



Intealth[®]

Advancing the Global Health Workforce

MyIntealth™ Applicant User Guide: Certification Verification Service (CVS)

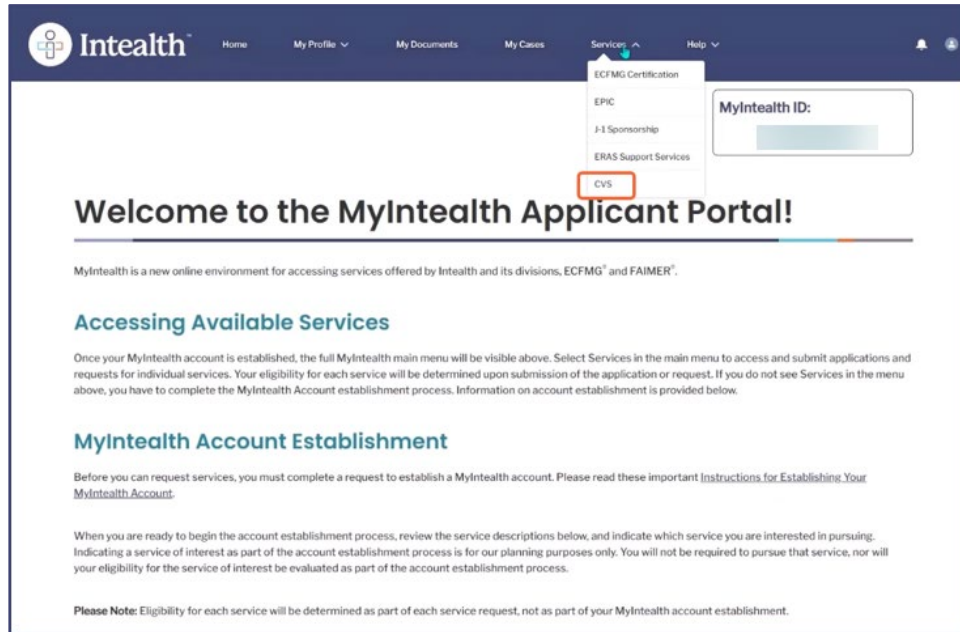
Table of Contents

1	Certification Verification Service (CVS)	3
1.1	Creating a CVS Request.....	3

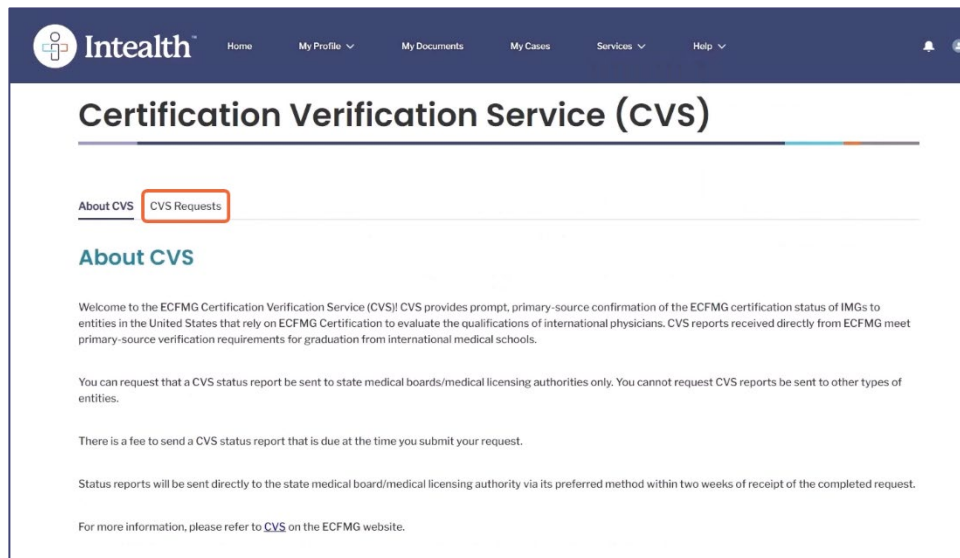
1 Certification Verification Service (CVS)

1.1 Creating a CVS Request

Step 1. From the **MyIntealth Applicant Portal** homepage, in the top banner, click **Services** and select **CVS** from the dropdown.

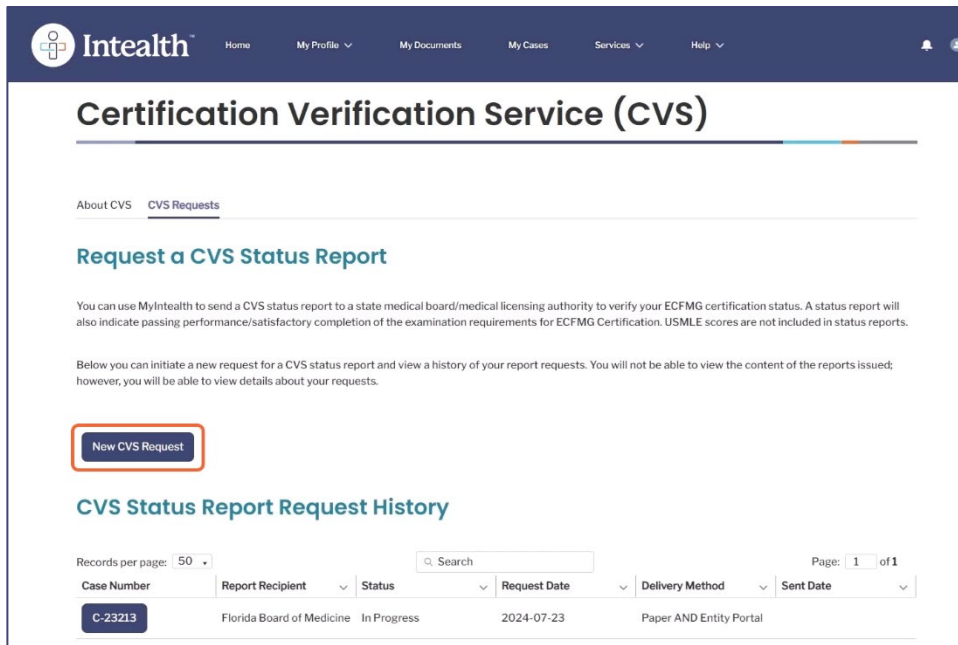


Step 2. Select the **CVS Requests** tab.

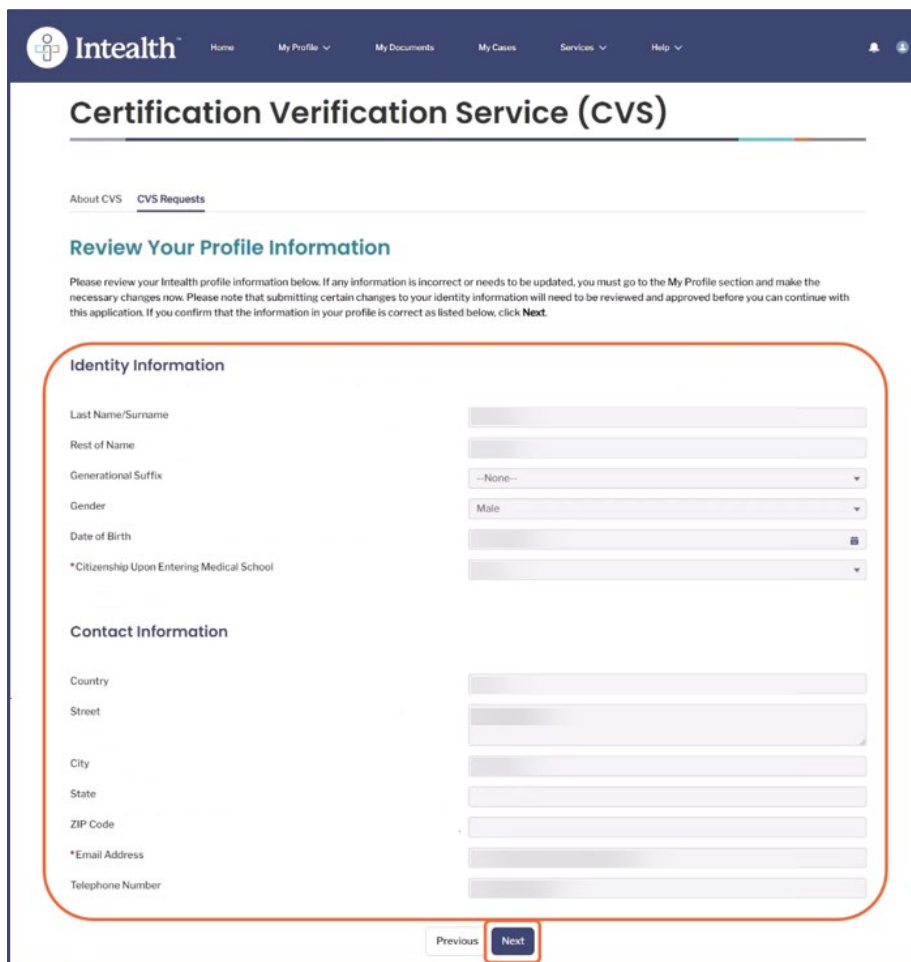


Step 3. Click **New CVS Request** to request a new CVS report.

- a. You can view any previous requests for CVS reports in the **CVS Status Report Request History** section.



Step 4. The **Review Your Profile Information** page appears. Review the **Identity Information** and **Contact Information** sections to confirm no changes are necessary, and click **Next** at the bottom of the screen.



Step 5. The **Select Report Recipient** page appears. Select the **Country** in which the **State Medical Board/Medical Licensing Authority** is located and begin typing the name of the **State Medical Board/Medical Licensing Authority** in the search field.

Select Report Recipient

Please select the state medical board/medical licensing authority to which you would like to send a CVS status report. The report will be sent to the contact we have on record via the board's/authority's preferred method; you are not able to change the delivery method.

If you would like to direct the report to the attention of a specific individual at the board/authority, you can enter the individual's name in the Attention To field.

* Country
United States

State/Province
-Select-

* Please select the State Medical Board/Medical Licensing Authority

Start typing to search for the board/authority. Click the board/authority to select it from the search results.

Search by entity name...

Attention To:

The CVS status report will be sent to the recipient above.

Previous Cancel

Step 6. When the **State Medical Board/Medical Licensing Authority** you are searching for appears, click to select it.

Select Report Recipient

Please select the state medical board/medical licensing authority to which you would like to send a CVS status report. The report will be sent to the contact we have on record via the board's/authority's preferred method; you are not able to change the delivery method.

If you would like to direct the report to the attention of a specific individual at the board/authority, you can enter the individual's name in the Attention To field.

* Country
United States

State/Province
-Select-

* Please select the State Medical Board/Medical Licensing Authority

Start typing to search for the board/authority. Click the board/authority to select it from the search results.

flor

Florida Board of Medicine
BillingCity: Tallahassee
BillingState: Florida
BillingCountry: United States

Attention To:

The CVS status report will be sent to the recipient above.

Previous Cancel

Step 7. An **Add New Entity** pop-up appears. Click **Add**.

Select Report Recipient

Please select the state medical board/medical licensing authority to which you would like to send a CVS status report. The report will be sent to the contact we have on record via the board's/authority's preferred method; you are not able to change the delivery method.

If you would like to direct the report to the attention of a specific individual at the board/authority, you can enter the individual's name in the Attention To field.

Add New Entity

Verify the entity name and address below.

Florida Board of Medicine
4052 Bald Cypress Way
BIN #C03
Tallahassee, Florida 32399-3253
United States

Cancel Add

BIN #C03
Tallahassee, Florida 32399-3253
United States

Entity

Attention To:

Step 8. Click **Next**.

Select Report Recipient

Success
Entity has been added

Please select the state medical board/medical licensing authority to which you would like to send a CVS status report. The report will be sent to the contact we have on record via the board's/authority's preferred method; you are not able to change the delivery method.

If you would like to direct the report to the attention of a specific individual at the board/authority, you can enter the individual's name in the Attention To field.

*Country
United States

State/Province
-Select-

Name of State Medical Board/Medical Licensing Authority:

Only one entity can be added.

Florida Board of Medicine

4052 Bald Cypress Way
BIN #C03
Tallahassee, Florida 32399-3253
United States

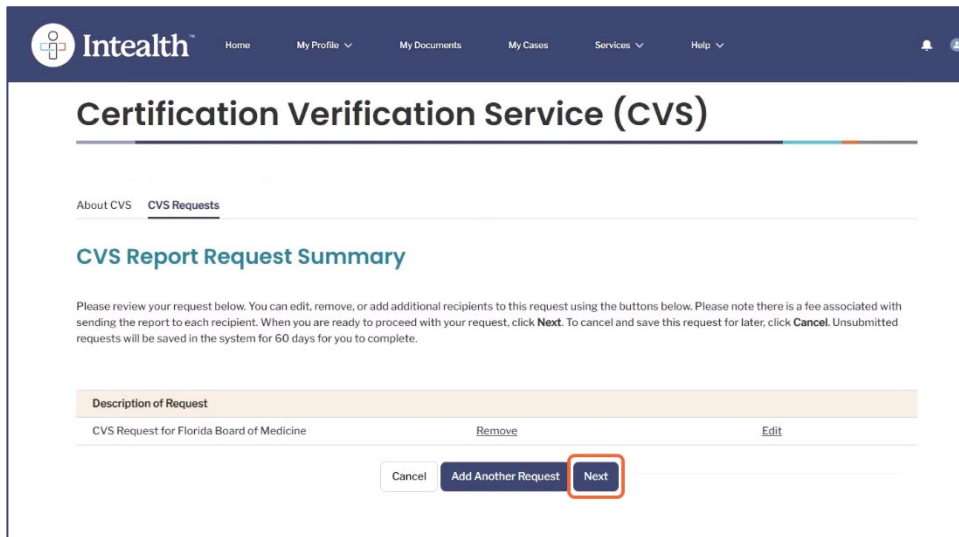
Entity

Attention To:

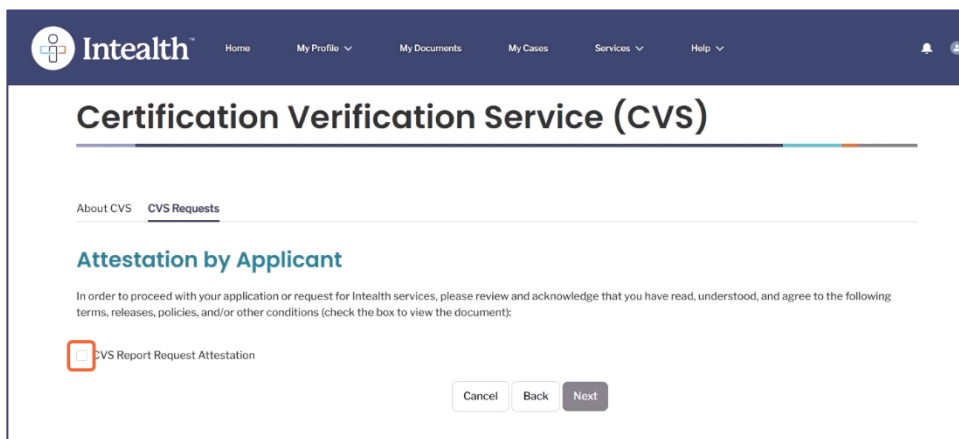
The CVS status report will be sent to the recipient above.

Previous Cancel Next

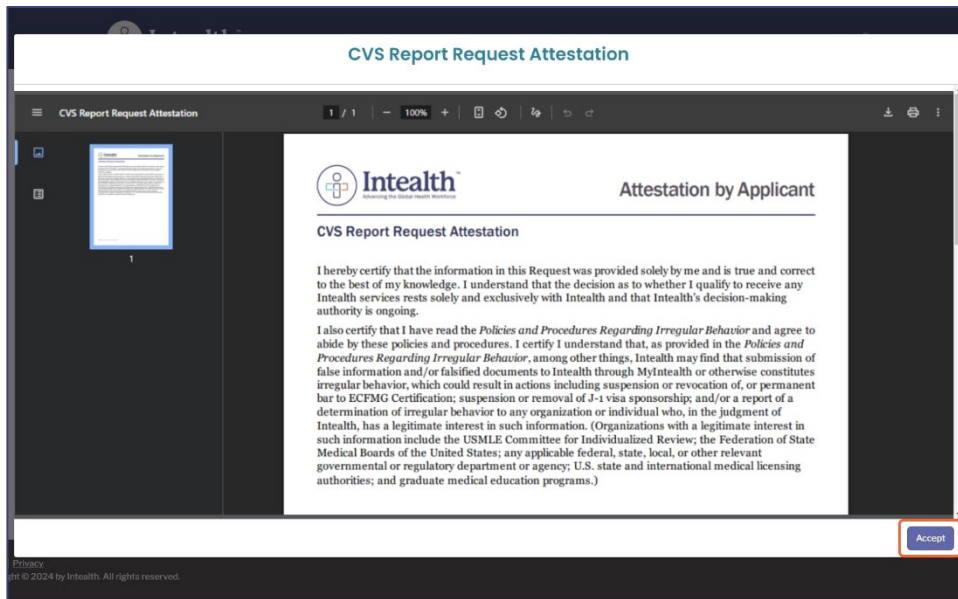
Step 9. The **CVS Report Request Summary** page appears. Remove, edit, or add another request, as necessary. Then, click **Next**.



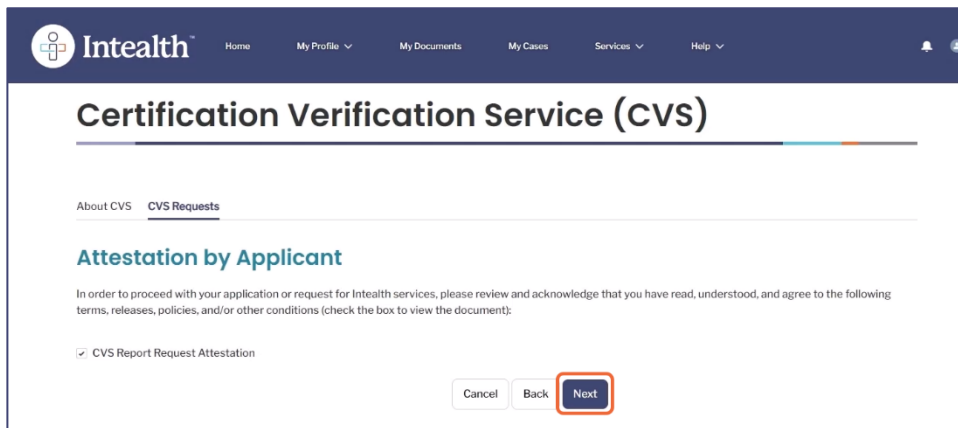
Step 10. The **Attestation by Applicant** page appears. Click the **CVS Report Request Attestation** checkbox.



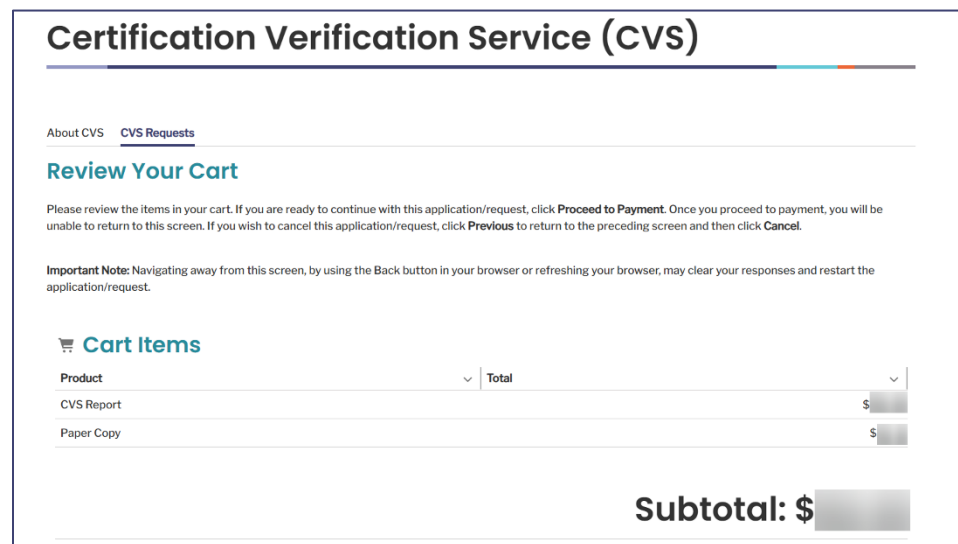
a. The **Attestation by Applicant** appears. Review the attestation, and click **Accept** to continue.



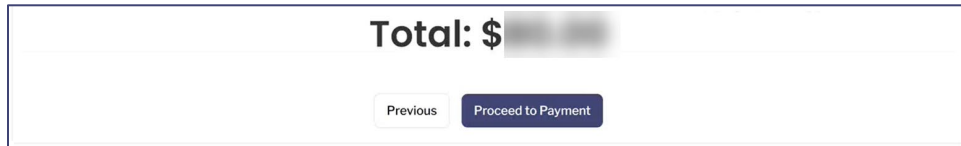
Step 11. Click **Next** to continue.



Step 12. The **Review Your Cart** page appears with an overview of your **Cart Items**.

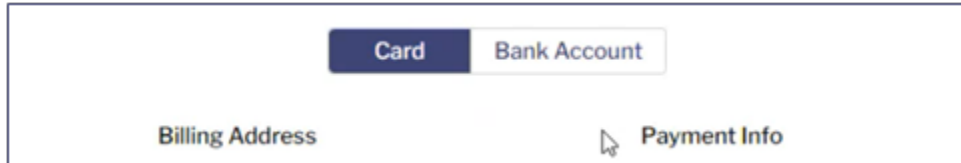


Step 13. Click Proceed to Payment.



A screenshot of a payment summary screen. At the top, it displays "Total: \$" followed by a blurred amount. Below this, there are two buttons: "Previous" and "Proceed to Payment".

Step 14. Select your method of payment, **Card** or **Bank Account**, and enter your payment information as required.



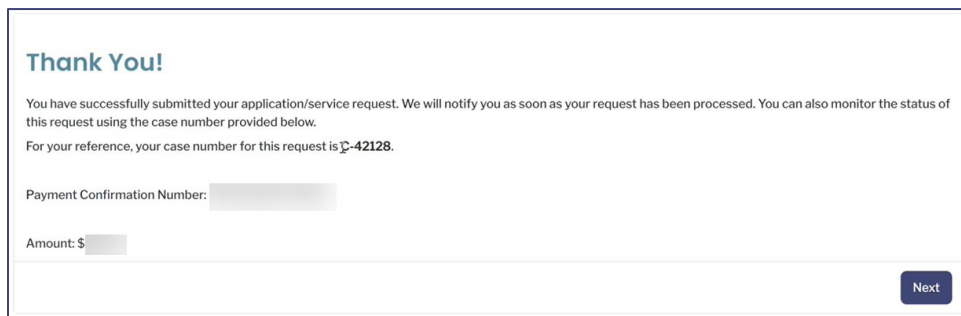
A screenshot of a payment method selection screen. At the top, there are two buttons: "Card" (which is highlighted in dark blue) and "Bank Account". Below these buttons, there are two sections: "Billing Address" and "Payment Info". A mouse cursor is pointing at the "Payment Info" section.

Step 15. Click **Pay \$**.



A screenshot of a payment confirmation screen. It features a large, empty rectangular area on the left and a "Pay \$" button on the right.

Step 16. Once your payment is successfully processed, a **Thank You!** confirmation notification appears, and an email confirmation is sent to your email address on file.



A screenshot of a "Thank You!" confirmation screen. The heading "Thank You!" is in bold. Below it, there is a paragraph of text: "You have successfully submitted your application/service request. We will notify you as soon as your request has been processed. You can also monitor the status of this request using the case number provided below." This is followed by another line of text: "For your reference, your case number for this request is 2-42128." Below this, there are two fields: "Payment Confirmation Number:" followed by a blurred box, and "Amount: \$" followed by a blurred box. At the bottom right, there is a "Next" button.

Step 17. Click Next to return to the **MyIntealth Applicant Portal** homepage.