



Third-Party Document Upload User Guide



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OVERVIEW

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

THIRD-PARTY DOCUMENT UPLOAD PROCESS

UPLOADING THE DOCUMENT

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

Licens E	
Home Technical Support Third Party Document Upload	
Apply for a License This pertal can be utilized to apply for a new license. Please register for an account or sign in to your existing account to proceed.	Welcome back Please enter your username (email address) and password to sign in.
Don't have an account? No problem! Click the buton below to register.	* Username
Register for an account	* Password Forgot Password?
	Sign In
Contact Information 4822 Madison Yards Way Madison, WI 53705 (608) 266-2112 (877) 617-1565	© 2022 Wisconsin License All rights reserved.

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.

Licens	
Home Technical Support Third Party Document Upload	
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.

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Third Party Do	cument Upload		
Please search usin	ng the Application Number and select the record to upload the documents.		
*Application Numb	er		
IA-0000000177		Search	
	anced Practice Nurse Prescriber		Select
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7. Here you can find the list of documents to be uploaded. To upload a document click the **Upload Icon** under the concerned row.

Lic	Licens				
Home	Technical Support Third Party Document Upload				
	Third Party Document Upload				
	For required documents that you are not personally in possession of, please access this form and follow the instructions to have third party docum	ents submitted on your behalf.			
	Application Number : IA-000000177				
	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		ث		
	Certification of Master's or Doctoral Degree	Board License Letter	±		
	Report from your probation or parole officer		<u></u>		
	Verification of Licensure (Letters from all State Boards)		٢		
	Contact Information 4822 Madison Yards Way Madison, WI 53705 (608) 266-2112 (877) 617-1565 0 2022 Wisconsin Licensi: - All rights reserved.				

8. Click on the **Upload Files** and select the concerned file from the folder.

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Report from your probation or parole officer	Report from your probation or parole officer			۵		
		Certification of Master's or D	Close	±		
Verification of Licensure (Letters from all State Boards)	Verification of Licensure (Letters from all State Boards)	Report from your probation or parole officer		±		
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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**.

Licen	SE						
Thir	d Party Document	Upload					
	required documents th	Please upload a document			×	×	
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10. Your file is now successfully uploaded.

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Technical Support Third Party Document Upload		
Third Party Document Upload		
For required documents that you are not personally in possession of, please access this form and follow the instructions to have third part	y 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	Certificate	£
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)		土
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