Care Provider Background Screening Clearinghouse:

AHCA Clearinghouse Results Website Instruction Guide
OVERVIEW

In response to the requirements passed during the 2012 Legislative session, the Agency for Health Care Administration (Agency) created the Care Provider Background Screening Clearinghouse, or “Clearinghouse” Website. The enhanced website allows users to initiate a screening, search for screening results, connect to specified agencies screenings, select a LiveScan service provider and connect to the service provider’s website to schedule appointments. Utilizing the Clearinghouse website to initiate screening requests provides the following benefits:

- Ability to share results of criminal history checks among specified agencies
- Ability to view subsequent arrest information for employees with retained fingerprints (only available to current employers of the individual)
- Ability to track screenings from the time the screening request is initiated in the Clearinghouse until a determination is made.
- Provides email notification to the user regarding status updates to requests initiated.
- Ability to search for LiveScan Service Providers by certain criteria (county, name, etc.). Provides information and ability to connect to the fingerprint service provider's website to make appointments.
- Provides TCR# needed for sending an applicant to be rescreened for rejected prints.
- Posts Public Record version of state criminal history record (RAP sheet) for review by the provider requesting the original screening.
- Allows user to connect to a screening request in process for notification when results are available (reduces duplicative screening).
- Creates a “status” report and a “completed screening listing” report of screenings requested by the user eliminating the need to search for each screening result individually.
- Maintain an employee roster by entering hire and separation dates for each employee. This facilitates a notification to the employer if the eligibility status of an employee changes.
  - According to section 435.12(2) (c) an employer of persons subject to screening by a specified agency must register with the clearinghouse and maintain the employment status of all employees within the clearinghouse. Initial employment status and any changes in status must be reported within 10 business days.
- Redesigned Individual Profile page that includes:
  - Eligibility Results for Employment and Medicaid Provider Enrollment
  - Department of Health Professional Licensure Status
  - View screenings in process
  - State criminal history report viewable for the provider initiating the screening
  - Employment History
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**Background Screening Home Page**

To gain access to the Background Screening (BGS) website you must first register on the AHCA Web Portal and receive access. Please see the [Clearinghouse User Registration Guide](http://ahca.myflorida.com/backgroundscreening) for registration and log in instructions on the Background Screening Website at [http://ahca.myflorida.com/backgroundscreening](http://ahca.myflorida.com/backgroundscreening).

To access the Clearinghouse Results website through the AHCA portal please log in at [https://apps.ahca.myflorida.com/SingleSignOnPortal](https://apps.ahca.myflorida.com/SingleSignOnPortal). On the Portal Landing select **Background Screening – Agency for Health Care Administration**.

![AHCA Portal - Portal Landing](image1)

On the Background Screening Program – AHCA – Access Page you will see your approval status. If you are approved please select the **Background Screening System** link to access the results website.

![Background Screening Program - AHCA - Access Page](image2)
Upon receiving access through the AHCA Portal, a welcome message and your provider information will appear on the BGS Home page. This page will also display important bulletin messages and information when appropriate.

Moving throughout the website is accomplished by clicking navigation tabs at the top of the page. These tabs will appear on all pages. The navigation tabs allow you to search, initiate screenings, review your screenings in process and screening results, look up LiveScan service providers, review your employee roster, and log out.

For instructions on using the website click INSTRUCTIONS FOR INITIATING AND ACCESSING SCREENING RESULTS

If your contact information has changed, please select the AHCA Portal to update your information.
Search for Screening Results

The Search page allows you to review the eligibility status of an individual if they have undergone a screening or if they have a screening in process with AHCA or with another specified Agency in the Clearinghouse, thus reducing duplicative screenings. If the individual is not found, a screening may be initiated from this page. If the individual is found, their Profile page will appear.

**Note:** If you know an individual has not been screened through AHCA, you may click the ‘Initiate Screening’ tab located on the navigation bar.

- Enter the individual’s:
  - Social Security Number **AND**
  - Last Name **OR**
  - Date of Birth
- Select ‘Search’

---

**Search Criteria**

Enter the information below. **It is the responsibility of the provider to ensure results are for the correct individual.** These results are to be used for employment eligibility determinations. In accordance with section 435.111(1)(b), it is a misdemeanor of the first degree to use records information for purposes other than screening for employment or release records information to other persons for purposes other than screening for employment.

- **SSN:**
  - XXX-XX-XXXX
- **AND enter at least one of the following:**
  - **Last Name:** Smith
  - **Or:**
  - **Date of Birth:**

**Search**

This site provides background screening results reviewed through the AHCA Background Screening Section and professional licensure information from the Department of Health’s Medical Quality Assurance division. These results are to be used for employment eligibility determinations.

If AHCA becomes aware of a change in an individual’s eligibility status, an email notification will be sent to the most recent employer of record in the Background Screening system or the last provider to submit the screening request through the Agency. It is recommended health care providers check the screening results of staff regularly as an individual’s status may change based on information received.
**Initiate New Screening**

To initiate a new screening for an individual, select the ‘Initiate Screening’ button.
Enter Profile Information

- Enter all required information, as designated by the red asterisks (*)
- Ensure all information is accurate and select the 'Next' button
**Search Medicare/Medicaid Exclusions (OIG List)**

Individuals who do not have a prior screening through the Agency must be manually checked in the Office of Inspector General (OIG) List of Excluded Individuals and Entities (LEIE) upon initial screening. Once an individual has a record in the BGS system an automated review of the OIG LEIE will occur when the list is updated every 30 days.

When you select the **‘OIG Search’ button** you will be redirected to the OIG’s website. Follow the instructions to search for the individual and complete the OIG LEIE search. Close the OIG website and return to the BGS OIG Search page.

**Check the affirmation box** to confirm the search was conducted and select **‘Initiate Screening’** to continue or **‘Cancel’** if you do not wish to processed with the screening.

*Note:* Health care providers that receive federal funding that employs an individual on the LEIE may be subject to civil monetary penalties (CMP). Individuals on the Exclusion List are not eligible for employment with providers of Medicare and/or Medicaid services.
Select Position and Confirm Privacy Policy

In order to ensure the appropriate criteria is applied during the screening review, the position type and reason for screening the individual must be entered. There may be more than one reason a screening is required, therefore select ‘Yes’ for all that apply.

- Select the **position type** that individual is applying for from the drop down list
- Select the type of screening required to hire the individual by selecting ‘Yes’ or ‘No’ for each type
- Select the ‘**Privacy Policy**’ link to view and print the privacy policy. Check the affirmation box to confirm that the applicant has signed and agreed to the Privacy Policy.
Select LiveScan Provider and Make Appointment

In accordance with section 408.809(3), Florida Statutes, all Level 2 screenings must be submitted electronically. You may search for and select a LiveScan Service Provider below. If you have access to a photo enabled and AHCA compliant service provider (other than a private vendor) you may skip this section by selecting ‘Submit’.

![Select LiveScan Service Provider](image)

Enter a name and/or city and/or county to locate a particular LiveScan provider in your area. You may also hit SEARCH to view the entire list.
**Make Appointment**

After you have selected the LiveScan service provider you would like to use, select the 'Make Appt' button to schedule an appointment with that service provider. While the website will be unique for each provider, they will all provide the ability to enter the social security number to populate all demographic information for the applicant – reducing duplicative data entry. *Please contact the service provider with any questions about their 'Make Appt' page.*

To complete the screening request, close the 'Make Appt' window and select 'Submit'.
Print LiveScan Request Form

Once the screening request is submitted, a LiveScan Request Form will be generated for the applicant. The request form contains important information, including the following:

1. The **ORI number** required for submission
2. The **Screening Request ID** used by LiveScan service providers to link the screening results to the screening request
3. **Appointment information** (if an appointment was scheduled during the LiveScan step)

Select ‘Home’ if you are done, or ‘Initiate New Screening’ to initiate a screening for another individual.
Sample LiveScan Request Form

LiveScan Request Form

You have applied for a position with a health care provider regulated by the Agency for Healthcare Administration (AHCA) that requires a fingerprint-based background check. Your fingerprints must be collected by a fingerprint vendor (LiveScan Service Provider) authorized to conduct fingerprinting in Florida. As a result of this background check, your screening results will be listed on AHCA's secure background screening result site. Authorized health care providers may access this secure site and print out screening results for individuals seeking employment in health care.

Applicant Information
Applicant's Name: JANE SMITH
Mailing Address: 123
City, Florida 33333
Date of Birth: 1/1/1980
Place of Birth: (State or Country if not U.S.)
Sex: FEMALE
SSN: XXX-XX-0041
Height:
Hair Color:
Eye Color:

LiveScan Service Provider Information
You must present this form and a current valid government-issued photo identification to be fingerprinted (i.e. driver's license, State ID or military identification card.)

An appointment has been scheduled for you by the health care provider listed below to have your fingerprints taken at:

Test Vendor
123 Street
City, FL 33333
555-555-5555

Appointment Date: 3/4/2013 Appointment Time: 9:00 AM

If you are unable to make this appointment, contact the requesting health care provider to reschedule.

TCN: ___________________ Technician’s Name: ___________________

Requesting Health Care Provider
WEST COAST SOUTHERN MEDICAL
934 14TH STREET WEST
BRADENTON, FL

License Number:
Phone Number: 9417487148

Please return this form to the requesting health care provider once your prints are taken.
Profile Page
The individual’s profile page provides information useful in making hiring decisions. This page contains the screening eligibility status and the Department of Health professional licensure status if applicable. Other features include the ability to

- view the public version of the criminal history report (if you initiated the screening),
- connect to a screening that is already in process for the individual, and
- receive notifications when the screening is complete.

This page also provides an employment history for the individual as reported by any health care provider regulated by a specified Agency in the Clearinghouse.
**Edit Demographic Information**

You may edit the demographic information for an applicant by selecting the ‘Edit’ button on the profile page, below the photo. You may edit and update all information except for the following:

- Social Security Number
- Last Name
- Date of Birth

![Person Profile](image)
Add Employment Record

According to section 435.12(2) (c) an employer of persons subject to screening by a specified agency must register with the clearinghouse and maintain the employment status of all employees within the clearinghouse. Initial employment status and any changes in status must be reported within 10 business days. Employers are also encouraged to add employment history for staff hired prior to January 1, 2013 in order to receive notifications should their eligibility status change.

- To add employment history, open the individual's Profile Page and select ‘Add Employment Record’
- Enter the required information and select ‘Save’.
- The new employment will display in the Employment History section.

The new employment will display in the Employment History section.

To add employment history for an applicant select the ‘Add Employment Record’ button (located at the bottom of the applicant’s profile page).

Enter the position and hire date and select ‘Save’ to add an employment record.

Selecting ‘Save’ on the add employment page will bring you back to the applicant’s profile page. Scroll to the bottom to see the new record in the Employment History section.

To edit an employment record select ‘Edit’ from the Action column. Employment history may also be edited on the Employee Roster tab.
Section 435.06(2)(d) provides that an applicant may be hired provisionally for training and orientation purposes before the screening process is completed. You may add a provisional hire date for an applicant with a current ‘Screening in Process’ status in the Clearinghouse by selecting the ‘Add Employment Record’ button located at the bottom of the applicant’s profile page.

**Edit Employment Record**

You may edit an employee record from the ‘Employment History’ section on the profile page, or from the Employee Roster tab. From either page, select the ‘Edit’ link under the action column for the applicant record you wish to update and enter the required information and select ‘Save’.
To quickly enter an ‘End Date’ for an employment record from the **Employee Roster tab**, select the calendar icon in the ‘**End Date**’ column. Enter the required information and select ‘**Save**’.
Screenings in Process Tab

The Screenings in Process tab provides a listing of all screening requests you have initiated or connected to and the current status. A request will remain on the list for 7 days once a determination is made.

- View an individual’s profile page by selecting the last name of the individual
- Filter the list by using the search options and selecting ‘Apply’
- Sort the records by selecting any column header
- If you no longer wish to receive email notifications for an individual, select the ‘Remove’ link under the Action column
  - The screening will be removed for your list however the screening will continue to be processed

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**Search Options**

Provider: 

Last Name: 

Screening Status: 

Submitted Date: [ ] To: 

**Apply**

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**Screenings List**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>SSN</th>
<th>Screening #</th>
<th>Submitted Date</th>
<th>Provider</th>
<th>Position</th>
<th>Screening Status</th>
<th>Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST</td>
<td>MARY</td>
<td>XXX-XX-0999</td>
<td>350</td>
<td>12/25/2012</td>
<td>SJKY HEALTH CARE SERVICES, INC.</td>
<td>Administrator - Nursing Home</td>
<td>Results Received from FDLE</td>
<td>12/25/2012</td>
<td>Remove</td>
</tr>
<tr>
<td>BRAD</td>
<td>BRAD</td>
<td>XXX-XX-0025</td>
<td>1482</td>
<td>02/12/2013</td>
<td>FLORIDA INSTITUTE FOR NEUROLOGIC REHAB INC.</td>
<td>Chief Financial Officer</td>
<td>Fingertips Rejected 2nd - NCO Requested</td>
<td>02/12/2013</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Specific screening status will appear here, such as Rejected Fingertips 1st and the TCR #.
**Screening Results Tab**

The Screening Results tab provides a listing of all screening requests you have initiated or connected to and the final determination.

- View an individual’s profile page by selecting the last name of the individual
  - To hire the individual and add employment history you must go to the individual’s profile page
- Filter the list by using the filter options and selecting ‘Apply’
- Sort the records by selecting any column header
- If you no longer wish to receive email notifications for an individual, select the ‘Remove’ link under the Action column
  - The screening will be removed for your list however the screening will remain in the database
**LiveScan Tab**

You may select the LiveScan tab on the navigation bar to search for service providers. This list contains information as reported by the LiveScan Service Provider to AHCA. To schedule an appointment please initiate a new screening.

- To filter your search use the search criteria and select ‘Search’

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**LiveScan Search**

The LiveScan tab provides a list of photo enabled and AHCA compliant LiveScan service providers. By default, the list will display all locations. To narrow your search, enter the service provider name and/or city and/or county and select “Search”.

To schedule an appointment for an applicant please initiate a New Screening.

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**LiveScan List**

The information listed below is updated continuously as it is reported to AHCA by the LiveScan service provider. The information is subject to change at any time without notice. We recommend you contact the vendor service provider directly or visit their website to confirm the information is still correct.

To schedule an appointment, you may contact the service provider directly or select the online link under the Appointment column.

<table>
<thead>
<tr>
<th>LiveScan Service Provider</th>
<th>Address</th>
<th>City</th>
<th>County</th>
<th>Phone</th>
<th>Appointment</th>
<th>Cost</th>
<th>Hours</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Location 1 - Vendor 1</td>
<td>5784 North Orange Blossom Trail</td>
<td>ORLANDO</td>
<td></td>
<td>407-298-7328</td>
<td>Walk-In, Appointments</td>
<td>$55.25</td>
<td>M-F 9:30 - 4:30, Wed 9:30 - 12: Mobile on Tues and Thurs</td>
<td>Print</td>
</tr>
<tr>
<td>Test Location 2 - Vendor 1</td>
<td>105 North Magnolia Avenue SUITE 202</td>
<td>OCALA</td>
<td></td>
<td>352-293-1155</td>
<td>Walk-In, Appointments</td>
<td>$55.25</td>
<td>M-F 9:30 - 4:30, Wed 9:30 - 12: Mobile on Tues and Thurs</td>
<td>Print</td>
</tr>
</tbody>
</table>
**Employee Roster**

The Employee Roster tab provides a listing of your employees as entered through the Employment History section of the individual’s profile page.

- View an individual’s profile page by selecting the last name of the individual
- Filter the list by using the search options and selecting ‘Apply’
- Sort the records by selecting any column header
- To edit an employment record select the ‘Edit’ button in the action column
**Initiate Agency Review**

If an individual has been screened by another specified agency (i.e. DOH, DCF, etc.) and entered into the Clearinghouse, an AHCA provider must request an agency review. This will allow AHCA to make an eligibility determination for employment purposes.

To initiate an agency review for an individual, select the ‘**Initiate Agency Review**’ button.
Search Medicare/Medicaid Exclusions (OIG List)

Individuals who do not have a prior screening through the Agency must be manually checked in the Office of Inspector General (OIG) List of Excluded Individuals and Entities (LEIE) upon initial screening. Once an individual has a record in the BGS system an automated review of the OIG LEIE will occur when the list is updated every 30 days.

When you select the ‘OIG Search’ button you will be redirected to the OIG’s website. Follow the instructions to search for the individual and complete the OIG LEIE search. Close the OIG website and return to the BGS OIG Search page.

Check the affirmation box to confirm the search was conducted and select ‘Initiate Screening’ to continue or ‘Cancel’ if you do not wish to processed with the screening.

Note: Health care providers that receive federal funding that employs an individual on the LEIE may be subject to civil monetary penalties (CMP). Individuals on the Exclusion List are not eligible for employment with providers of Medicare and/or Medicaid services.
**Select Position and Confirm Privacy Policy**

In order to ensure the appropriate criteria is applied during the screening review, the position type and reason for screening the individual must be entered. There may be more than one reason a screening is required, therefore select ‘Yes’ for all that apply.

- Select the **position type** that individual is applying for from the drop down list
- Select the type of screening required to hire the individual by selecting ‘Yes’ or ‘No’ for each type
- Select the ‘Privacy Policy’ link to view and print the privacy policy. Check the affirmation box to confirm that the applicant has signed and agreed to the Privacy Policy.
**Agency Review Request Submitted**

Once the screening request is submitted, select ‘Home’ if you are done or ‘Initiate New Screening’ to initiate a screening for another individual.

Open the applicant’s profile page to view the status of an agency review request, or connect to an agency review.
Initiate Resubmission

The retention of fingerprints (effective for screenings on or after January 1, 2013) provides a cost savings for applicants that are in the Clearinghouse but have had a lapse in employment greater than 90 days. If there has been a 90 day lapse in employment, these applicants would only require a new national criminal history check – a resubmission of the retained fingerprints. A new state criminal history search will also be conducted, at no additional charge.

To initiate a Resubmission for an individual, select the ‘Initiate Resubmission’ button.
Search Medicare/Medicaid Exclusions (OIG List)

Individuals who do not have a prior screening through the Agency must be manually checked in the Office of Inspector General (OIG) List of Excluded Individuals and Entities (LEIE) upon initial screening. Once an individual has a record in the BGS system an automated review of the OIG LEIE will occur when the list is updated every 30 days.

When you select the ‘OIG Search’ button you will be redirected to the OIG’s website. Follow the instructions to search for the individual and complete the OIG LEIE search. Close the OIG website and return to the BGS OIG Search page.

Check the affirmation box to confirm the search was conducted and select ‘Initiate Screening’ to continue or ‘Cancel’ if you do not wish to processed with the screening.

Note: Health care providers that receive federal funding that employs an individual on the LEIE may be subject to civil monetary penalties (CMP). Individuals on the Exclusion List are not eligible for employment with providers of Medicare and/or Medicaid services.
**Select Position and Confirm Privacy Policy**

In order to ensure the appropriate criteria is applied during the screening review, the position type and reason for screening the individual must be entered. There may be more than one reason a screening is required, therefore select ‘Yes’ for all that apply.

- Select the **position type** that individual is applying for from the drop down list
- Select the type of screening required to hire the individual by selecting ‘Yes’ or ‘No’ for each type
- Select the ‘**Privacy Policy**’ link to view and print the privacy policy. Check the affirmation box to confirm that the applicant has signed and agreed to the Privacy Policy.

![Initiate Screening Screen](image-url)
**Initiate Payment – Credit Card**

The cost of a resubmission is the current fee for a national criminal history check. Resubmission payment options include:

- **Credit Card**
  - MasterCard
  - Discover
  - American Express

- **E-Checking** *(skip to page 34 for E-Checking instructions)*
  - Personal or Business checking/savings account

To pay for the resubmission:

- Select payment method
- Select Pay Total Amount to continue

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**The cost of a resubmission is the current fee for a national criminal history check plus the applicable service charge. A state criminal history check is included at no additional cost.**

**Please select your payment method and select 'Pay Total Amount'.**

**If you no longer wish to request a resubmission please select 'Cancel Screening Request'.**
**Enter Payment Information – Credit Card**

Enter the payment information and select ‘Continue’ to verify payment information and submit the request.

---

- **Transaction Amount:** 16.50
- **Service Fee:** .41
- **Division Name:** FLORIDA HOSPITAL
- **Account Number:** 85
- **Email Address:** BGScreen@yahoo.com

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**Payment Information for Transaction ID: 1029**

- **Payment Account Type:** MasterCard
- **Name on Credit Card:** XXXXXXX
- **Address Line 1:** XXXXXXX
- **City, State, Zip:** XXXXX XX XXXXX
- **Credit Card Account Number:** XXXXXXXXXXXXX
- **Credit Card Security Value:** XXX
- **Expiration Date:** 01/2013

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Please enter payment amount. For on-line posting of the payment to your account, please allow 3 business days prior to the due date for processing.

- **Payment Date:** 04/17/2013
- **Payment Amount:** $16.91

---

Once your payment information has been entered, select ‘Continue’ to verify the information and complete the request. Select ‘Cancel’ if you no longer wish to request a resubmission.

---

Provided by Bank of America
Review Payment Information – Credit Card

Review your payment information and select Confirm to submit your payment. *Skip to page 37 to submit the resubmission request.*

---

**Remit Information**

<table>
<thead>
<tr>
<th>Transaction Amount:</th>
<th>16.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Fee:</td>
<td>0.41</td>
</tr>
<tr>
<td>Division Name:</td>
<td>FLORIDA HOSPITAL</td>
</tr>
</tbody>
</table>

**Verify Payment Information**

- **Name on Credit Card:** BOScreen
- **Transaction ID:** 1029
- **Address Line 1:** 2727 Mohan Dr
- **Address Line 2:** MS 40
- **City, State, Zip:** Tallahassee, FL 32308
- **Credit Card Account Number:** ****4051
- **Credit Card Security Value:** 123
- **Expiration Date:** 10/2013
- **Payment Date:** 04/17/2013
- **Payment Amount:** $16.01
- **TOTAL PAYMENT:** $16.01

Select 'Confirm' to schedule your payment.
Initiate Payment – E-Checking

The cost of a resubmission is the current fee for a national criminal history check. Resubmission payment options include:

- Credit Card (refer to page 32 for Credit Card instructions)
  - MasterCard
  - Discover
  - American Express
- E-Checking
  - Personal or Business checking/savings account

To pay for the resubmission:

- Select payment method
- Select Pay Total Amount to continue
**Enter Payment Information – E-Checking**

Enter the payment information and select ‘Continue’ to verify payment information and submit the request.

### Remit Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Amount</td>
<td>16.50</td>
</tr>
<tr>
<td>Service Fee</td>
<td>10.41</td>
</tr>
<tr>
<td>Division Name</td>
<td>BEHAVIOR WELLNESS</td>
</tr>
<tr>
<td>Account Number</td>
<td>2646</td>
</tr>
<tr>
<td>eMail Address</td>
<td><a href="mailto:BCScreen@ehca.myflo">BCScreen@ehca.myflo</a></td>
</tr>
</tbody>
</table>

* indicates a required field

### Payment Information for Transaction ID #: 1099

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Account Type</td>
<td>Personal Checking</td>
</tr>
<tr>
<td>Name on Bank Account</td>
<td></td>
</tr>
<tr>
<td>Bank Routing Number (ABA)</td>
<td></td>
</tr>
<tr>
<td>Banking Account Number (DDA)</td>
<td></td>
</tr>
</tbody>
</table>

Please enter payment amount. For on-time posting of the payment to your account, please allow 3 business days prior to the due date for processing.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Date</td>
<td>06/25/2013</td>
</tr>
<tr>
<td>Payment Amount</td>
<td>$26.91</td>
</tr>
</tbody>
</table>

* indicates a required field

![Check Image](Image)

1. The name on the account is found at the top of your check.
2. The Bank Routing Number is found on the bottom of your check between the two colors.
3. The Bank Account Number is found on the bottom of your check after the nine-digit bank routing number.
Review Payment Information – E-Checking
To submit your payment using E-Checking you **must answer a challenge question**. Please enter the email address associated with the account you used to log into the website (https://apps.ahca.myflorida.com/SingleSignOnPortal).

Review your payment information and select Confirm to submit your payment.
Submit Resubmission Request
Select ‘Submit Resubmission Request’ to complete this request. An email confirmation and receipt will be sent to the address on record.
**Resubmission Request Submitted**

Once the screening request is submitted, select ‘Home’ if you are done or ‘Initiate New Screening’ to initiate a screening for another individual.

Open the applicant’s profile page to view the status of a resubmission request.