

myBELTSS User Guide

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myBELTSS 2.0 – User Guide

Purpose and Overview of myBELTSS 2.0

MyBELTSS 2.0 is a web-based system that provides a way for the licensed nursing home administrator and health services executive to maintain CEs, monitor CE progress, and confirm license status.

About the myBELTSS 2.0 application

MyBELTSS 2.0 is a web-based application. To use the system, you must have a computer with Internet access.

How to set up users

The system-administrator at the BELTSS office is responsible for setting up, updating, adding and/or removing users for myBELTSS Nursing home administrator self-service system.

Role of the BELTSS administrator- State Agency

The system administrator at the BELTSS office will identify and set-up users. The system administrator can add, change, or delete any user s/he has created.

User Names and Passwords

The BELTSS staff will send you two letters by email to initiate your access to the system. One letter will contain your permanent User ID and instructions on registering on the myBELTSS system. The other letter will contain your temporary password.

Once you have received both letters you may register as a **First Time User** on <http://mybeltss.age.ohio.gov>. During registration you will be required to

- a. Create a new password.
- b. Provide 3 security secret answers.
- c. Verify your email address after receiving a security code in an email and by entering it into the mybeltss email verification page.

How to login

- Type the URL: <http://mybeltss.age.ohio.gov> into the browser. The system will take you to the login screen.
- Enter your assigned user ID and password and click “login.”
- Please note that passwords are case sensitive. If you have trouble logging in with your password, make sure you are using the appropriate case letters.

Forgotten Password

If you forget your password, you can reset it. From the login screen, click "forgot your password" and enter your email address. A new link with "[Click Here to Reset Your Password](#)" will be sent to the email address that is entered. You can then answer the security question and enter a new password.

Home

This page is a dashboard for you.

- Your details such as Customer Id, License Number, License Status, License Issue Date, Expiration Date, Employment Status, and Renewal Deadline are displayed.
- In the "Announcements" the latest system changes and information will be displayed.
- The "renewal dashboard" section displays the status of invoice payment.
- The Continuing Education Unit Summary Section displays CE status like Submitted, Pending, Accepted, Rejected, and Applied.

Manage Renewal

- Add Continuing Education Units (CEs) on this page.
- View your individual CEs on the CE detail list.
- View your summarized progress on the CE Matrix.
- Pay for your renewal. To pay for your renewal click "PAY FOR RENEWAL" and follow the instructions. Note: the "PAY FOR RENEWAL" will not be displayed until you submit your renewal application. If you do not see the "PAY FOR RENEWAL" button you can return later.
- Submit your Renewal Application. To submit your Renewal Application, click "SUBMIT RENEWAL" and follow the instructions. Note: "SUBMIT RENEWAL" will not be displayed until a qualifying number of Continuing Education Units have been approved. If you do not see the "SUBMIT RENEWAL" button you can return later after you have submitted a qualifying number of CEs and they have been approved.
- Choose to NOT RENEW. To submit your intention to no longer renew your license click "I DO NOT WANT TO RENEW MY LICENSE" and follow the instructions.

Update Contact Info

You can update contact information fields such as Address, City, State, Zip Code, Emails, Work Phone, Cell Phone, and Home Phone in the system.

Pay Invoices

On this page you can pay your BELTSS Invoice(s).

- If you have any open invoices they will be displayed in the list.
- If you have more than one invoice you may un-check an invoice if you do not want to pay it now.
- After you choose which invoices to pay click on one of the "Pay" buttons at the right to continue.
- If you pay by "Credit Card" or "Bank Check Online" your account will be updated immediately.
- If you choose "Check by Mail" the system will download an invoice for each invoice selected. The invoice contains important routing information to insure that your payment is correctly credited to your account. Please print and include the invoice with your check and mail it to the address shown on the invoice.

- If you pay by "Credit Card" a 2.5% credit card fee will be charged to your credit card with the transaction.
- If you pay by "Bank Check Online" or "Check by Mail" no fee will be added.
- You can check the previous invoices by clicking the "VIEW INVOICE HISTORY" button.

Update Employment Info

You can update employment history by clicking on "Add a New Employment" at the top of the list to enter new employment. Only facility-based administrators must answer this question.

Change Password

You can change your password from the "Change Password" page. Enter your old password, then enter a new password and verify the new password by entering it a second time. Passwords are case sensitive and should be 8 characters long and contain one upper case character, one Lower Case character, one numeric digit and one special character from this list: !@#\$%^&*()

Change Secret Questions

Nursing Home Administrators can change their secret questions and secret answers. These questions and answers will be used for the "Forgot Password" process.

Log Out

When you are done working in the system click "Log Out".

Add a New CE

To add a CE, click "ADD A CE" on the "Manage Renewal" page. Enter the CE details and upload the supporting documents for the course. Your submitted CEs will remain in "Pending Status" until the BELTSS staff reviews them and approves or rejects them. The BELTSS staff will review your CEs within 10 business days of submission. Once your CEs have been approved, they will be applied to your CE requirements. Return to the myBELTSS web site several days after your submission to check the status of your CEs.

CE Instructions

1. Scan images of your CE certificates into your computer as JPG, PNG, TIFF, BMP or GIF image formats. You can also use PDF files. (Note: many scanners default to imbedding images in PDF files which is fine. You can upload those the same way as images.)
2. Choose "Manage Renewal" on the main menu.
3. Click "Add CE".
4. Enter the information about your CE and then click "CONTINUE".
5. Wait for the "Step 2" page to appear.
6. Click "Choose File" and browse to the folder holding your scanned image. Click on the scanned image, and then click "Open". Your image will be uploaded. You can click on the thumbnail image to see a larger view of your uploaded image.
7. Scroll down and click on "Back to Renewal Page".
8. Enter more CEs using steps 1-7.

Submit Renewal Application

The License Renewal Specialist will review your CE information and approve or deny the CEs within 10 business days. If any CEs are denied you will receive an email including the reason for denial.

1. Return to the BELTSS website and login using your User ID and password.
2. Click “**MANAGE YOUR RENEWAL**” to show the renewal page.
3. Click “**SUBMIT RENEWAL APPLICATION**”. Fill in the required information and click “**SUBMIT APPLICATION**”.
4. Use the online payment system to pay your fee (or download your invoice if you prefer to pay by check via mail).

Once your CEs are approved and payment is received the system will be updated with your new compliance date and your new expiration date which you may print for verification. **Please note that if you are submitting CEs within two weeks of your expiration date it may take up to two weeks for your license status to be updated on the website due to a high volume of renewal submissions, which could result in an “untimely” renewal.** You will receive an email when your application is complete and approved; therefore, **it is imperative that you make sure we have your current email address.**

Frequently Asked Questions

- **Question: When can I pay my invoice?**

Answer: Invoices are generated when you submit your renewal application. You can use the “Pay Invoices” menu item to see your invoice(s).

- **Question: Can I pay invoice(s) by check by mail?**

Answer: Yes. You can use the “Pay Invoices” menu item to see your invoice(s). Choose “Check by Mail” in the dropdown box and then click “Continue”. Then click “Download Invoice”. The invoice will download to your pc and you can print it. Be sure to use the mailing address on the invoice and include the invoice with your check to ensure proper processing.

- **Question: How many of each type of CE can I apply to my renewal?**

Answer: The short answer is:

- For approved “Certified” and “Preferred” Providers – unlimited.
- For approved “College” Providers – unlimited * requires special approval in advance*.
- For approved “Self-Study” providers – 10.
- For more detailed information, go to
<https://beltss.ohio.gov/conteduc/ceulist/ceuapprovedlist.html>
- If you are a health services executive, you may do all 4 of your required CEs online, and they do not count toward your limit of 10 self-study courses.

- **Question: How “Old” can my CEs be?**

Answer: For any given Renewal Period you may use CEs no older than 15 months prior to the Renewal Date.

- **Question: How do I know if my CEs were approved?**

Answer: You can log into myBELTSS at any time to review the status of your CEs.

- **Question: Why are my CEs showing up as “Pending” instead of “Applied”?**

Answer: When you first enter your CEs they are in a “Pending” status. Within 10 business days the BELTSS staff will review them and approve or deny each entry. Once the CEs are approved they will show up in the “Accepted” column. The “Applied” column shows how many of the accepted CEs can be applied based on the limits for each type of CE. For example, if you have 7 “Limited” CEs approved, only 6 can be applied to your Renewal.

- **Question: When can I submit my Renewal Application?**

Answer: You can submit your Renewal Application after all of the required CEs for this Renewal Period are approved and applied.

- **Question: When will my Renewal be marked Complete?**

Answer: Your Renewal will be marked complete as soon as the following 3 things are done:

1. All required CEs are uploaded, approved, and applied.
2. Your Renewal Application is submitted.
3. Your Payment is received.

- **Question: For “Update Employment Info” what is the proper entry for LNHAs who do not currently work in a facility (e.g. regional VP, CEO, or looking for a job?)**

Answer: If you do not work at a Nursing Home facility you can ignore the questions about Employment History.

- **Question: If I submit my Renewal Application on or after my expiration date (January 1, April 1, July 1, or October 1), am I late?**

Answer: Yes, you are late and owe a \$50 late fee per calendar quarter for every quarter in which you are late.

- **Question: If my Renewal Application is late, can I continue to practice as an Administrator?**

Answer: No, your license is expired and you cannot practice in the state of Ohio until your license is renewed.