

Updating **Existing** Licenses and Certifications with Mobile eForm

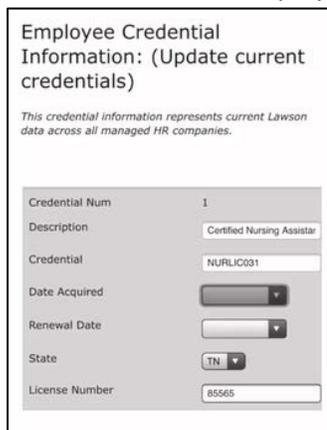
Two ways to access the Mobile eForm:

1. Search on your devices browser www.HCACertUpload.com.
2. QR Code is also available. You can use your QR code reader on your device and it will automatically launch the mobile eForm.



How do I update an **existing** License or Certification?

1. Launch the eForm with your chosen access method (URL or QR code).
2. Log in using your 3-4 ID and your network password.
3. Scroll down to the “Employee Credential Information” section of the form.



Employee Credential Information: (Update current credentials)

This credential information represents current Lawson data across all managed HR companies.

Credential Num	1
Description	Certified Nursing Assistar
Credential	NURLIC031
Date Acquired	<input type="text"/>
Renewal Date	<input type="text"/>
State	TN
License Number	85665

4. Find the credential that you are ready to update and type in the updated information such as date acquired and renewal date.
5. Scroll down to “Supporting Documentation” to upload a copy of your renewed license/certification.
6. Click [Select file](#) by Document 1. Select “Choose File” to gain access to your devices camera to snap a picture of your certification or access your photo library to select an already snapped picture of your document. (Remember to snap a photo of both the front and back of your certification.)
7. Once file is selected, click upload.
8. Scroll down to “Agreement Details.” Click to acknowledge the agreement. Type in your name for your electronic signature, and click confirm to finish the form.
9. Allow 48 hours for a confirmation email from HCA HRAnswers confirming whether the documents were accepted or rejected. For questions call HCA HRAnswers at 1-844-472-6797.

Adding New Licenses and Certifications with Mobile eForm

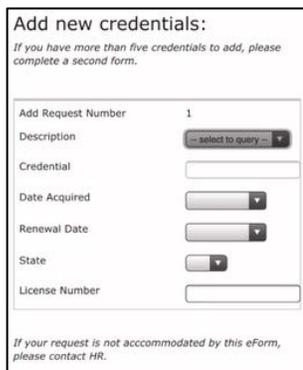
Two ways to access the Mobile eForm:

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2. QR Code is also available. You can use your QR code reader on your device and it will automatically launch the mobile eForm.



How do I add a new License or Certification?

1. Launch the eForm with your chosen access method (URL or QR code).
2. Log in using your 3-4 ID and your network password.
3. Scroll down to the “Add new credentials” section of the form.



The screenshot shows a form titled "Add new credentials:" with a sub-note: "If you have more than five credentials to add, please complete a second form." The form fields include: "Add Request Number" (set to 1), "Description" (a dropdown menu with "select to query" selected), "Credential" (a text input field), "Date Acquired" (a date picker), "Renewal Date" (a date picker), "State" (a dropdown menu), and "License Number" (a text input field). A footer note reads: "If your request is not accommodated by this eForm, please contact HR."

4. Choose a description that best describes your license/certification that you are adding to your record.
5. A credential name will auto populate once description is selected.
6. Select a date acquired and a renewal date.
7. Select a state.
8. Type in your License/Certification number if applicable.
9. Scroll down to “Supporting Documentation” to upload a copy of your renewed license/certification.
10. Click [Select file](#) by Document 1. Select “Choose File” to gain access to your devices camera to snap a picture of your certification or access your photo library to select an already snapped picture of your document. (Remember to snap a photo of both the front and back of your certification.)
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