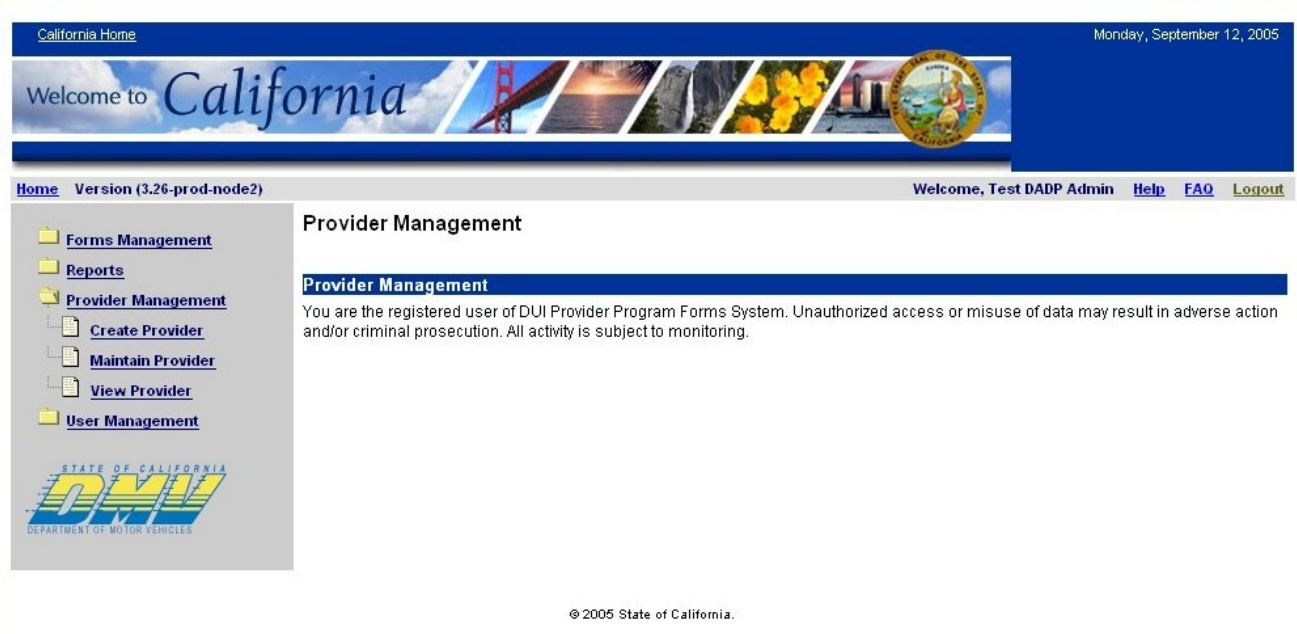
DUI Provider Program Forms – Provider Management



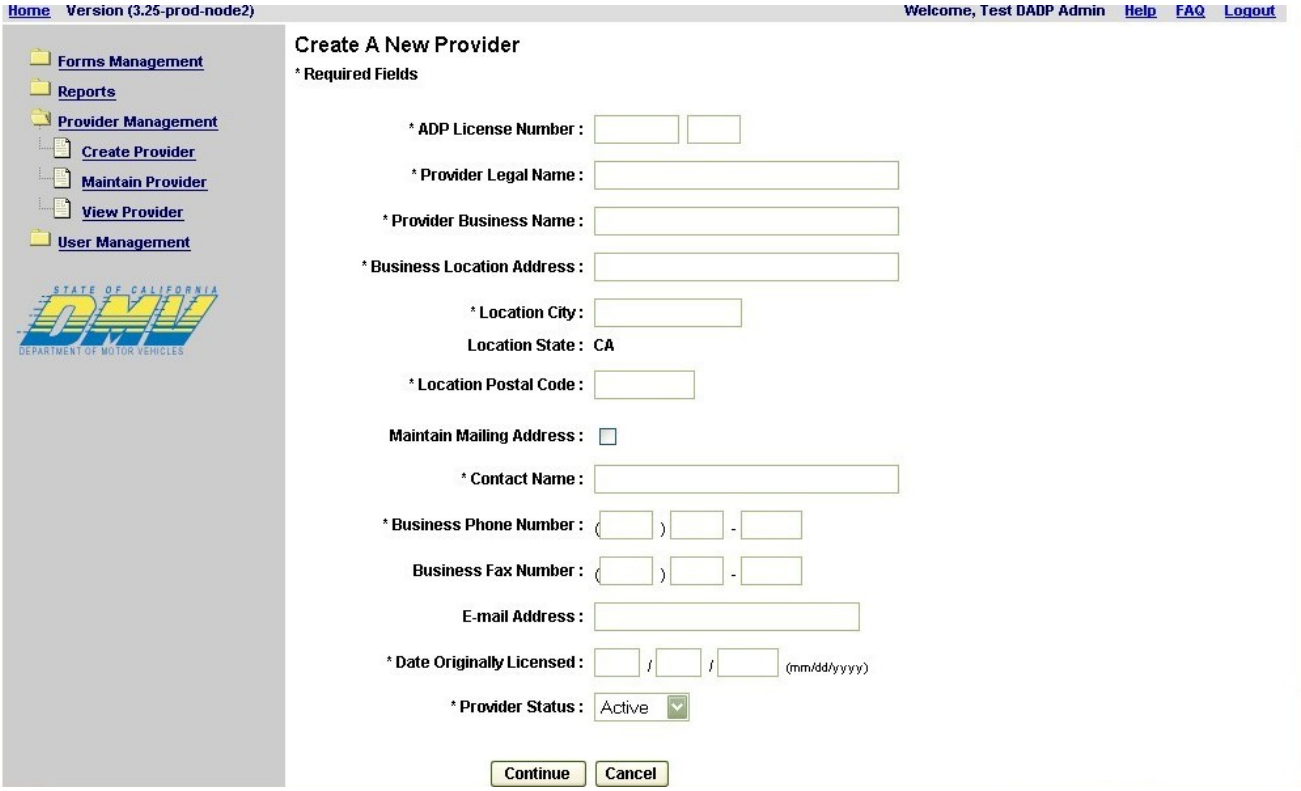
After selecting Provider Management, the folder should expand to show you the following links:

1. **Create Provider** – This link will allow you to enter the Provider Licensing Information.

2. **Maintain Provider** – This link will allow you to maintain a Provider's Licensing Information, Date of Internet Authorization or Date of Internet Authorization Withdrawal.

3. **View Provider** – This link will allow you to view a Provider's information.

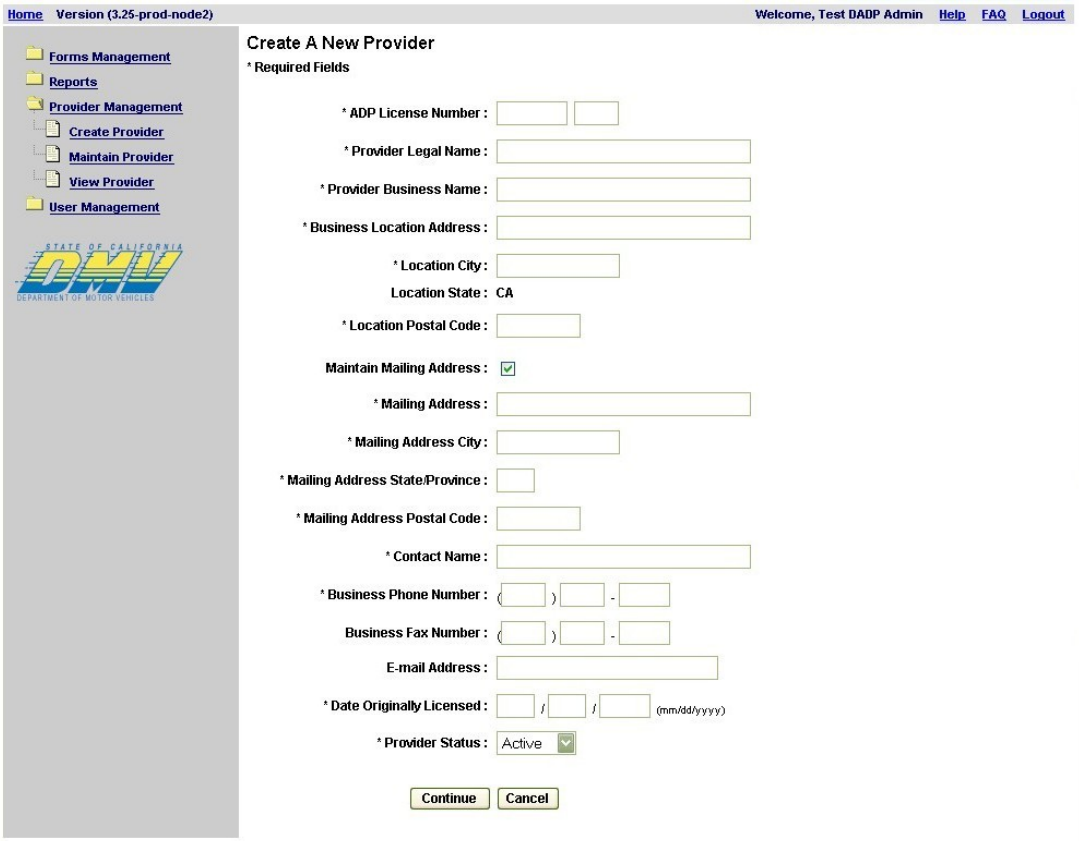
DUI Provider Program Forms – Create Provider (Create a New Provider)



Create a Provider allows you to create a Provider. The required fields are designated with an asterisk.

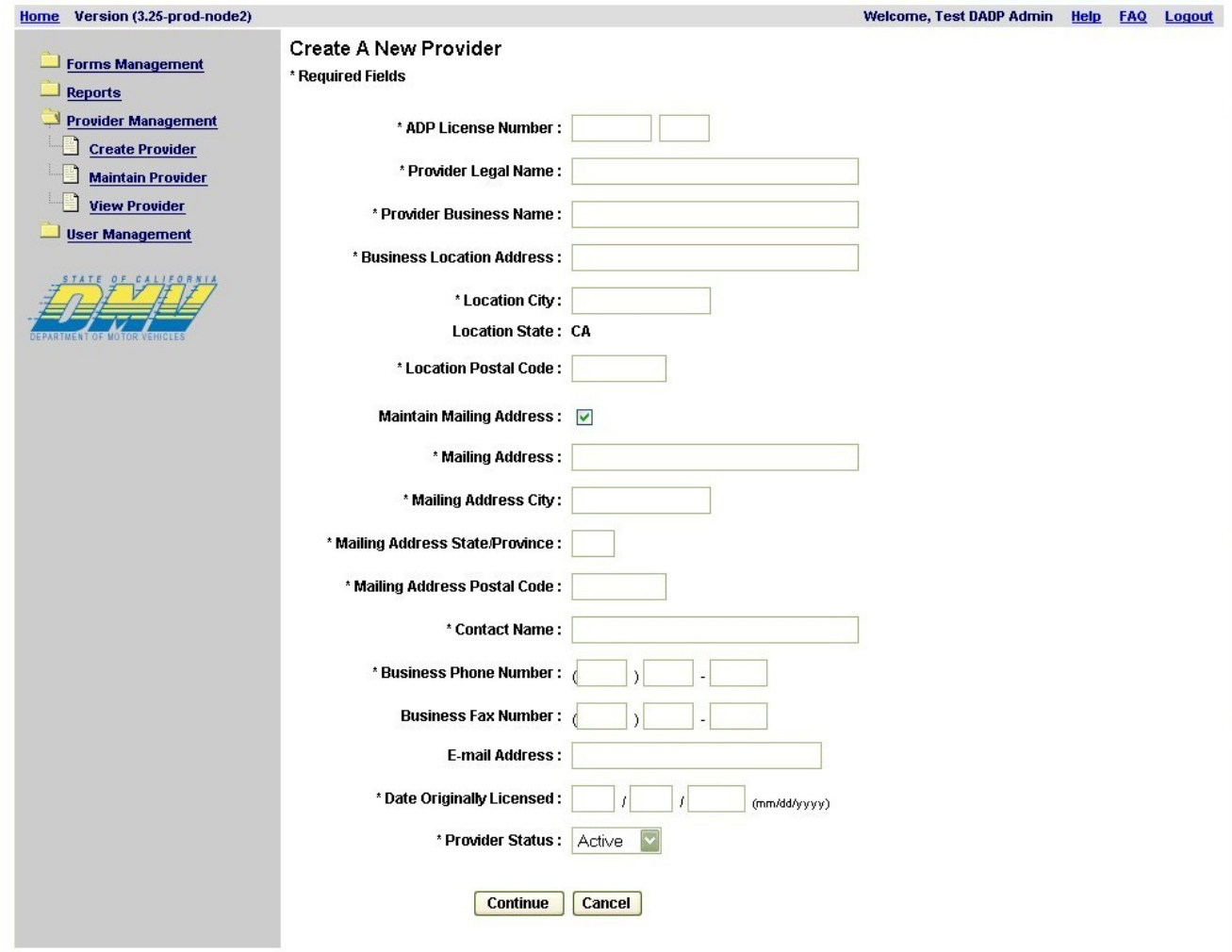
Perform the following steps to create a Provider:

1. Enter the ADP License Number.
    a. The System will validate that the ADP License Number entered does not currently exist in the DUI Provider Program Forms System.
2. Enter the Provider Legal Name.
    a. The System will allow alpha, numeric, and the following special characters: forward slash, comma, period, spaces, @, #, hyphen.
3. Enter the Provider Business Name.
    a. The Business Name can be the same as the Provider Legal Name.
    b. The System will allow alpha, numeric, and the following special characters: forward slash, comma, period, number, spaces, @, #, hyphen.
4. Enter the Business Location Address.
    a. The System will allow alpha, numeric, and the following special characters: forward slash, comma, period, number, spaces, @, #, hyphen.
5. Enter the Location City.
6. The Location State will be auto-populated with CA.
7. Enter the Location Postal Code.



Create a Provider continued:

8. Enter the Maintain Mailing Address.
    a. The user will be able to select or not select to enter a Mailing Address via a checkbox.
    b. If the box is checked, then key in the Mailing Address, City, State/or Province, and Postal Code.
    c. The System will allow alpha, numeric, and the following special characters: forward slash, comma, period, number, spaces, @, #, hyphen.
9. Enter the Contact Name.
    a. The System will allow alpha, numeric, and the following special characters: period, spaces, hyphen.
10. Enter the Business Phone Number.
    a. The System will not allow alpha characters.
11. Enter the Business Fax Number.
    a. The System will not allow alpha characters.
12. Enter the E-mail address.



Create a Provider continued:

13. Enter the Date Originally Licensed by ADP.
    a. The System will not allow alpha or special characters.
14. Enter the Provider Status.
    a. The user will be able to select a status of active, inactive, or closed.
15. Select the “Continue” button.

DUI Provider Program Forms – Create Provider (Create a New Provider Preview)

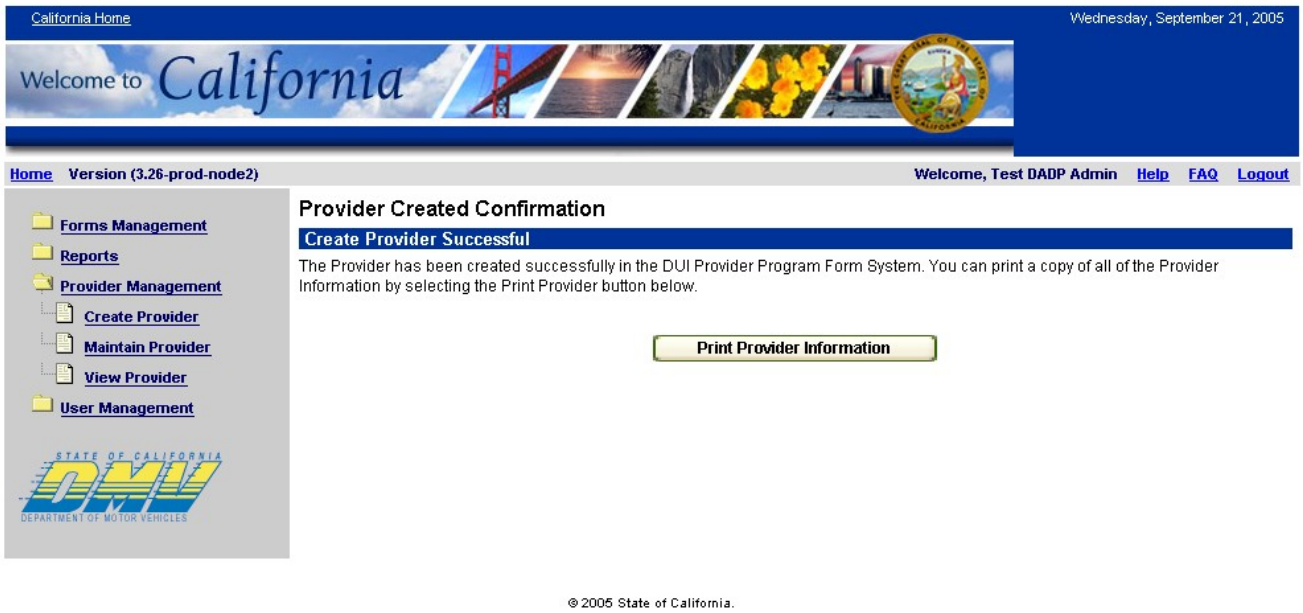


From the Create A New Provider Preview page, you can modify the information entered, submit the transaction, or cancel the transaction.

Perform the following to complete the process:

Select the “Submit” button.

DUI Provider Program Forms – Create Provider (Create a Provider - Provider Created Confirmation)

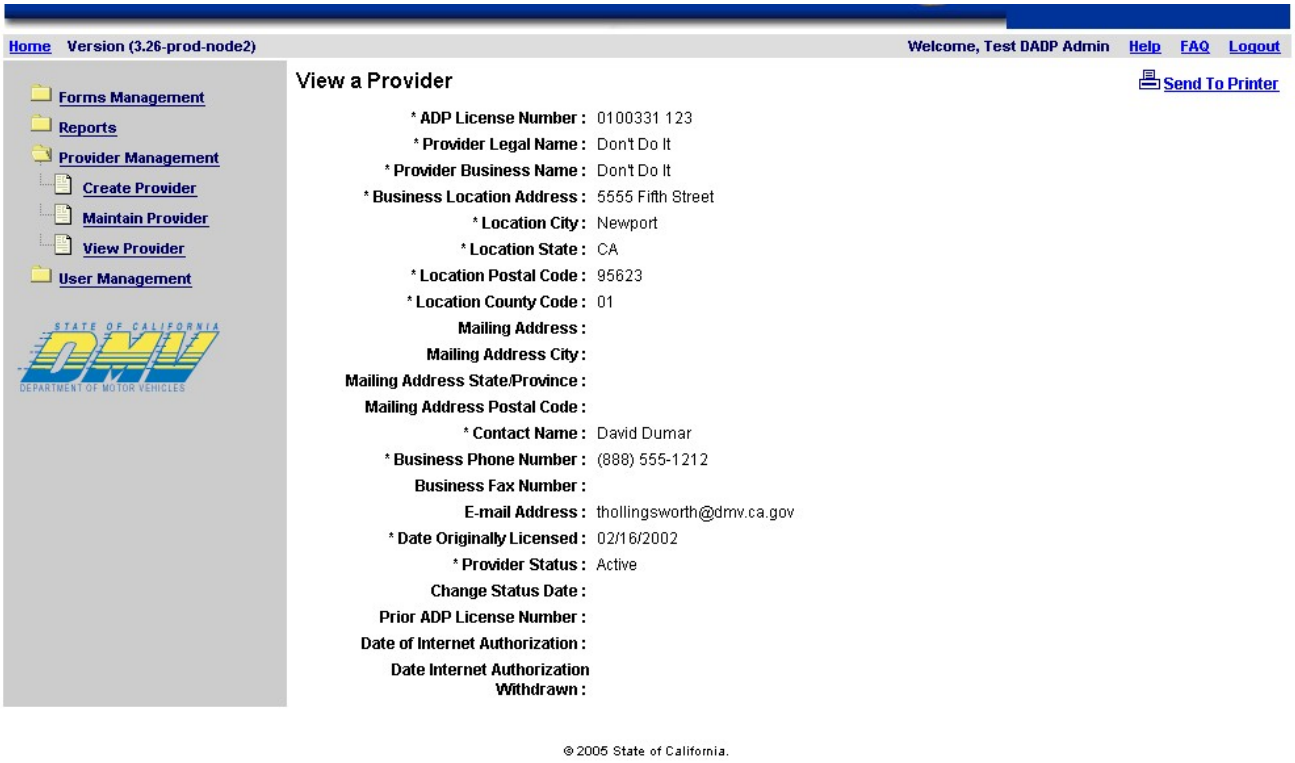


You have successfully created a provider.

Perform the following to complete the process:

Select the “Print Provider Information” button.

DUI Provider Program Forms – Create Provider (Create a Provider - View a Provider)



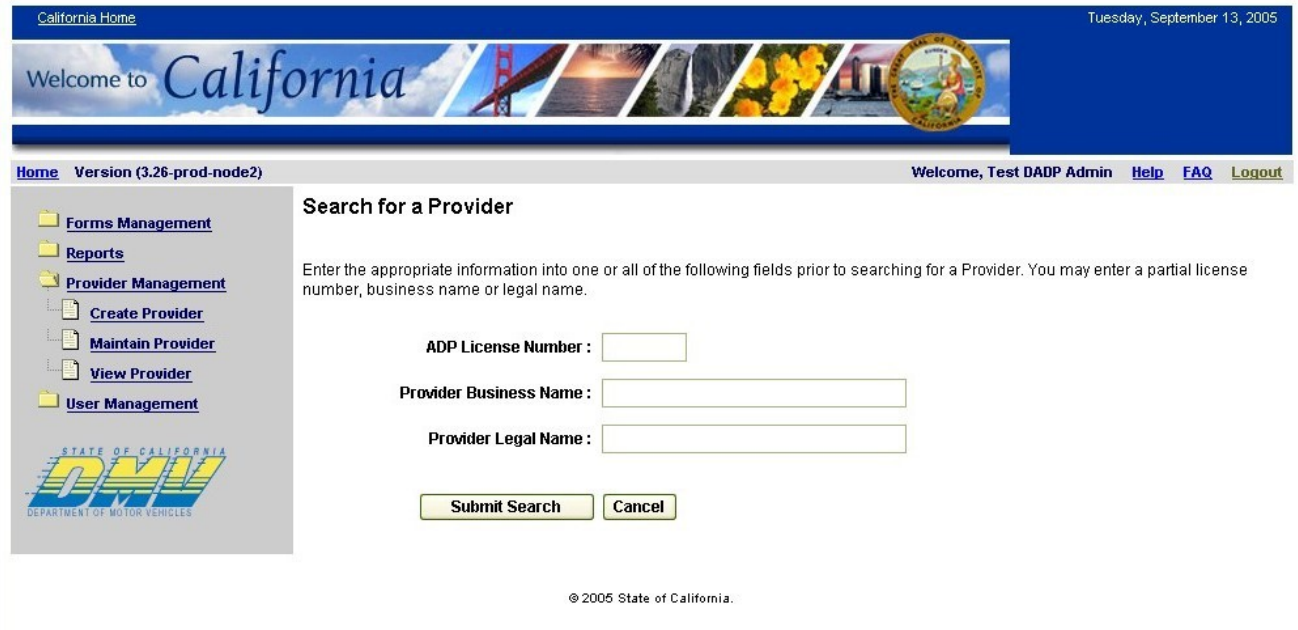
You are able to view all of the information concerning the Provider. You are also able to print the Provider information to your local printer.

Perform the following steps:

1. Select Send To Printer in the right hand corner of the current screen.
2. A print dialog box will appear.
   a. Select the printer and number of copies.
   b. Select the Print button.

DUI Provider Program Forms – Maintain Provider (Search for a Provider)

(This section is specific to DADP Maintaining a Provider)



In order to maintain a Provider (ADP licensing information or Internet Authorization), you first need to Search for a Provider to maintain. When entering information concerning the Provider you may enter the partial or entire information for any of the fields. Enter information into at least one of the fields to Search for a Provider.

1. ADP License Number – You can enter the partial or entire first seven digits of the ADP License Number. The system does not require the last three digits of the ten-digit number because those represent the programs they can provide.

2. Provider Business Name – You can enter the partial or entire Provider Business Name. This is also known as, Doing Business As (DBA) Provider Name.

3. Provider Legal Name – You can enter the partial or entire Provider Legal Name.

4. Select the “Submit Search” button.

DUI Provider Program Forms – Maintain Provider (Provider Search Result(s))

(This section is specific to DADP Maintaining a Provider)

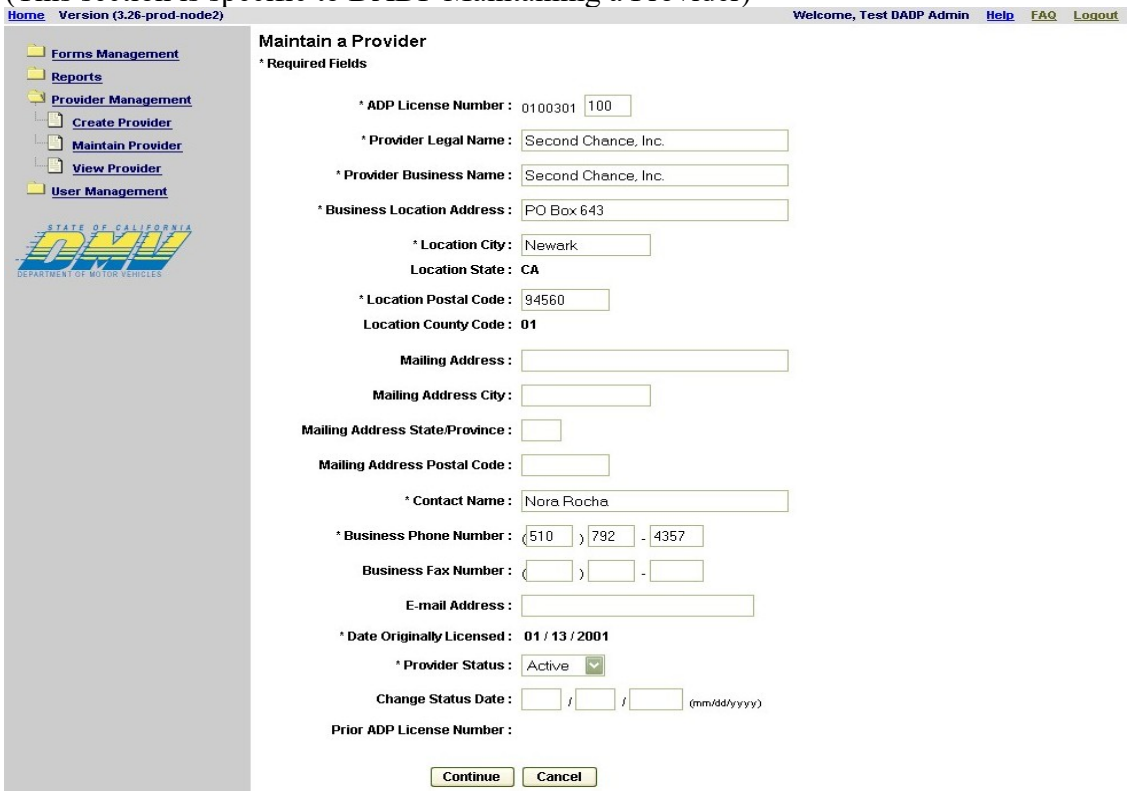


If you get multiple results, you can sort the results by performing the following steps:

1. Sort your search results based on your preferences.
    a. Any columns with an ⇩ can be sorted.
    b. Default sort is by ADP License Number.
    c. To sort the search results select the ⇩ next to the column, this will sort the results in ascending order by the column selected.
    d. To sort in the search results in descending order select the ⇩ next to the same column again.
    e. To choose a new set of criteria, select Search Again, which will take you to the Search for a Provider page.
2. Click on the ADP License Number of the Provider you want to maintain.

DUI Provider Program Forms – Maintain Provider (Maintain a Provider)

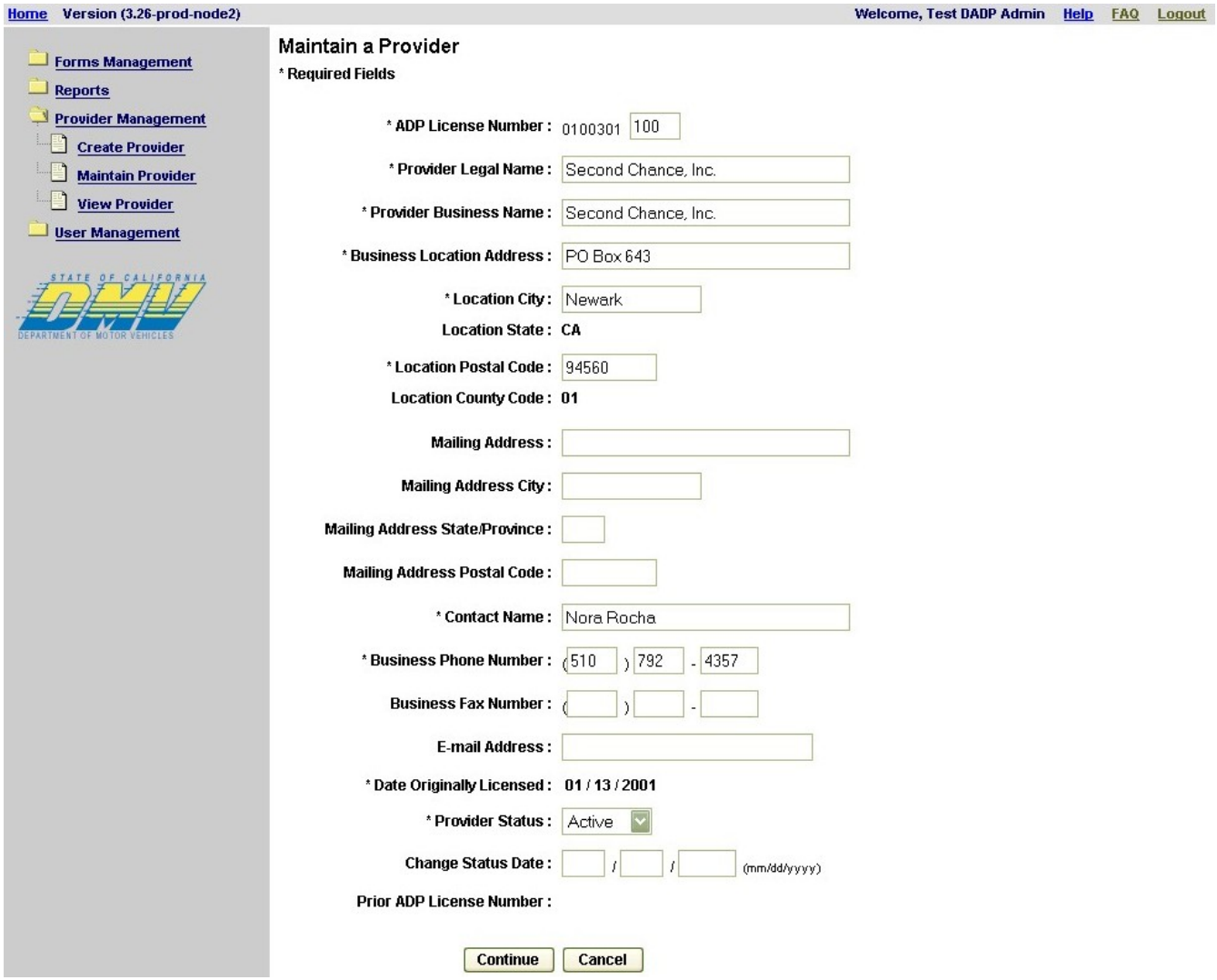
(This section is specific to DADP Maintaining a Provider)



Maintain a Provider allows you to edit information for a Provider. The required fields are designated with an asterisk.

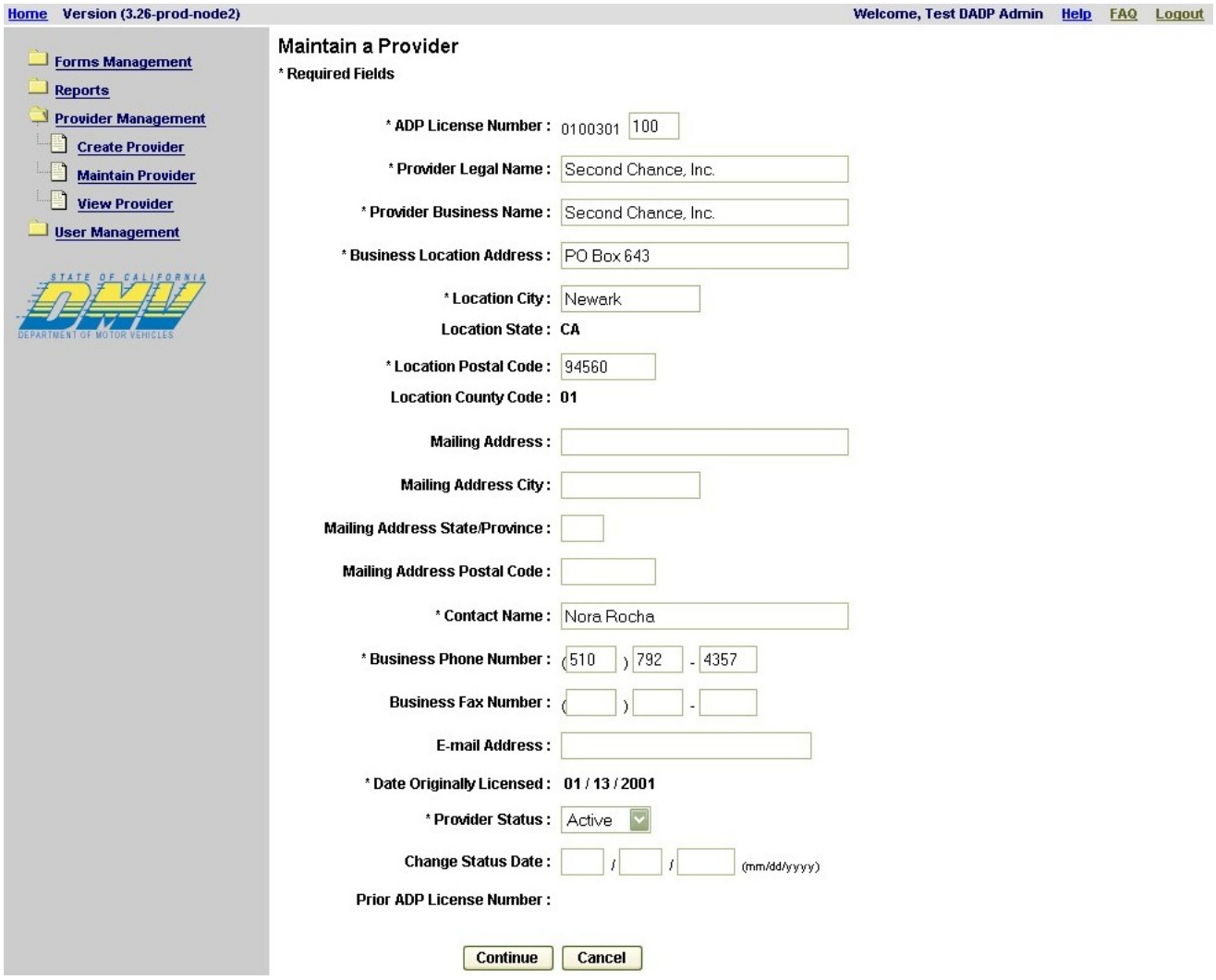
Perform the following steps to Maintain a Provider:

1. You can modify the ADP License Number.
    a. The System will validate that the ADP License Number entered does not currently exist in the DUI Provider Program Forms System.
2. You can modify the Provider Legal Name.
    a. The System will allow alpha, numeric, and the following special characters: forward slash, comma, period, number, spaces, @, #, hyphen.
3. You can modify the Provider Business Name.
    a. The Provider Business Name can be the same as the Provider Legal Name.
    b. The System will allow alpha, numeric, and the following special characters: forward slash, comma, period, number, spaces, @, #, hyphen.
4. You can modify the Business Location Address.
    a. The System will allow alpha, numeric, and the following special characters: forward slash, comma, period, number, spaces, @, #, hyphen.
5. You can modify the Location City.
6. You can modify the Location Postal Code.



Maintain a Provider continued:

7. You can modify the Mailing Address.
    a. The System will allow alpha, numeric, and the following special characters: forward slash, comma, period, number, spaces, @, #, hyphen.
8. You can modify the Contact Name.
    a. The System will allow alpha, numeric, and the following special characters: period, spaces, hyphen.
9. You can modify the Business Phone Number.
    a. The System will not allow alpha characters.
10. You can modify the Business Fax number.
    a. The System will not allow alpha characters.
11. You can modify the E-mail address.

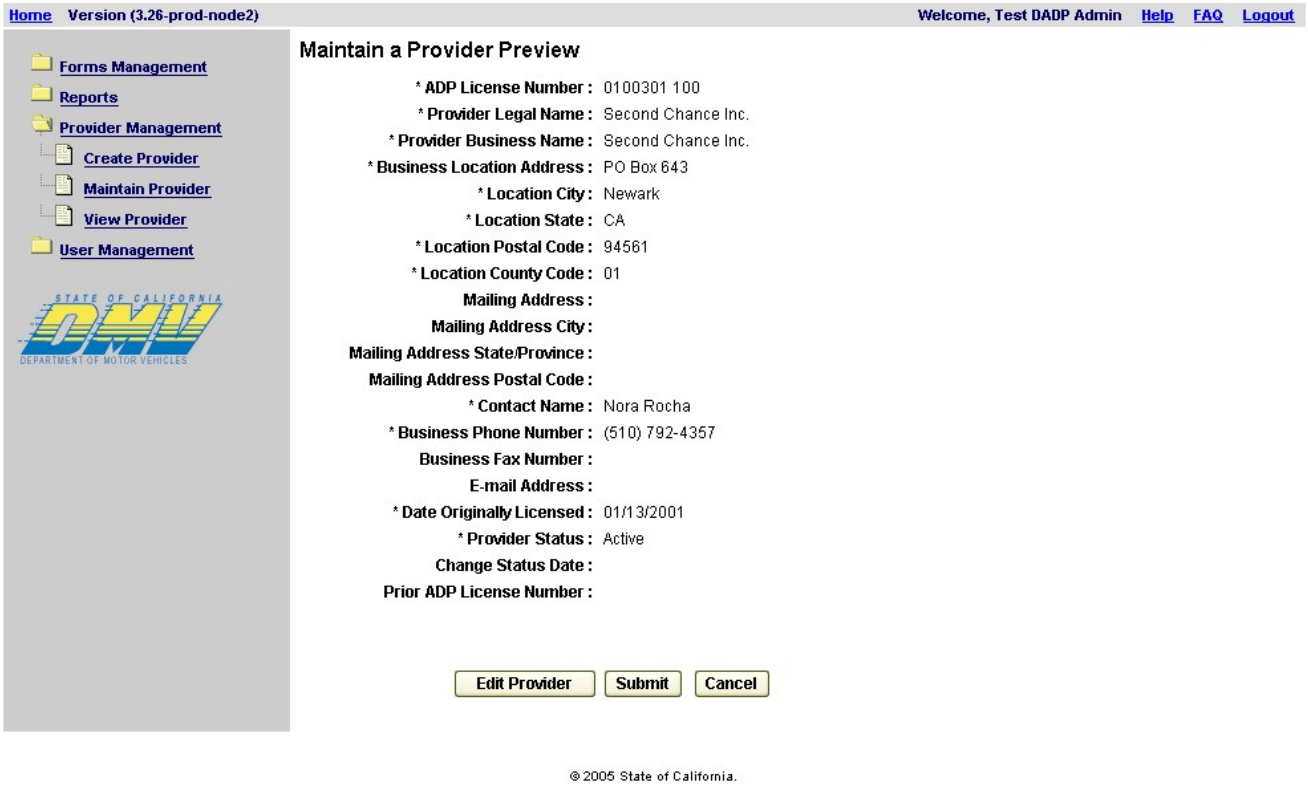


Maintain a Provider continued:

12. You can modify the Provider Status.
    a. The user will be able to select a status of active, inactive, or closed.
13. Select the “Continue” button.

DUI Provider Program Forms – Maintain Provider (Maintain a Provider - Maintain a Provider Preview)

(This section is specific to DADP Maintaining a Provider)



From the Maintain Provider Preview Page, you can modify the information you entered, submit the transaction, or cancel the transaction.

Perform the following to complete the process:

Select the “Submit” button.

DUI Provider Program Forms – Maintain Provider (Maintain a Provider - Provider Update(s) Confirmation)

(This section is specific to DADP Maintaining a Provider)



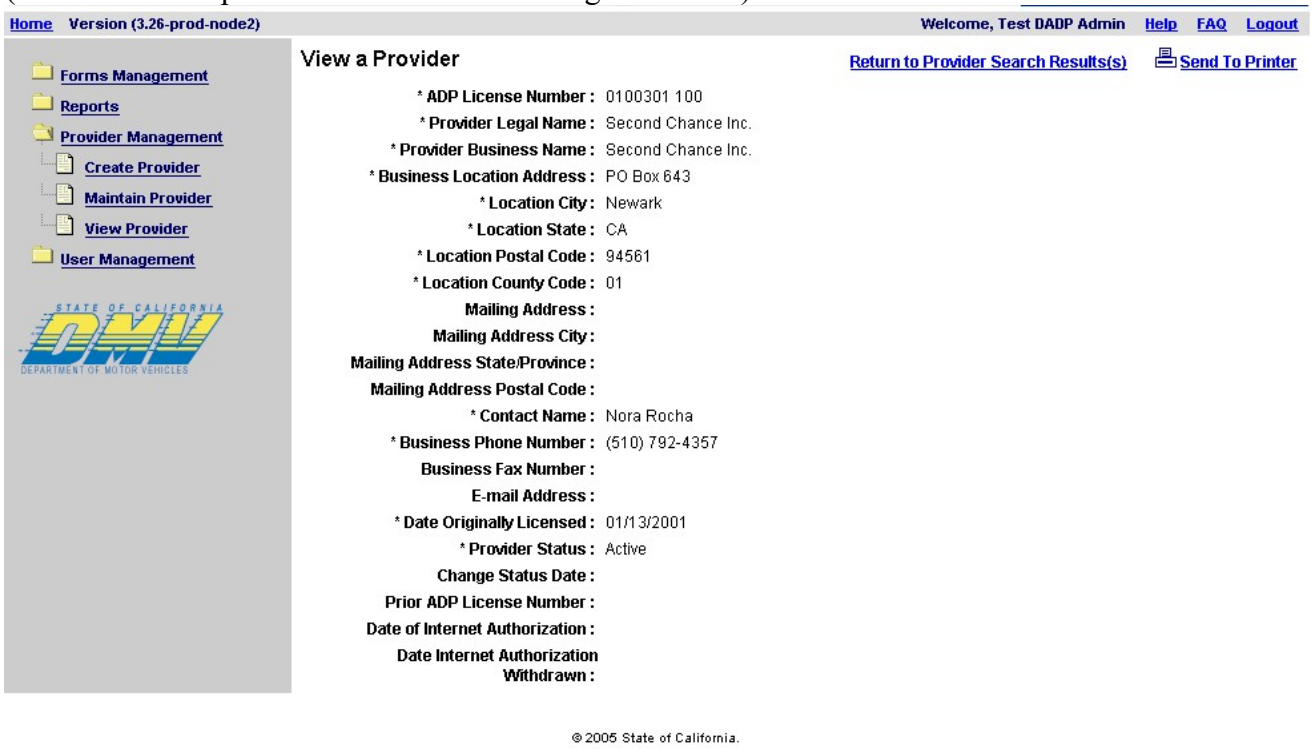
You have successfully maintained a provider.

Perform the following to complete the process:

Select the “Print Provider Information” button.

DUI Provider Program Forms – Maintain Provider (Maintain a Provider - View a Provider)

(This section is specific to DADP Maintaining a Provider)



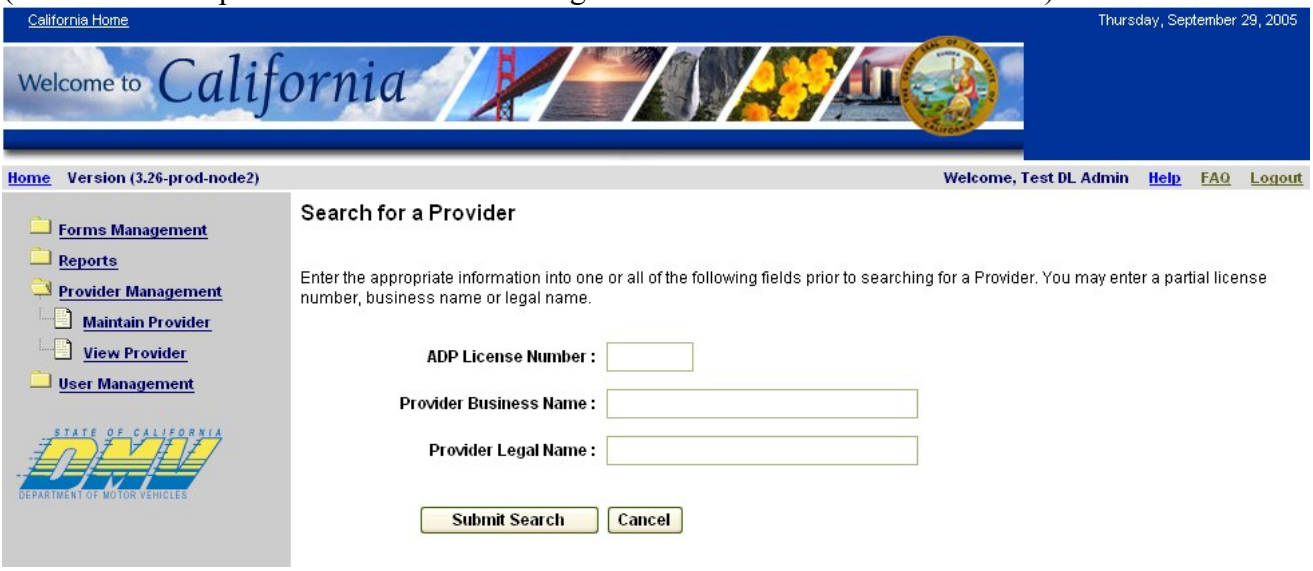
You are able to view all of the information concerning the Provider. You are also able to print the Provider information to your local printer.

Perform the following steps:

1. Select Send To Printer in the right hand corner of the current screen.
2. A print dialog box will appear.
   a. Select the printer and number of copies.
   b. Select the Print button.

DUI Provider Program Forms – Maintain Provider (Maintain a Provider - Search for a Provider)

(This section is specific to DMV Maintaining the Provider Internet Authorization)



In order to maintain a Provider (ADP licensing information or Internet Authorization), you first need to Search for a Provider to maintain. When entering information concerning the Provider you may enter the partial or entire information for any of the fields. Enter information into at least one of the fields to Search for a Provider.

1. ADP License Number – You can enter the partial or entire first seven digits of the ADP License Number. The system does not require the last three digits of the ten-digit number because those represent the programs they can provide.

2. Provider Business Name – You can enter the partial or entire Provider Business Name. This is also known as, Doing Business As (DBA) Provider Name.

3. Provider Legal Name – You can enter the partial or entire Provider Legal Name.

4. Select the “Submit Search” button.

DUI Provider Program Forms – Maintain Provider (Maintain a Provider - Provider Search Results)

(This section is specific to DMV Maintaining the Provider Internet Authorization)

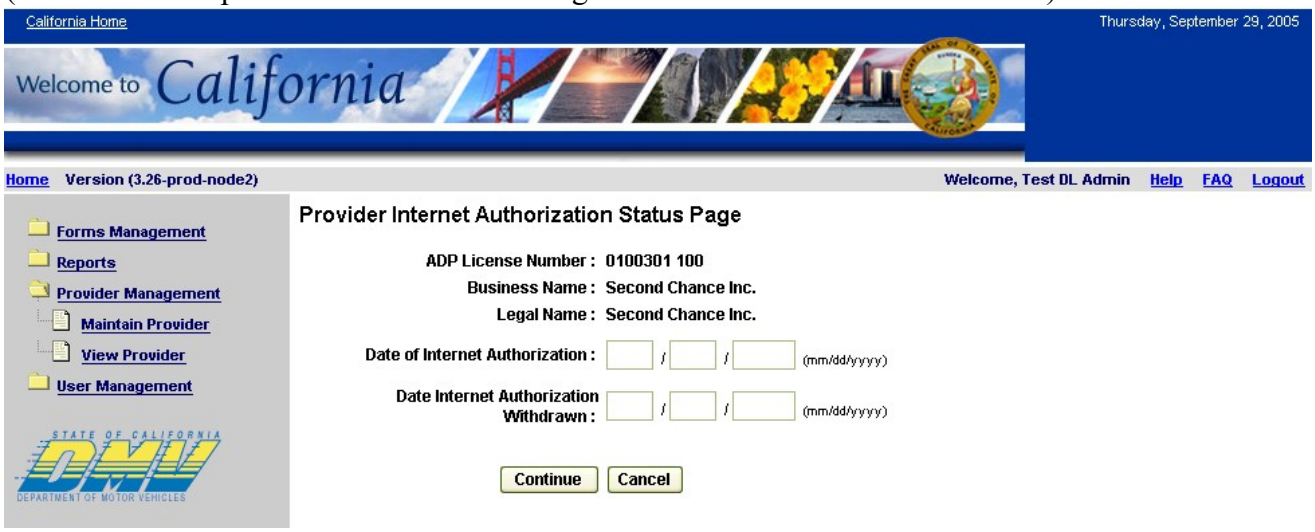


If you get multiple results, you can sort the results by performing the following steps:

1. Sort your search results based on your preferences.
    a. Any columns with an ⬇ can be sorted.
    b. Default sort is by ADP License Number.
    c. To sort the search results select the ⬇ next to the column, this will sort the results in ascending order by the column selected.
    d. To sort in the search results in descending order select the ⬇ next to the same column again.
    e. To choose a new set of criteria, select Search Again, which will take you to the Search for a Provider page.
2. Click on the ADP License Number of the Provider you want to maintain.

DUI Provider Program Forms – Maintain Provider (Maintain a Provider – Provider Internet Authorization Status Page)

(This section is specific to DMV Maintaining the Provider Internet Authorization)



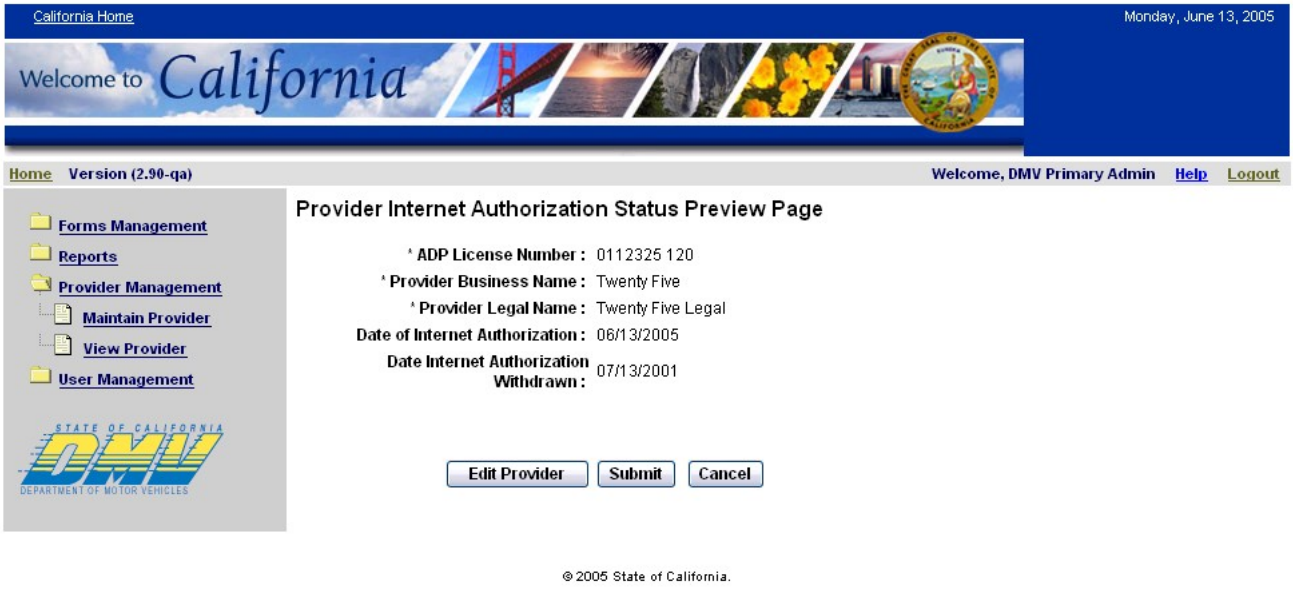
On the Provider Internet Authorization Status page, you can provide access to a Provider or remove access for a Provider, to the DUI Provider Program Forms System. Keep in mind that this does not give or revoke access to the Provider users of the System, that is done in User Management.

Perform one of the following steps:

1. Enter a Date of Internet Authorization.
    a. You cannot enter a date that is greater than today's date.
2. Enter a Date Internet Authorization Withdrawn.
    a. This will no longer allow anyone associated with that Provider access to the DUI System.
3. Select the "Continue" button.

DUI Provider Program Forms – Maintain Provider (Maintain a Provider – Provider Internet Authorization Status Preview Page)

(This section is specific to DMV Maintaining the Provider Internet Authorization)



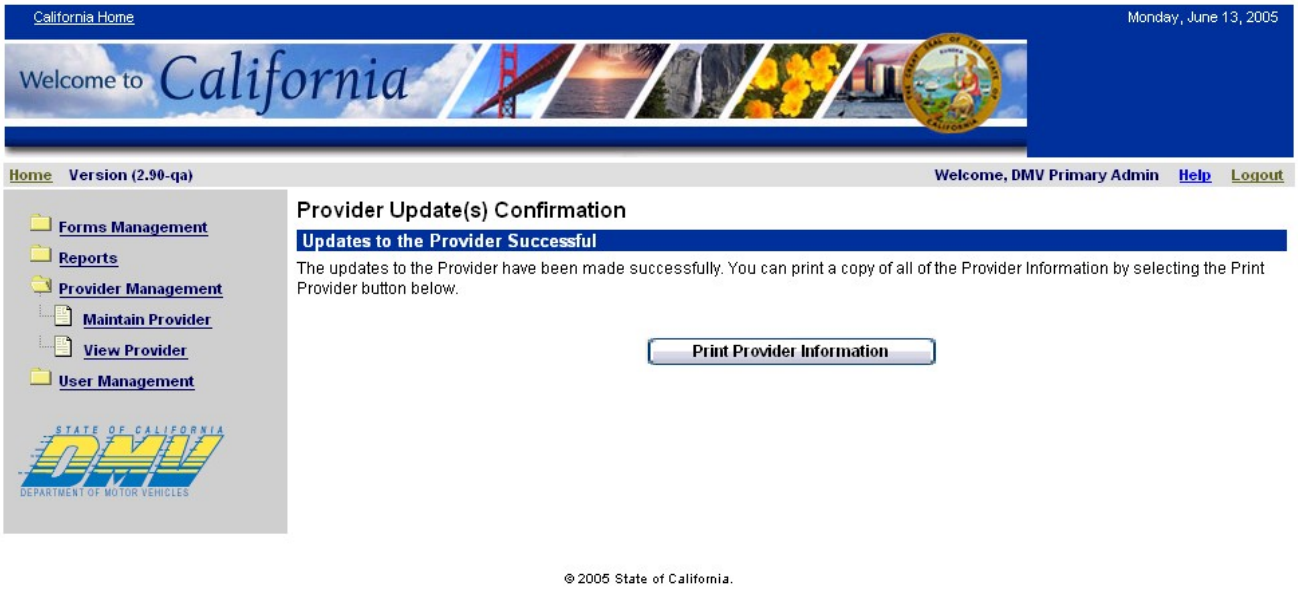
From the Provider Internet Authorization Status Preview Page, you can modify the information entered, submit the transaction, or cancel the transaction.

Perform the following to complete the process:

Select the “Submit” button.

DUI Provider Program Forms – Maintain Provider (Maintain a Provider – Provider Update(s) Confirmation)

(This section is specific to DMV Maintaining the Provider Internet Authorization)



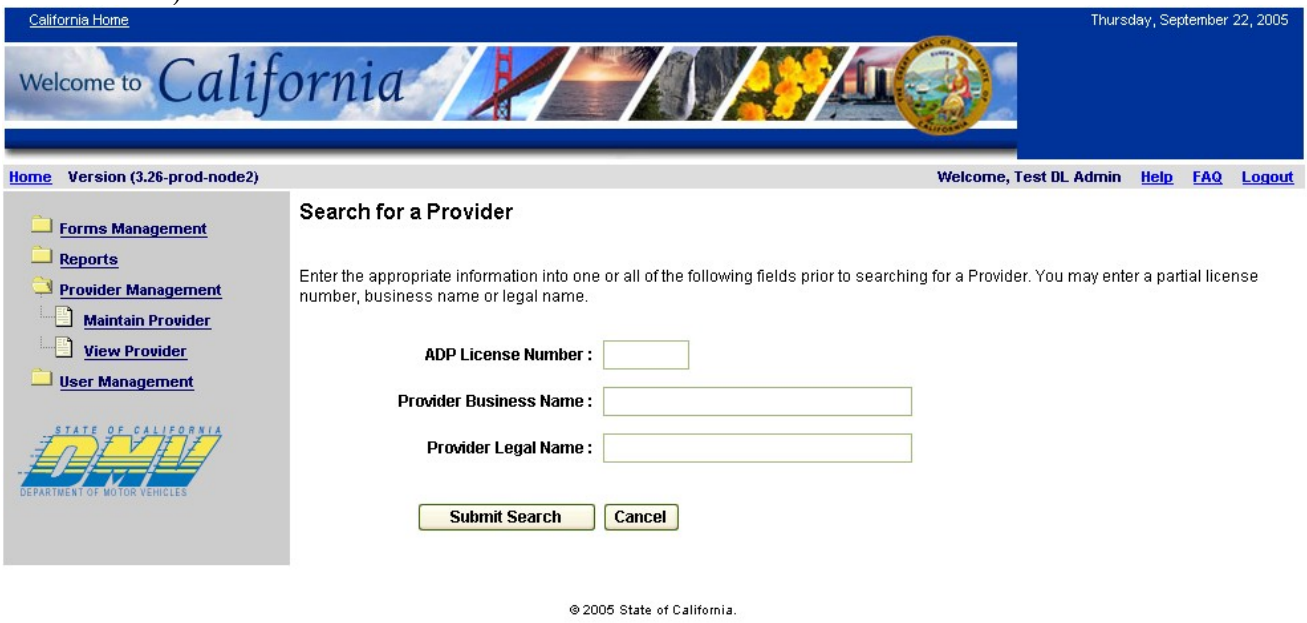
You have successfully updated the Provider information.

Perform the following to complete the process:

Select the “Print Provider Information” button.

DUI Provider Program Forms – View Provider (View a Provider - Search for a Provider)

(This section is specific to a Provider viewing their own licensed location(s), or other users with this authorization)



You are able to view all of the information concerning a Provider. You are also able to print the Provider information to your local printer. Note: A Provider can only view their own Provider information.

In order to view a Provider, you first need to Search for a Provider to view. When entering information concerning the Provider you may enter the partial or entire information for any of the fields. Enter information into at least one of the fields to Search for a Provider.

1. ADP License Number – You can enter the partial or entire first seven digits of the ADP License Number. The system does not require the last three digits of the ten-digit number because those represent the programs they can provide.

2. Provider Business Name – You can enter the partial or entire Provider Business Name. This is also known as, Doing Business As (DBA) Provider Name.

3. Provider Legal Name – You can enter the partial or entire Provider Legal Name.

4. Select the “Submit Search” button.

DUI Provider Program Forms – View Provider (View a Provider – Provider Search Result(s))

(This section is specific to a Provider viewing their own licensed location(s), or other users with this authorization)

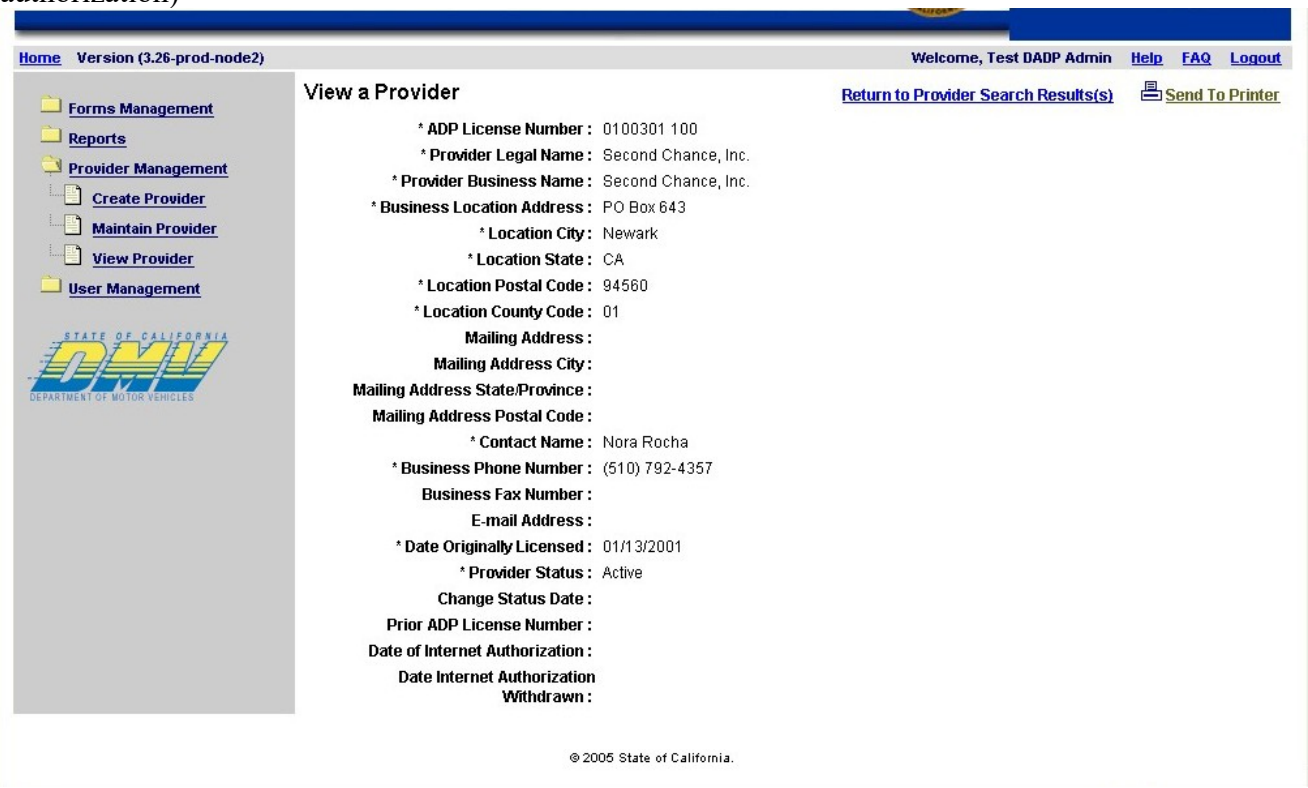


If you get multiple results, you can sort the results by performing the following steps:

1. Sort your search results based on your preferences.
    a. Any columns with an ⇩ can be sorted.
    b. Default sort is by ADP License Number.
    c. To sort the search results select the ⇩ next to the column, this will sort the results in ascending order by the column selected.
    d. To sort in the search results in descending order select the ⇩ next to the same column again.
    e. To choose a new set of criteria, select Search Again, which will take you to the Search for a Provider page.
2. Click on the ADP License Number of the Provider you want to view.

DUI Provider Program Forms – View Provider (View a Provider)

(This section is specific to a Provider viewing their own licensed location(s), or other users with this authorization)



You are able to view all of the information concerning the Provider. You are also able to print the Provider information to your local printer.

Perform the following steps:

1. Select Send To Printer in the right hand corner of the current screen.
2. A print dialog box will appear.
   a. Select the printer and number of copies.
   b. Select the Print button.