Bureau of Professional and Occupational Affairs

State Registration Board

The Applicant Submission Process

Version 1.0
The Applicant Submission Process

Once the Hospital initiates the application and makes the payment, an email will be sent to the applicant’s email address that was provided in the application.

Follow the below steps to submit the application.

<table>
<thead>
<tr>
<th>Step No</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Access the email account. Select <a href="#">Click here</a> to navigate to the PALS website.</strong></td>
</tr>
<tr>
<td>2.</td>
<td><strong>The login page is displayed. Select <a href="#">Reset here</a> next to the ‘Forgot your password’. Note: If the user has an account already setup in PALS and the account has the same user name, the user can login with their existing password.</strong></td>
</tr>
</tbody>
</table>
3. The Reset Your Password screen is displayed. Enter the ‘User ID’ that was in the email and complete the other required fields.

![Reset Your Password Screen](image1)

4. Complete the fields and select [Continue]. Complete the Security Questions and Select [Click Here to Reset Your Password].

![Security Questions Screen](image2)
5. An email will be sent to the applicant’s email address.

We have sent a password reset link to the email address: SruthiK@acclaimsystems.onmicrosoft.com

Click here to reset your password

6. Select [Click here to Reset] link.

A request has been initiated for a password reset on your Pennsylvania Licensing System account. If you initiated this password reset, please click the following link to complete the request.

Click here to Reset

Please note, if you did not request this password reset, you should contact your Board or Commission to ensure that unauthorized activity has not occurred on your account.

Please do NOT reply to this automated confirmation message.

Thank You
Bureau Of Professional And Occupational Affairs

7. Change Your Password page is displayed.

Create a Password and select [Submit].
8. Select [Login]
Enter the User ID and Password and select [login]

Welcome to PALS screen is displayed.

Note: Select OK and select [No Changes] or update as necessary.

9. Initial or renewal applications will be displayed in the Activity Section.

10. Select the application. The applicant information section will be displayed. Verify that the information is correct. If the information is incorrect, contact the hospital to correct the information before proceeding with the application and submitting to the Board.
11. Review and updated the hospital’s answers to the standard questions and answer the legal questions. Note: The Renewal application will not have any standard questions.

12. Complete the Verification section
13. Upload the necessary checklist documents by selecting [Browse] and select [Upload All]

14. Select [Submit]. The application confirmation screen is displayed. Click on the download icon to obtain the Education Verification form to send to your school for completion.

15. Go to Dashboard. The application will be marked as Submitted. You can continue to check your Dashboard to monitor the status of your application. Until the application is evaluated, the status of the checklist items will not change.
GMT Application FAQ's:

1. **Did not receive the email**: Contact the hospital and verify the email address that was provided on the application.

2. **Unable to Reset Password**: Contact the hospital and verify that the applicant information that was provided on the application is correct.

3. **I do not possess an SSN, what should I Enter as Last 4 digits as part of security questions?**: Enter 0000 as your SSN.

4. **Data on the application is incorrect**: Contact Hospital and update them with the correct information. Do not submit the application until all corrections have been made by the hospital.

5. **Why does my application indicate that 3/7 items are not received even after uploading all the documents**: Until the board reviews the application, the items will be marked as not received in the activity grid.

Note: If you still are having difficulty in logging in and submitting the application, your hospital will need to contact the Board.