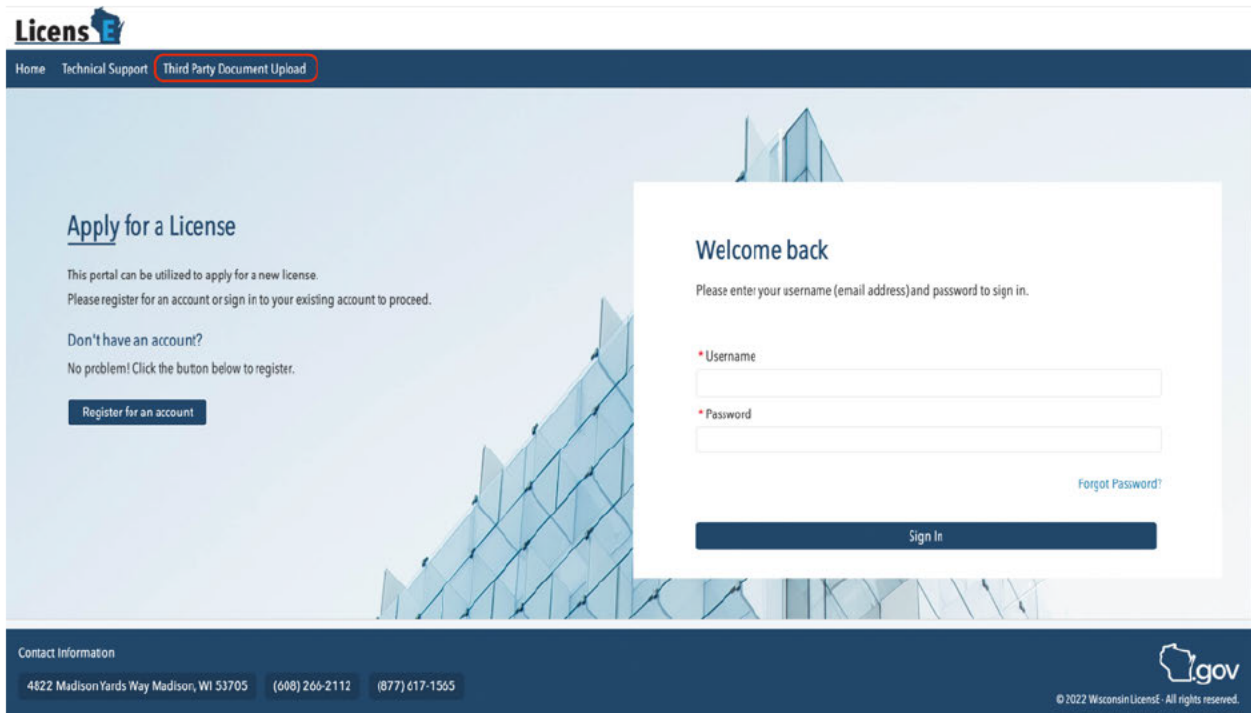
OVERVIEW

This document covers the third party document upload process in the LicenseE portal. You will need the Application ID Number provided by the Applicant.

THIRD-PARTY DOCUMENT UPLOAD PROCESS

UPLOADING THE DOCUMENT

1. Navigate to the LicenseE portal.
2. Click the **Third Party Document Upload** button at the top of the page.



Note: You need not register or log in to the portal to upload documents.

3. Enter the Application Number provided by the Applicant.
4. Click the **Search** button.



Third Party Document Upload

Please search using the Application Number and select the record to upload the documents.

* Application Number

IA-0000000177

Search

5. Confirm the Profession and Application Number.
6. Click the **Select** button.



Third Party Document Upload

Please search using the Application Number and select the record to upload the documents.

* Application Number

IA-0000000177

Search

Profession : **Advanced Practice Nurse Prescriber**
Application Number : **IA-0000000177**

Select

7. Here you can find the list of documents to be uploaded. To upload a document click the **Upload Icon** under the concerned row.

For required documents that you are not personally in possession of, please access this form and follow the instructions to have third party documents submitted on your behalf.

Application Number : IA-0000000177

Document Name	Document	Action
Verification of your current national certification as a Nurse Practitioner Certified Nurse-Midwife or Clinical Nurse Specialist or Certified Registered Nurse Anesthetist		
Certification of Master's or Doctoral Degree	Board License Letter	
Report from your probation or parole officer		
Verification of Licensure (Letters from all State Boards)		

Contact Information
 4822 Madison Yards Way Madison, WI 53705 (608) 266-2112 (877) 617-1565
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8. Click on the **Upload Files** and select the concerned file from the folder.

Please upload a document

Note that:

1. File size should not exceed 30MB.
2. Only the following types shall be accepted: JPG, JPEG, DOCX, bitmap and PDF.
3. Multiple files can be selected and uploaded.

Upload Files Or drop files

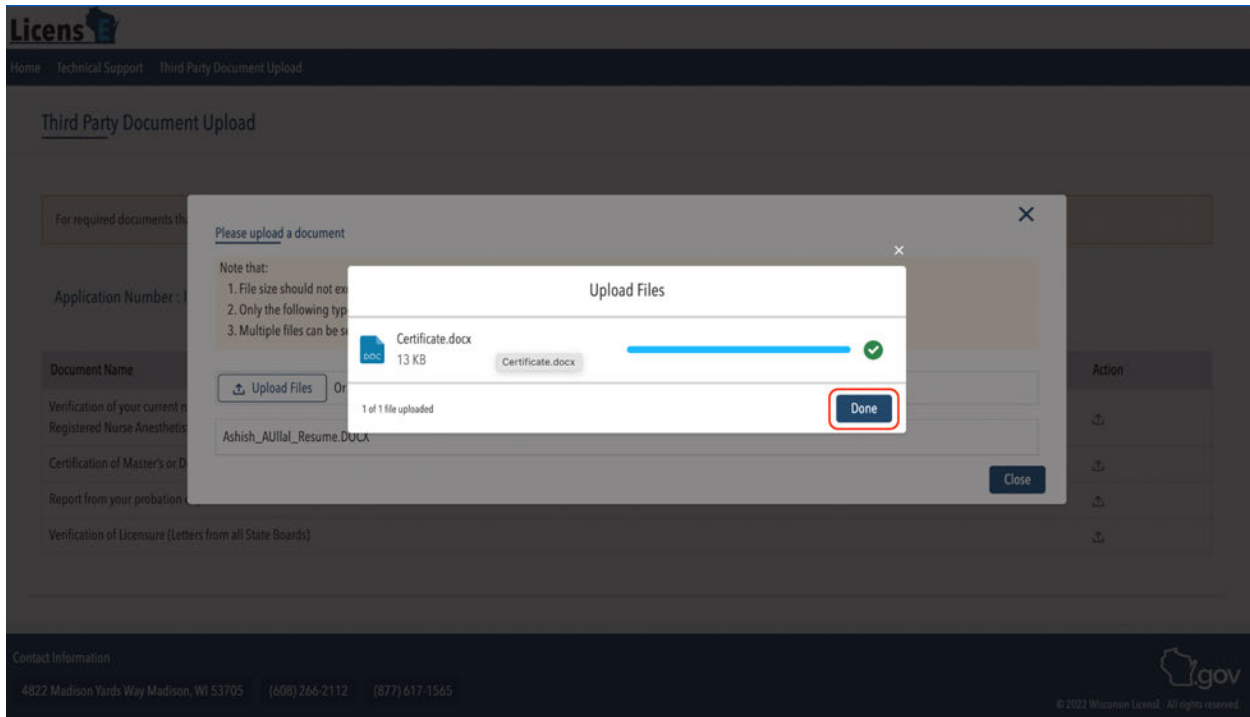
Close

Note:

- The file size should not exceed 30MB.
- Only the following types shall be accepted: JPG, JPEG, DOCX, bitmap, and PDF.

- Multiple files can be selected and uploaded.

9. Once the file is uploaded click **Done**.



10. Your file is now successfully uploaded.

