



Portal User Guide

Module: TeleMedicine Amendments

Version 2.0
Health Facilities Services

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Portal Login

Step 1: Click here <https://dohlicensing.nj.gov/> for portal Landing Page

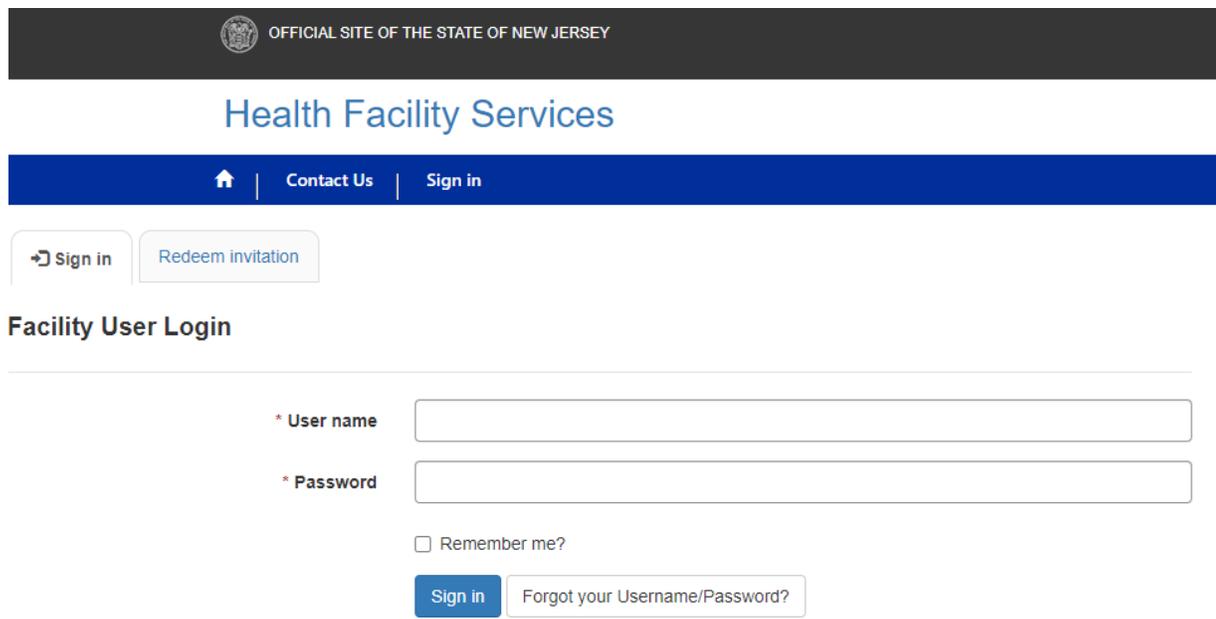
Step 2 : Click on “**Sign in**” on the main menu as highlighted below



Sign In

Username: Use the registered Username

Password: Use the same password used during the registration



OFFICIAL SITE OF THE STATE OF NEW JERSEY

Health Facility Services

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Facility User Login

* User name

* Password

Remember me?

New Account Creation

Please create an account on the portal if you don't have one.
 For instructions on how to create an account, please [click here](#).

Forget Password

Please Click on "Forgot your Username/Password" button to reset the password.

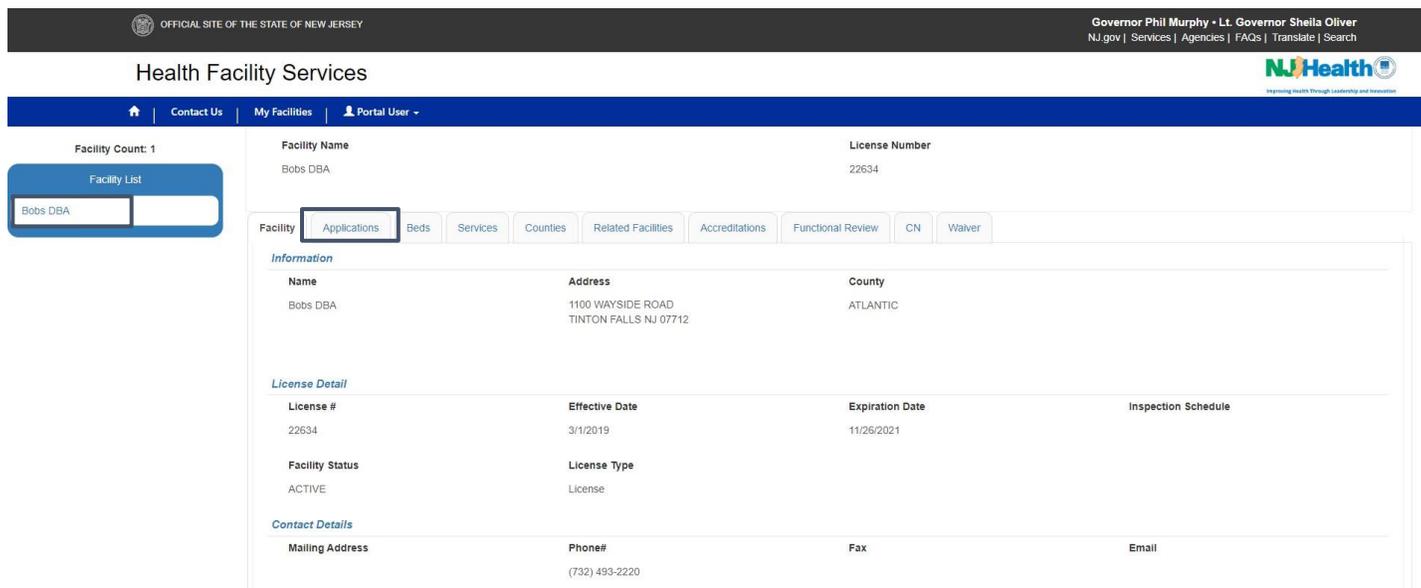
Accessing Facilities

After Successful login, you can see "My Facilities" option on the main menu as highlighted below



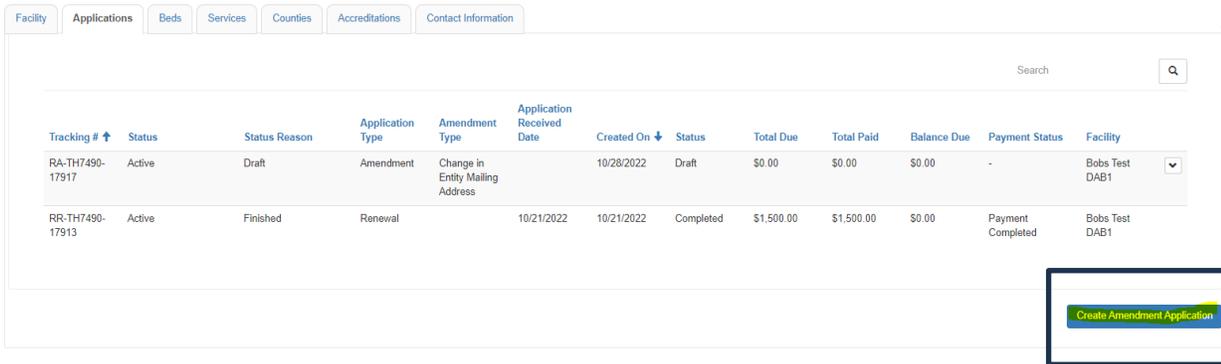
Applications

Clicking on My Facilities, User can see respective facility name on the left Menu.
 Click on Applications Tab which second tab beside Facility as highlighted below



Access Application

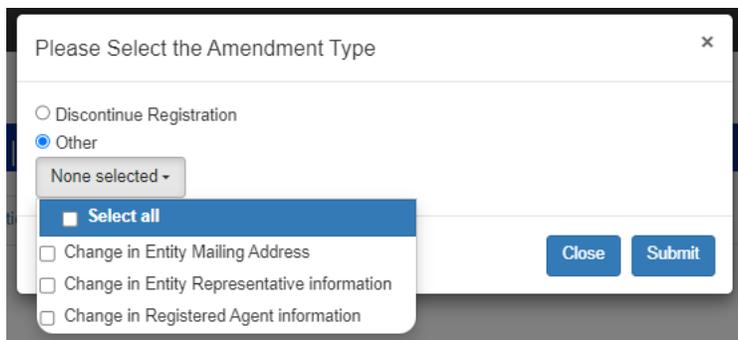
Under the Application Tab, you would see the **Create Amendment application** button to initiate Amendment application.



Click on the “Create Amendment Application” Button, below pop-up will appear to select the right amendment type.



- Default selection will be with the option: **Discontinue Registration**
- Second option: Other contains.
 - **Change in Entity Mailing Address**
 - **Change in Entity Representative information.**
 - **Change in Registered Agent information.**



Discontinue Registration

To discontinue registration and make DBA Inactive for Telemedicine Telehealth applications in NJDOH. Portal user can submit amendment application with the option “Discontinue Registration.” Which submits application to department.

Below tabs are visible to view all the information.

- Application Information
- Add/Remove Owner/Management
- Services
- Associated Documents
- Contact Information
- Certification

System allows portal users to edit only Application information for Discontinue registration amendment type. Once the application approved from the department. DBA will be inactive, and account will be discontinued and the portal access will be revoked.

The screenshot shows the 'Health Facility Services' portal interface. On the left is a navigation menu with 'Application Information' selected. The main content area is divided into two sections: 'Telemedicine Application Details' and 'Application Information'. The 'Telemedicine Application Details' section contains a table with the following data:

Tracking #	Facility Name	Last Expiration Date	Facility Type
RA-TH7490-19293	Bobs Test DAB1	4/14/2023	Telemedicine and Telehealth

Below this table, the 'Amendment Type' is set to 'Discontinue Registration', and the 'Registration Number' is 'R-TH7490-0486'. A 'Change Amendment Type' button is visible. The 'Application Information' section contains form fields for 'Facility Information' (Email Address, Phone Number, Fax Number) and 'Mailing Address' (Mailing Address, Mailing Suite/Floor, Mailing City, Mailing State, Mailing Zip). At the bottom right of the form are 'Save', 'Next', and 'Cancel' buttons. A note at the bottom states: "To save the changes, please make sure to click on the "SAVE" button before going to the next page."

NOTE: If you make any changes make sure to click on Save and continue with Next Button

Preview Button

Note: Click on Preview Button to see/make sure all the details entered are accurate

Submit Button: A Mandatory step to complete and successfully submit your application.

On the Preview page, to the bottom of all the details, there is a Submit button as highlighted below to submit the

A close-up of the bottom navigation buttons: 'Back', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with an orange rectangular border.

application.

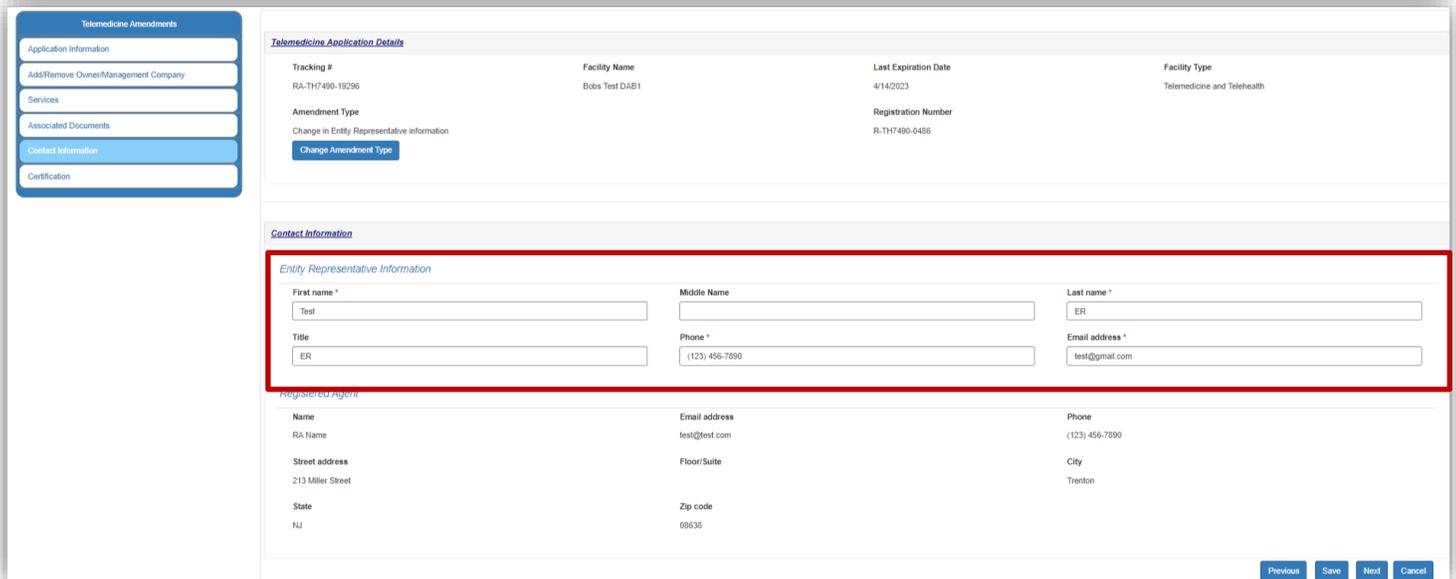
Amendment type: Change in Entity Representative Information

Select Change in Entity Representative Information, to make changes on Representative level details.

Portal users creating amendment type “Change in Entity Representative Information” enables Entity Representative Information only to edit and the other details will be locked.

Portal displays below tabs for this amendment type:

- Representative Information
- Add/Remove Owner/Management
- Add/Remove Service
- Contact Information
- Associated Documents
- Certification



Telemedicine Amendments

- Application Information
- Add/Remove Owner/Management Company
- Services
- Associated Documents
- Contact Information**
- Certification

Telemedicine Application Details

Tracking #	Facility Name	Last Expiration Date	Facility Type
RA-TH17490-19296	Bobs Test DAB1	4/14/2023	Telemedicine and Telehealth
Amendment Type	Registration Number		
Change in Entity Representative Information	R-TH17490-0456		

[Change Amendment Type](#)

Contact Information

Entity Representative Information

First name *	Middle Name	Last name *
Test		ER
Title	Phone *	Email address *
ER	(123) 456-7890	test@gmail.com

Registered Agent

Name	Email address	Phone
RA Name	test@test.com	(123) 456-7890
Street address	Floor/Suite	City
213 Miller Street		Trenton
State	Zip code	
NJ	08638	

[Previous](#) [Save](#) [Next](#) [Cancel](#)

Amendment type: Change in Registered Agent Information

Portal users selecting “Change in Registered Agent Information” edit only Registered Agent Information

- Registered agent state should always be NJ

Portal display below tabs:

- Representative Information
- Add/Remove Owner/Management
- Add/Remove Service
- Contact Information
- Associated Documents
- Certification

- Portal Users editing Registered Agent Information will submit the application to department and On Approving the application from department Registered Agent details will be updated at the DBA level/ Facility level

Health Facility Services

Home | Contact Us | My Facilities | LNHA Applications | CNA Applications | Krishna Jakkampudi

Telemedicine Amendments

- Application Information
- Add/Remove Owner/Management Company
- Services
- Associated Documents
- Contact Information
- Certification

Telemedicine Application Details

Tracking #	Facility Name	Last Expiration Date	Facility Type
RA-TH7490-19296	Bobs Test DAB1	4/14/2023	Telemedicine and Telehealth
Amendment Type	Registration Number		
Change in Registered Agent Information	R-TH7490-0486		

[Change Amendment Type](#)

Contact Information

Entity Representative Information

First Name	Middle Name	Last Name
Test		ER
ER	(123) 456-7890	test@gmail.com

Registered Agent

Name	Email address	Phone
RA Name	test@test.com	(123) 456-7890
Street address	Floor/Suite	City
213 Miller Street		Trenton
State	Zip code	
NJ	08638	

[Previous](#) [Save](#) [Next](#) [Cancel](#)

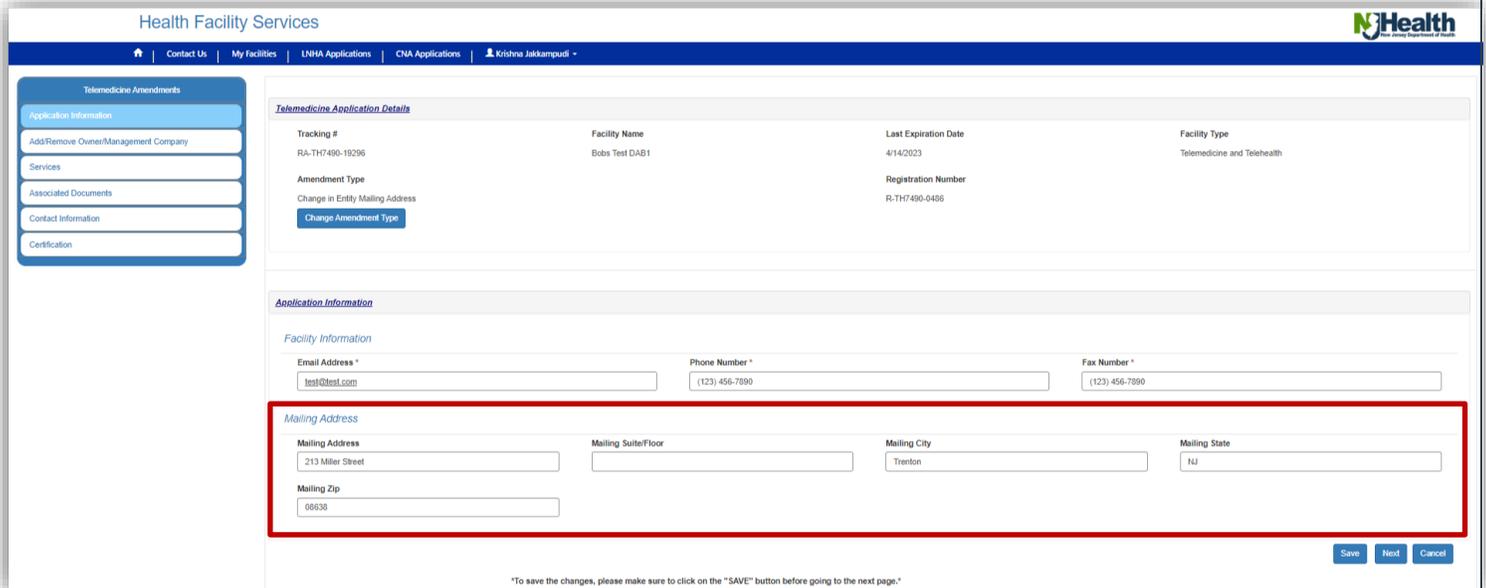
Amendment type: Change in Entity Mailing Address

Select Change in Entity Mailing Address, to make changes on mailing details.

- Portal users can edit only entity mailing address section and can update latest mailing address.

Portal displays below tabs for this amendment type:

- Representative Information
- Add/Remove Owner/Management
- Add/Remove Service
- Contact Information
- Associated Documents
- Certification



The screenshot shows the 'Health Facility Services' portal interface. The top navigation bar includes 'Contact Us', 'My Facilities', 'LNHA Applications', 'CNA Applications', and the user name 'Krishna Jakkampudi'. A left sidebar contains a 'Telemedicine Amendments' menu with options: 'Application Information', 'Add/Remove Owner/Management Company', 'Services', 'Associated Documents', 'Contact Information', and 'Certification'. The main content area is titled 'Telemedicine Application Details' and displays the following information:

Tracking #	Facility Name	Last Expiration Date	Facility Type
RA-TH7490-19296	Bobs Test DAB1	4/14/2023	Telemedicine and Telehealth

Below this, the 'Amendment Type' is 'Change in Entity Mailing Address' with a 'Change Amendment Type' button. The 'Application Information' section includes 'Facility Information' with fields for 'Email Address *' (test@test.com), 'Phone Number *' ((123) 456-7890), and 'Fax Number *' ((123) 456-7890). The 'Mailing Address' section, highlighted with a red box, contains fields for 'Mailing Address' (213 Miller Street), 'Mailing Suite/Floor', 'Mailing City' (Trenton), 'Mailing State' (NJ), and 'Mailing Zip' (08638). At the bottom right are 'Save', 'Next', and 'Cancel' buttons. A footer note states: '*To save the changes, please make sure to click on the "SAVE" button before going to the next page.*'