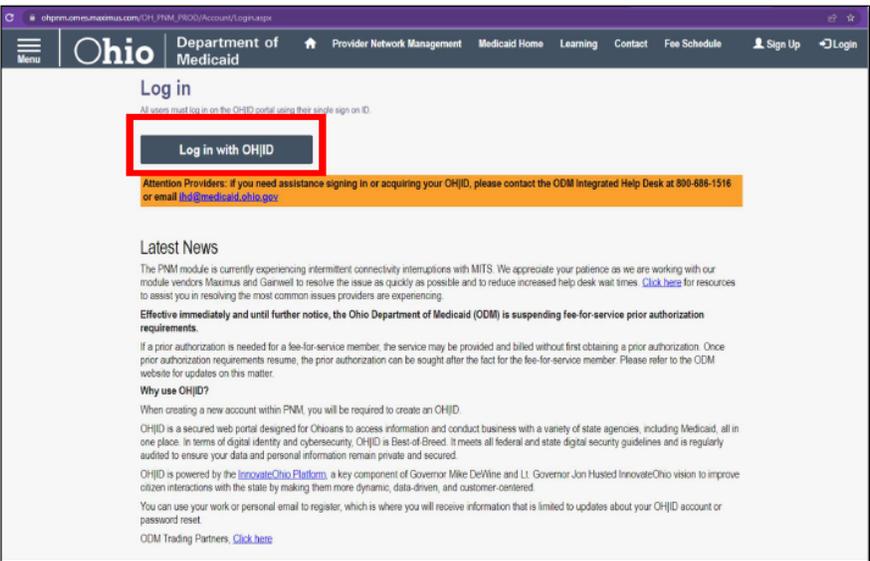
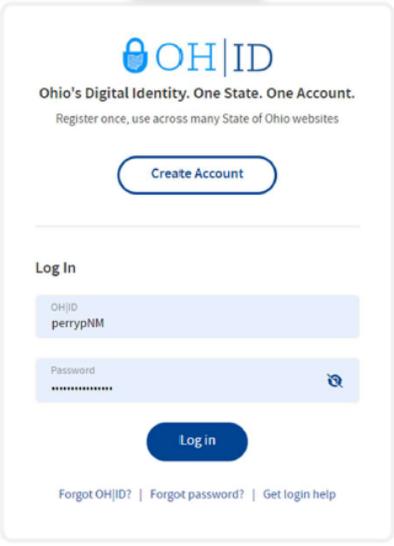


# How to Pay Licensure Fees and Print Licenses in PSM Portal

## 1. Log in to Provider Network Management

<p>Go to: <a href="https://ohpnm.omes.maximus.com/OH_PNM_PROD/Account/Login.aspx">https://ohpnm.omes.maximus.com/OH_PNM_PROD/Account/Login.aspx</a></p> <p>Select <b>Log in with OH ID</b>.</p>	
<p>Log in using your OH ID credentials.</p>	
<p>Check the box beside <b>yes</b> and <b>WAIT</b>.</p> <p><b>Warning:</b> Selecting <b>Cancel</b> will begin the entire login process over again.</p>	

- Select the Reg ID associated with the DD Contract with which the Facility is related
  - You can also utilize the Waiver Organization or Licensee Reg IDs associated with the same DD contract

Reg ID	Provider	Status	Provider Type
609196	Test Subject	Approved	LI - Licensee
<u>609121</u>	360CARE LLC	Not Submitted	89 - NON-STATE OPERATED ICF-MR

- Continue into PSM by clicking Begin/Continue DODD Enrollment under +Enrollment Actions

Provider Management Home  
Registration Information

Provider Name: 360CARE LLC  
Medicaid ID: 0029869  
Effective Date: 01/09/2024  
Revalidation Due Date: 01/09/2029  
Term Date:

DODD Contract Number: 2574146

Manage Application

Enrollment Actions

- Enrollment Action Selections:
  - [Begin ODM Enrollment Profile Update](#)
  - [Begin DODD Enrollment Profile Update](#)
  - [Add ODA Services](#)
  - [Edit Key Provider Identifiers](#)
  - [Initiate CHOP](#)

Programs

- + Program Selections:

- Once in PSM, click the Contract Number

Contracts

Show 10 entries

Contract#	Name	Provider Type	Certification Status	Sanction Status	Certification Start	Certification End
<u>2574146</u>	360CARE LLC	Agency	Active	Active		

Showing 1 to 1 of 1 entries

Previous 1 Next

- At the bottom of the Provider Dashboard page, click on "View Fees"

Please select the application you wish to begin.

Certification Applications    Development Applications    Demographic Applications

Certification Applications

- [Add Services](#)  
Create application to allow active providers to add Services to active certification.
- [Withdraw Services](#)  
Create application to allow active providers to withdraw Services to active certification.
- [View Fees](#)  
View Fees that are owed or history on fees already paid.

6. Fees Owed will display as shown below:

Facility Pending Payments

Show 10 entries Search:

Facility Number	Facility Name	License Number	Current Capacity	License Start Date	License End Date	Amount	
<input type="checkbox"/>	2516064	Test House 360	37212	6	1/9/2024	12/31/2024	\$300.00

Showing 1 to 1 of 1 entries Previous 1 Next

7. To pay fees online, check the box(es) available and hit the “Make Payment” button

Facility Pending Payments

Show 10 entries Search:

Facility Number	Facility Name	License Number	Current Capacity	License Start Date	License End Date	Amount	
<input checked="" type="checkbox"/>	2516064	Test House 360	37212	6	1/9/2024	12/31/2024	\$300.00

Showing 1 to 1 of 1 entries Previous 1 Next

Make a Payment

8. Select Payment Method-Credit Card or Electronic Payment and hit the “Make Payment” button again

Facility Fee Payment Details

Facility Number	Facility Name	License Number	Current Capacity	License Start Date	License End Date	Amount
2516064	Test House 360	37212	6	1/9/2024	12/31/2024	\$300.00

Fee Payment Options

Total Fee Amount: \$300.00

Payment Method:

Select Payment Type

- Select Payment Type
- Credit Card
- Electronic Check

No Facilities are selected to make payment, Please Hit Back Button to Select Facilities

Back

9. Follow the prompts to pay via CBOSS, once payment is submitted the following screen will display:

- Hit the “Ok” button to navigate back to Provider Dashboard and proceed to view Paid Amount and Date, and print license

Payment Success

Thank you for your payment. You can view and print the license by navigating to the facility record and then click the "License Information" tab.

Ok

Provider Dashboard Stewa

## To View Fee Paid Amount and Date & Print Licenses

- On Provider Dashboard, Select Facilities:
  - Click on the Facility Number of Facility you would like to view/print license information

The screenshot shows the Provider Dashboard with a sidebar menu. The 'Facilities' menu item is highlighted with a red box. The main content area shows the 'Facilities' section with a 'Provider Demographics' form and a table of 'Active Facilities'. The table has two columns: 'Facility Number' and 'Facility Name'. The first row shows '2516064' and 'Test House 360', with the facility number underlined in red.

Facility Number	Facility Name
2516064	Test House 360

- To View Paid Amount/Date and Print or View Past License Information, Select the License Information

The screenshot shows the facility information page. The 'License Information' button is highlighted with a red underline. The page displays contact information for the facility, including address, city, state, county, zip code, phone number, fax number, and email.

**Address:** 5858 Care Lane  
**City:** Rainbow Village  
**State:** OH  
**County:** FRANKLIN  
**Zip Code:** 43215  
**Phone Number:**  
**Fax Number:**  
**Email:** kirstin.stewart@dodd.ohio.gov

[Facility History](#) [Print Current License](#) [License Information](#)

- Once Payment is received and applied to the license, the "Fee Amount Paid" and the "Payment Date" will reflect that information.

- Use the "Print License" button on each record to print Past, Present, or Future Available Licenses

License Number	Bed Capacity	Fee Amount Paid	Payment Date	Start Date	End Date	PrintLicense
37212	6	300.0000000000	2/6/2024	1/9/2024	12/31/2024	<a href="#">Print License</a>
37203	6	0	-	1/9/2024	1/8/2024	<a href="#">Print License</a>
37196	6	0	-	1/9/2024	1/8/2024	<a href="#">Print License</a>

[Close License Information](#)

4. Click Print Current License to Print Current License

<b>Address:</b> 5858 Care Lane	<b>City:</b> Rainbow Village	<b>State:</b> OH
<b>County:</b> FRANKLIN	<b>Zip Code:</b> 43215	<b>Phone Number:</b>
<b>Fax Number:</b>	<b>Email:</b> kirstin.stewart@dodd.ohio.gov	

<a href="#">Facility History</a>	<a href="#">Print Current License</a>	<a href="#">License Information</a>
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If you need further assistance, please contact:

Kirstin Stewart (614) 728-5312 [kirstin.stewart@dodd.ohio.gov](mailto:kirstin.stewart@dodd.ohio.gov)

Sam Irvine (614) 466-9096 [samantha.irvine@dodd.ohio.gov](mailto:samantha.irvine@dodd.ohio.gov)