



Provider Enrollment Wizard Tips

- **Print** – If the Print button doesn't work, try changing the Zoom settings in your web browser. To change the zoom, press and hold the Ctrl key and then click the + or - keys on your keyboard. Chrome is best at 80% or less. Internet Explorer (IE) is best at 125% or less.
 - **Chrome**
 - Click the three vertical dots in the far right-hand corner.
 - The Zoom option appears in the list.
 - Use the addition and subtraction signs to change.
 - **Internet Explorer (IE)**
 - Click the **View** tab at the top of the window under the web address.
 - In the list that displays, hover over Zoom.
 - The choices will appear by the arrow to the right.
 - Click to change the setting.

- **Group association** – The group provider must be enrolled first. Once the group application is approved, then each individual provider can enroll using the **Individual within a group** application and choosing to associate with the appropriate group(s).

- **License number** – Enter the license number into the PE Wizard as shown by the governing Board for the discipline.

- **Contact address** – During the enrollment process, an individual within a group is asked for a "Contact Address". This address will be used for future communications related to the enrollment and revalidation of the individual provider. Ensure it is a valid address for the named provider to receive the communications so they will know to complete the revalidation process within the proper time frame when needed.