<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider Registration</td>
<td>2</td>
</tr>
<tr>
<td>Submit Renewal</td>
<td>6</td>
</tr>
</tbody>
</table>
Registration

1. Visit our website at www.azdhs.gov
2. Select “Divisions”
3. Then “Online Provider Services”

This will direct you to the Online Provider Services homepage
Registration cont’d

4. Select “Register”
5. Create a user name and password
6. Write this down & keep it in a safe place, as it will be required each time you log in
7. In the “I am registering as” box: Select appropriate role
8. After choosing the right role, then enter the last 4 digit of SSN
9. Upon completing, select “Register”
10. You will get a notification email informing you that you have been approved within 48 hours.

11. Upon approval, you can start the online renewal process.

12. Click the link and it will redirect you to the login page.
Submit Renewal

1. Visit Online Provider Services homepage at https://licensing.azdhs.gov/LicensingOnline/
2. Select “Log in” at the top right corner
3. Enter the username and password
4. Select “Log in” below the password box
5. Read the terms as they are important!
6. Select “Submit Online Renewal”

7. Terms and conditions page will be displayed (see next page). Please read the terms and conditions and check the box stating I accept the above terms and conditions and click “Continue”.
Submit Renewal cont’d

Electronic Update Access Agreement Terms and Conditions for Arizona Department of Health Services (DHS)

Your use of the DHS’s Internet-enabled transaction services to access and change records held with the DHS is governed by this Access Agreement. Please read the conditions provided before checking the “I AGREE” check box.

By checking the “I AGREE” check box and selecting the “Continue” button, you acknowledge and agree:

- You have read and understand this Agreement. Your Login with the DHS system will confirm your acceptance of and agreement to be bound by the Terms applicable to that access.
- To conduct transactions with DHS by electronic means. That DHS may terminate this agreement at any time. To the following terms and conditions:

**DHS Access Terms and Conditions**

**Introduction**

DHS may provide Electronic Update Access to information relating to records stored by DHS.

**Electronic Signature**

Electronic Update Access requires an Electronic Signature which consists of your license number and the last four digits of your Social Security Number. The Electronic Signature is considered to be obtained at the time of successful DHS Login.

You, as a user of DHS’s Internet-enabled transaction services, are responsible for keeping your Login information secret and confidential. Your Liability

You agree that use of this Electronic Signature as set forth above is the legal equivalent to your written signed instructions to DHS, and that you will be bound by and liable for all acts including unauthorized use by other persons without your knowledge or consent. You are aware that DHS is under no obligation to confirm the actual identity or authority of any user of the Electronic Signature or any component thereof. Protection of Electronic Signature

You, as a user of DHS’s Internet-enabled transaction services, agree to keep the Electronic Signature and all components thereof secret and safe to prevent unauthorized use.

**DHS Not Liable**

DHS may cancel or restrict use of Electronic Update Access or Electronic Signature without notice to you, the user. DHS has no liability for damages or harm which you may incur or experience as a result of any non-acceptance, delay or restriction in implementing instructions, or for any unavailability, malfunction, cancellation, restriction or withdrawal of Electronic Update Access or any portion of such service or any device associated with it.

**DHS Access**

The DHS information accessible through Electronic Update Access is that which has been specified in advance on DHS’s records and to which DHS allows access.

**Changes to Terms & Conditions**

These Terms & Conditions may be subject to change. I agree to reshock them from time to time for any such changes.

**General**

The terms and conditions of other agreements relating to any other DHS business you may have remain in force except as expressly altered by these Terms. If there is a conflict between any provision of those other agreements and these Terms, those agreements prevail.

For Electronic Access by a personal computer (PC) you, as a user of the DHS’s Internet-enabled transaction services, assume responsibility to keep any information stored in your PC, on disk, or any associated equipment secure from unauthorized access.

**Pursuant to A.R.S. 41-1030(B)(D)(E)(F)**

A. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. This section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

F. This section does not abrogate the immunity provided by section 12 820.01 or 12 820.02.

- [ ] I accept the above terms and conditions.

[Continue]
8. Check current license information in our file. You will have the opportunity to change this information on a later page.

9. Check the fee that you will pay at the end of the process. **NOTE:** If you are applying within the 30 day grace period, there will be a $25.00 late fee added. Choose “*continue*” to go to the next page of the renewal portal.
10. Update any information that is incorrect in the Bureau’s system. If everything is accurate choose “Continue”, if not, update all information that is not accurate then click “Continue”.

![Arizona Department of Health Services Renewal Form](image-url)
11. Enter additional employment if you happen to have more than one employer.
12. Check Personal and Professional Conduct. Choose either yes or no.

NOTE: If yes is chosen, this will not stop you from renewing online. It could delay processing and renewal of your license. Click “Continue”.
13. Enter continuing education that you had completed during the previous licensure period. (See more details in next page)
Submit Renewal cont’d

- You would do this for all subsequent courses that need to be entered.
  1. Hearing Healthcare Providers of Arizona
  3. American Speech-Language-Hearing Association
  4. International Hearing Society
  5. International Institute for Hearing Instrument Studies
  6. American Auditory Society
  7. American Academy of Audiology
  8. Academy of Doctors of Audiology
  10. American Academy of Otolaryngology-Head and Neck Surgery

- If the course was not approved by the organizations listed above. All fields are required: Course Name, Sponsor, Instructor, City, State, Date Compete, CE Hours, Course Content, Learning Objectives and Instructor Education/Training Experience. You would then click Save Course. This will be done for all subsequent courses that need to be entered.

- Once you have entered all the continuing education and related documents you will choose “Continue”.
14. Confirm the total fees (including late fee if applicable), then choose “Submit Renewal Fee”.
15. Checkout process, please enter your credit card information.

![Payment Information Form](image)
16. Review the order carefully, then select “Authorize” to continue with the renewal.
17. Once you authorize the payment, the portal will allow you to print a receipt.
18. Print preview view. You can print this and save it.

19. Fee status will be sent by email with the receipt attached in PDF.
20. Click “Order history” to review the application form and receipt.

_Congratulations! You submitted your online renewal successfully._