

Provider Certification Wizard (PCW)

January 2012

Logging into the Provider Certification Wizard (PCW):

After successfully logging into the DODD Gateway, use the following steps to access the PCW:

- Select Providers (from the middle of the screen)
- Select Certification
- Select Certification Wizard

Once the provider has logged into the PCW, he/she can:

- Initiate an application for certification
- Apply to be certified for additional services (add on services)
- Apply to renew certification
- Pay any required application fees
- Update demographic information
- Update counties of business
- Update the profile information that can be viewed on the provider search tool

Providers will be asked to indicate if they are new to the system or if they are an existing provider. New providers will be directed to the certification application; existing providers will be required to enter the following:

Independent Providers:

- DODD Contract Number and last four digits of Social Security Number

Agency Providers:

- DODD Contract Number and entire Tax Identification Number (minus any dashes)

Agency Providers Please Note: The PCW currently only allows there to be one User ID associated with each DODD Contract Number and this user cannot be associated with another DODD Contract Number unless they are use a different User ID. The person who logs in and associates with the account will be the owner of the account and its data. A change to the user associated with a DODD Contract number must be requested through DODD. An enhancement to the PCW which expands the one User ID to one DODD Contract Number limitation is planned for an upcoming release.

All Users Please Note: The PCW operates well using any of the following internet browsers: Internet Explorer 7, 8 & 9; Firefox; and Google Chrome. ****It has also been determined that Safari may not support the application effectively.****