

HOW-TO: ADD NEW SERVICES

FOR: Applicants

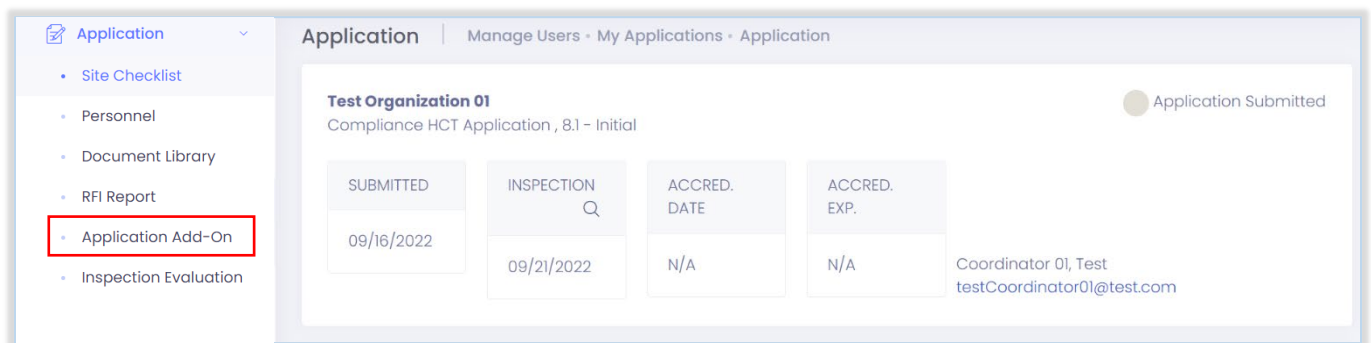
DESCRIPTION: The process to request to add new services to your accreditation. An add-on is a new physical location (“site”) or service that is not included in the current application.

PREREQUISITES:

- You must have an existing user account and be assigned to an organization.
- Your organization must have at least one active Compliance Application.

PROCESS:

1. From the FACT Accreditation Portal landing page, open your application and select *Application Add-On* in the left navigation pane.



The screenshot shows the FACT Accreditation Portal interface. On the left, a navigation pane is visible with the following items: Application (with a dropdown arrow), Site Checklist, Personnel, Document Library, RFI Report, Application Add-On (highlighted with a red box), and Inspection Evaluation. The main content area is titled 'Application' and includes a breadcrumb trail: 'Manage Users · My Applications · Application'. Below this, the details for 'Test Organization 01' are shown, including 'Compliance HCT Application, 8.1 - Initial' and a status indicator 'Application Submitted'. A table displays application details:

SUBMITTED	INSPECTION	ACCRED. DATE	ACCRED. EXP.
09/16/2022	09/21/2022	N/A	N/A

Below the table, the coordinator's name and email are listed: 'Coordinator 01, Test testCoordinator01@test.com'.

2. An email displays with the coordinator’s email address, portal’s email address, and subject line entered.
3. In the body of the email, provide the Site Name, Physical Location, and a description of the services your organization is requesting to add.