Updating User Accounts – License Information

1 Perform a **Data Providers** search to locate the data provider account.

Search Current

2 Click the **Last Name** link in the search results to display the Data Provider Summary.

Last Name	License Number	Data Provider Type
Reaper		Funeral Director

Last Name	First Name	Facility
Reaper	Grim	6 Feet Under Funeral Home
Reaper	Grim	Eternal Rest Funeral Home

3 Click the **Update Licenses** link on the Data Provider Summary.

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Update Licenses

4 Click the **Edit** link for the current license history.

License History

Current	License Number	Type	Start Date	Expiration Date	End Date	Actions
☑	FD082016	Funeral Director	1/1/1900 12:00:00 AM			Edit

Total records : 1

5 Before you can change anything, you must end date the current record.

Enter **yesterday's date** in the **End Date** field and click the **Update** button.

Funeral Director License: ▸ FD082016

Start Date: ▸ Jan-01-1900   End Date: Apr-03-2016   Expiration Date:

Update   Clear   Cancel

6 The change was saved and the record displays with an end date. Now you can edit the license information.

Click the **Edit** link for the same record to update this information.

License History

Current	License Number	Type	Start Date	Expiration Date	End Date	Actions
☑	FD082016	Funeral Director	1/1/1900 12:00:00 AM		4/3/2016 11:59:59 PM	Edit

Total records : 1

7 Enter the license change(s).

Funeral Director License: ▸ FD072016

8 Enter **today's date** in the **Start Date** field and **delete the date** in the **End Date** field.
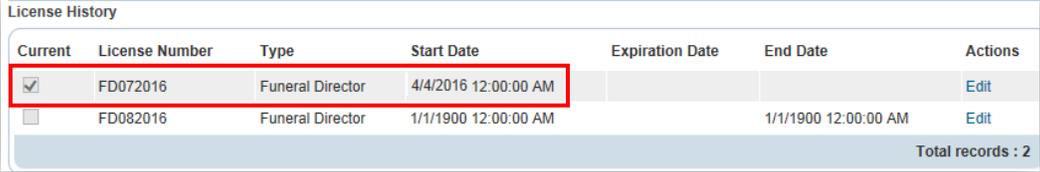
Start Date: ▸ Apr-04-2016   End Date:

9 Click the **Update** button.

Update

Clear

Cancel

10 The updated information now displays as a separate record with a checkmark in the **Current** box.

License History

Current	License Number	Type	Start Date	Expiration Date	End Date	Actions
☑	FD072016	Funeral Director	4/4/2016 12:00:00 AM			Edit
☐	FD082016	Funeral Director	1/1/1900 12:00:00 AM		1/1/1900 12:00:00 AM	Edit
						Total records : 2

11 When finished, click the **Return to Detail Page** button.

Return to Detail Page