



## Licensing Management System

To ensure you have access to our new Licensing Management System we want to provide you with a short reference guide. Below you will find information on how to register for the ADHS Licensing Portal, as well as how to log in and delegate users.

### Account Setup

- If you did NOT receive an account setup email the week of February 10<sup>th</sup> OR need to create one
  - Please visit the [ADHS Licensing Portal](https://facility-licensing.azdhs.gov/s/login/)  
**https://facility-licensing.azdhs.gov/s/login/**
  - Once you finish your registration, you will receive an email to verify your account
  - You will need to make sure to verify your account within the time period listed in the email you received
  - If you were unable to complete the account setup previously, you can attempt to reset your password from the login page.

### Licensing Portal Login

From the login page,

- Enter **email address** and **password**, then click **Login**
  - **Forgot Something?** Click **Forgot Username** or **Forgot Password**
  - **New User?** Click the **Don't have an account? Sign up here** link. The link should be used to create a new account if an account has never been created before
  - **Need Facility Access?** If the user has a login to the portal, but needs access to a specific facility, they need to request access from the facility's Designated Person who will grant the user Facility Access to that facility account
- Upon login, the user will be directed to the **Select a Portal** page
  - Click the **Person Icon** in the top right corner to view profile details
  - The **Profiles** pop-out will appear
  - Click the **Pencil Icon** to edit Phone Number or Email Address

**Email Change:** If editing email address, the system will send two emails to confirm the new email address change and the username change. Both confirmation emails will need to be completed in order to finalize the change. A Profile email address should NOT be same as the Facility email address

**Name/DOB Change:** The Legal First/Last Name and Date of Birth are not editable from the account. Please contact your ADHS Representative to request this change in the system.

- Click the Check Mark icon to save changes
- Click **Change Password** to reset the password for the account

## Delegated Persons Permissions/Access

Designated Persons for a facility can give access to certain facility portal functions to other facility related employees with an active portal account. Besides the Designated Person, for each facility, **only two** other Facility Portal users can have active access.

- **Add Delegated Person**
  - From a Facility Details page,
    - Select the **Facility Access** tab on the left side
    - Select **Add Delegated Access User** to add an employee to the facility access
  - From the **Add Facility Access** form
    - Enter the username/email of the person being added
      - Note: User must have an existing and active portal account in order to be added
    - Select the **Enter/Return** key on the keyboard to search for the user in the system
    - Select desired access features from the Available Access column
    - Select the **right arrow key** to confirm selection(s)
      - **NOTE:** Select multiple by holding down the CTRL key and make each selection OR repeat steps the above steps for each item
    - Select **Save** to continue
    - The new delegated person will display on the Facility Access page
      - **NOTE:** When that user logs into the ADHS Facility Portal, the Facility tile will now display for that user
- **Edit Delegated Person's Access**
  - Select the **Edit Access** button next to user's name
  - From the **Edit Facility Access** form:
    - Select **Access Types** from the right column and click the left arrow button to remove selected access
    - Select the item from the left column and click the right arrow to grant additional access
    - Select **Save** when completed