

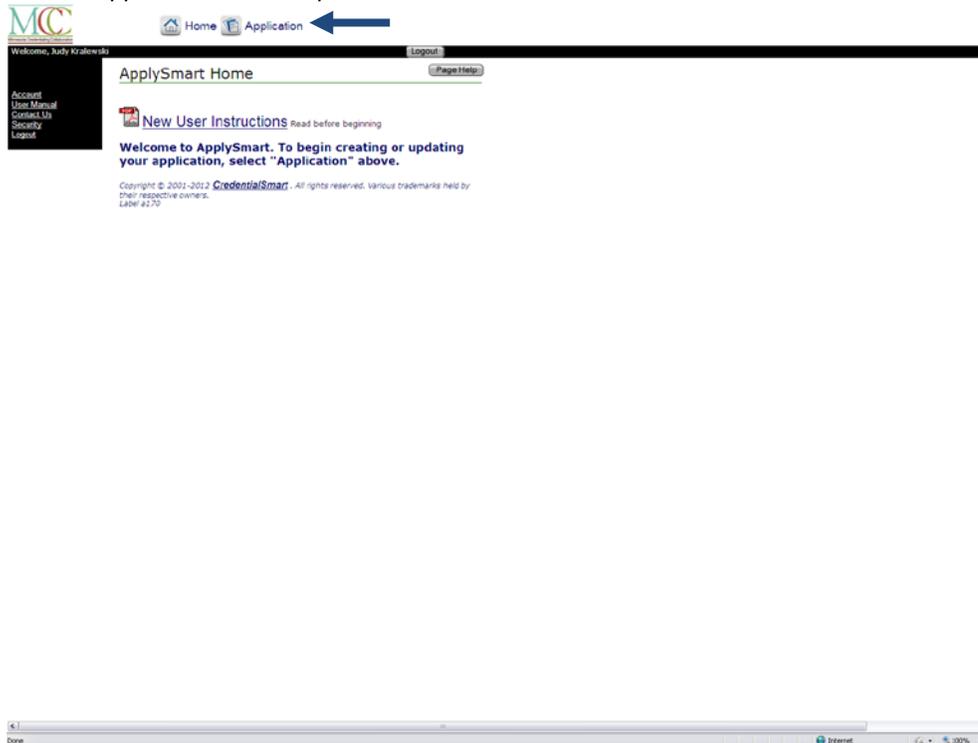
I. Overview

The bulk of your recredentialing application has already been completed for you by SBC's Credentialing Contact. There are just three steps you need to take to complete your application. These steps must be completed by you since they have to do with personal questions about yourself and the approval of two documents.

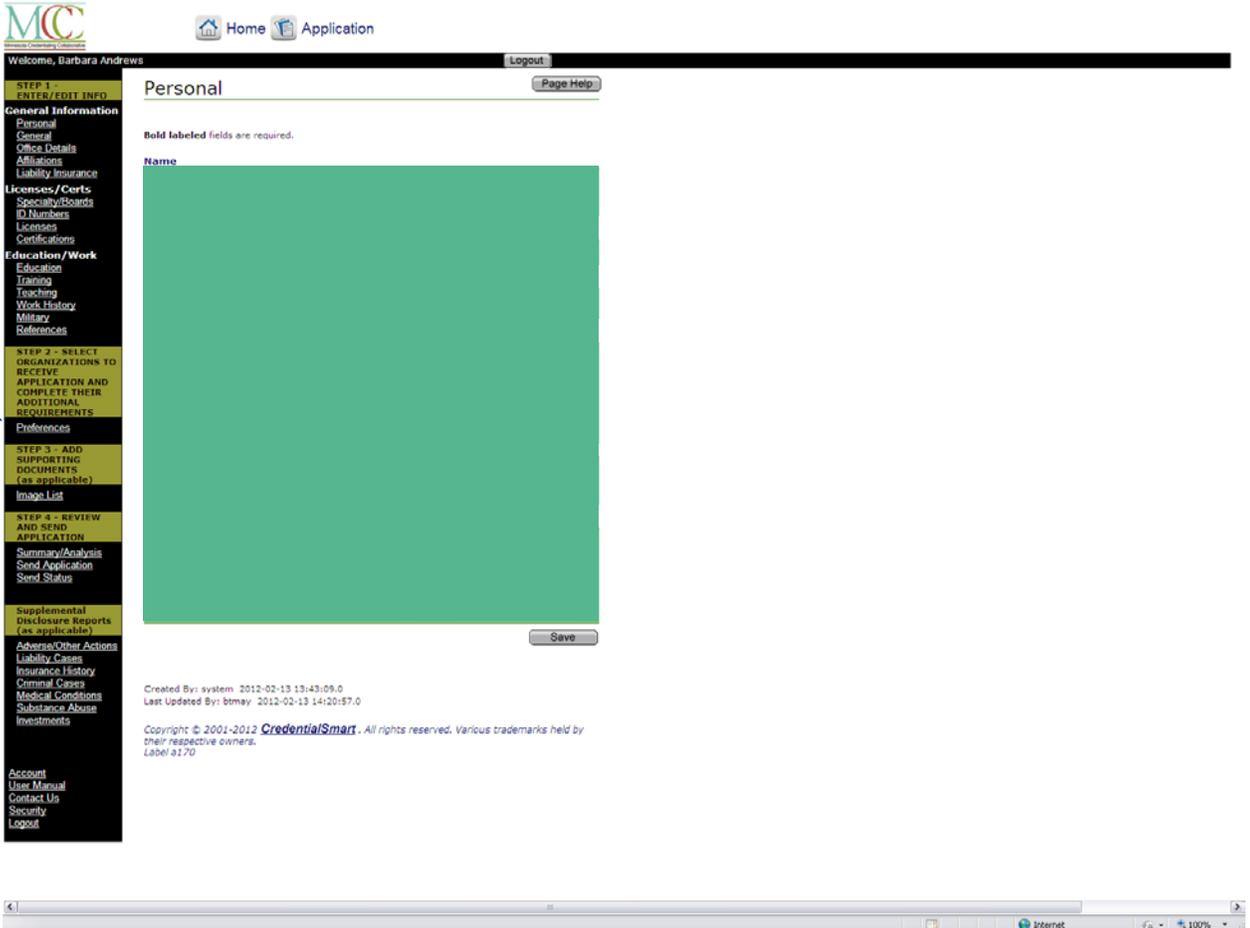
II. Login to MCC Website

Your application is located in the MCC (MN Credentialing Collaborative) website.

- A. Go to <http://mncred.org/>
- B. Click on *Individual Provider*
- C. Use the username and password given to you in your *Recredentialing Questions & Authorization* email
- D. Click on *Application* at the top of the screen.



E. Click on *Preferences* on the left navigation bar



The screenshot displays the user interface for the recredentialing application. On the left, a vertical navigation menu is visible, with the 'Preferences' option highlighted in yellow and indicated by a blue arrow. The main content area is titled 'Personal' and contains a large green rectangular placeholder for a name field. Below the placeholder is a 'Save' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2001-2012 CredentialSmart. All rights reserved. Various trademarks held by their respective owners. Label a170'. The browser's address bar at the bottom shows 'Internet' and a zoom level of '100%'.

F. Select the provider of the recredentialing application you are completing by clicking on *View* (not the provider name)

III. Complete Your Application

A. Minnesota Uniform Credentialing Application

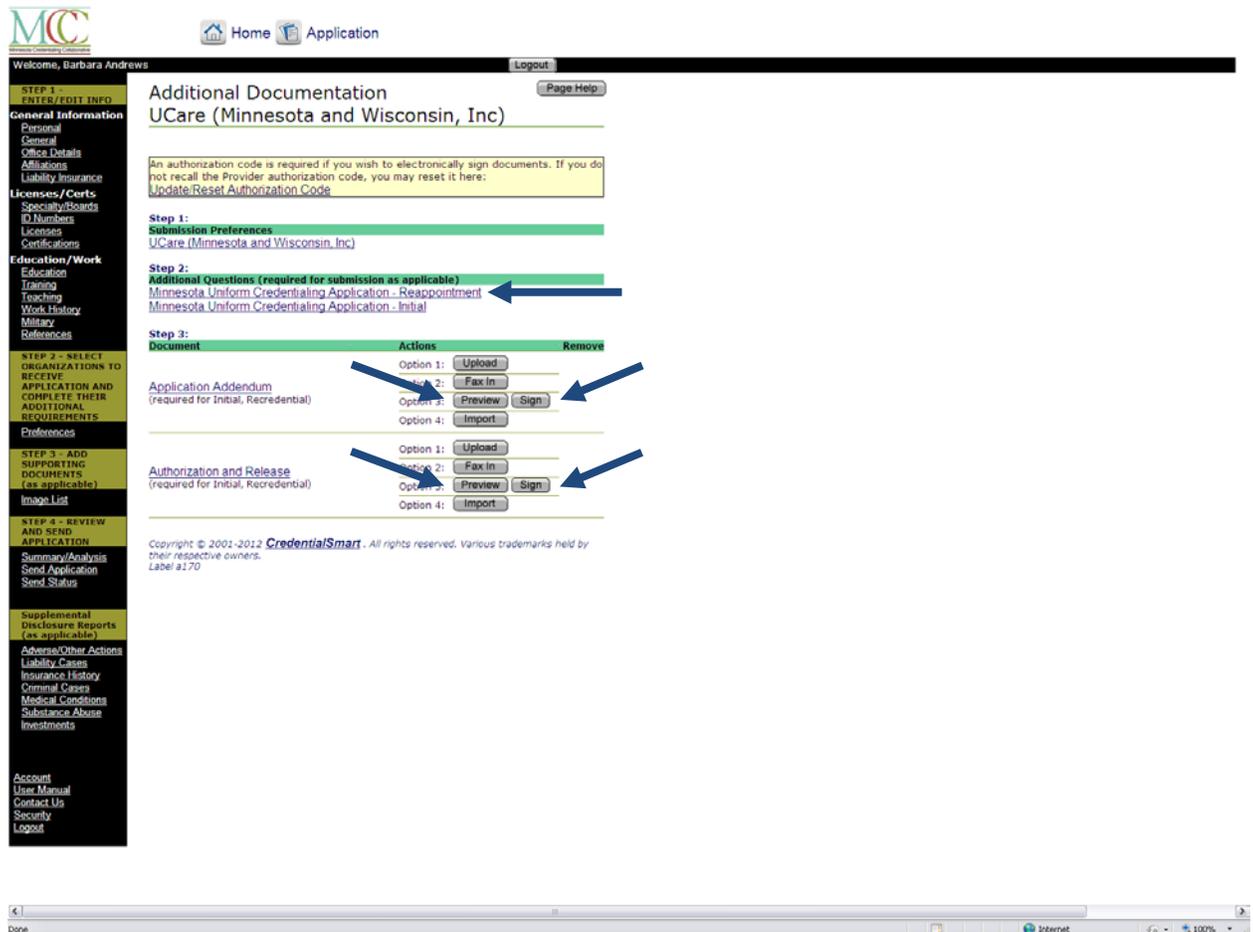
1. Under Step 2, click on *Minnesota Uniform Credentialing Application – Reappointment*
2. Answer the questions and click *Submit*.

B. Application Addendum

1. Under Step 3, click on *Preview* next to *Application Addendum*.
2. Simply read the document and close it when you're done. Do not print or fill-in the blanks.
3. Click on *Sign*. Use your username in the *Provider Authorization Code* field. You have now given your electronic signature for the document you just read.

C. Authorization and Release

1. Under Step 3, Click on *Preview* next to *Authorization and Release*.
2. Simply read the document and close it when you're done. Do not print or fill-in the blanks.
3. Click on *Sign*. Use your username in the *Provider Authorization Code* field. You have now given your electronic signature for the document you just read.



IV. Notify Credentialing Contact

Your application is now ready to be submitted. Please email minneapolisbc@minneapolismn.gov to let the credentialing contact know your application is ready.

You will receive a draft of your recredentialing application for your approval before it is sent.