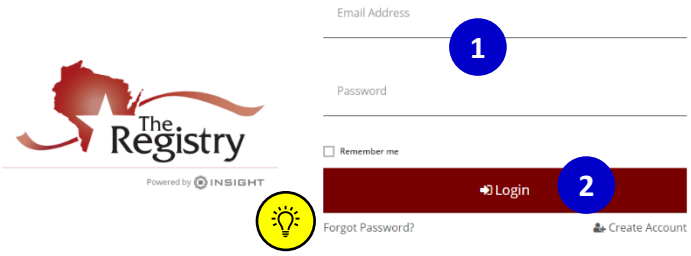
The following steps will guide you through adding a new license facility number to an existing Program Profile.

STEP 1: Sign in to your personal Registry Profile.

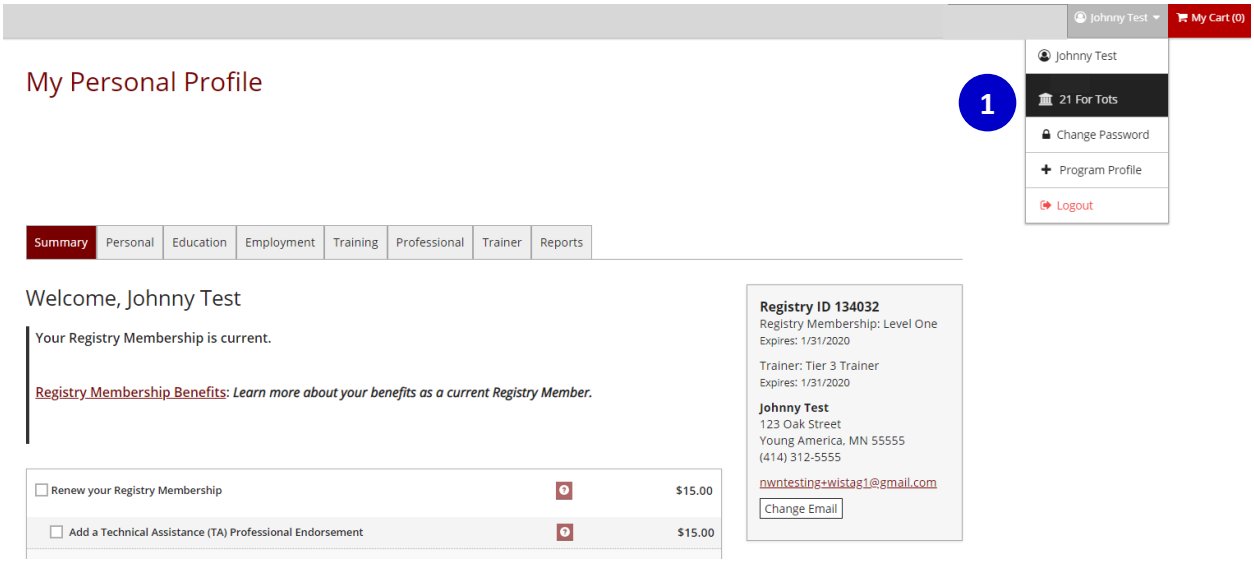


Go to The Registry's website and click Sign In:

1. Use your email address and password to log in to your Registry account.
2. Click the LOGIN button.

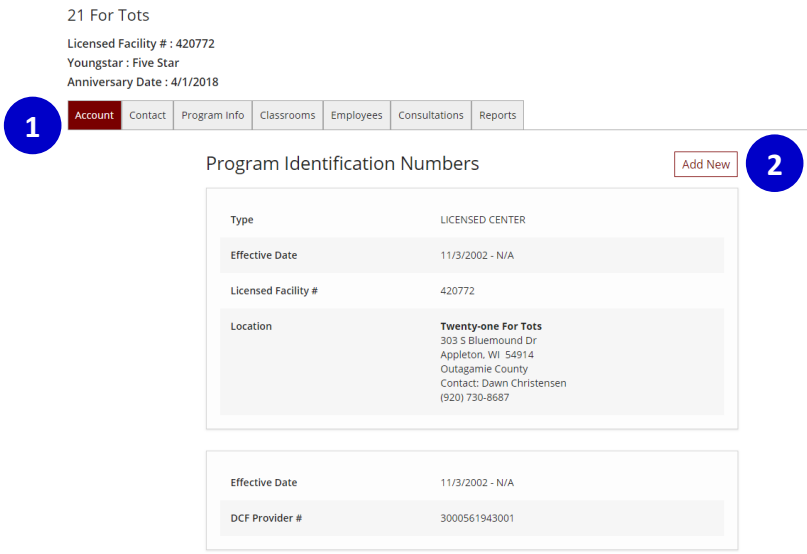
Please Note: *If you do not know your password, click on* **FORGOT PASSWORD?** *on the sign-in page to reset it.*

STEP 2: Open your Program Profile



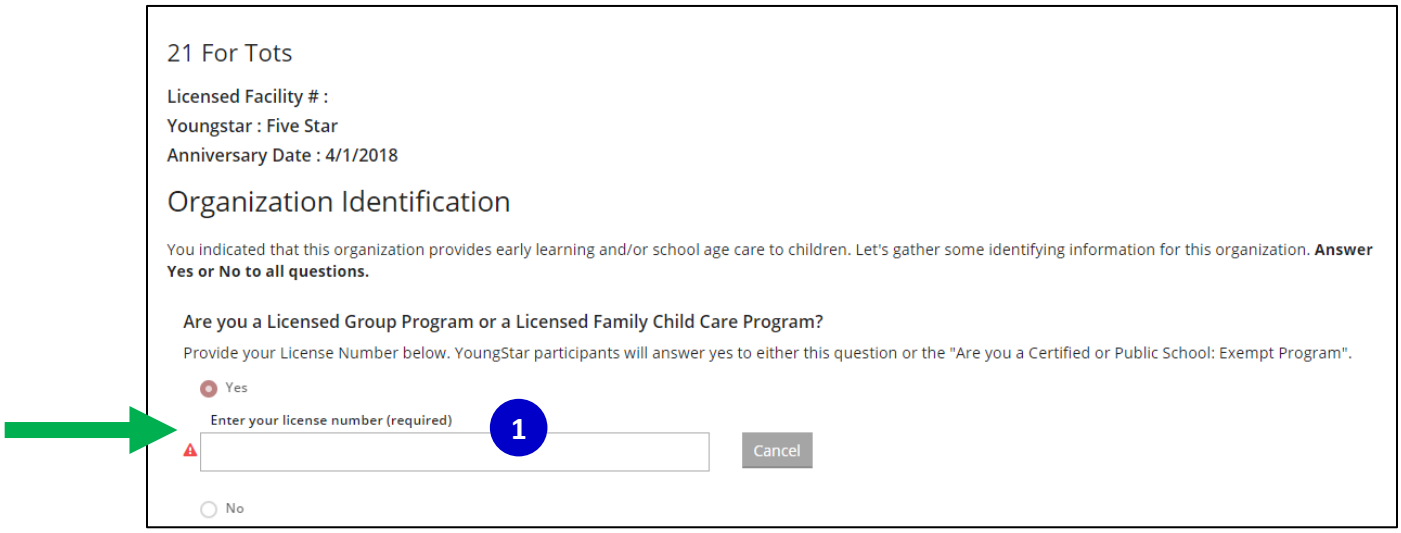
1. Locate the **drop-down menu** in the upper right-hand corner of your Personal Profile. Click on your program's name to open the Program Profile.

STEP 3: Access Program Identification Numbers



1. Click on **ACCOUNT** to display your current Program Identification Numbers.
2. Next, click on **ADD NEW**.

STEP 4: Add a New License



1. Add your new license facility number and click Continue.

Please Note: Your newly submitted information will be reviewed within 1-3 days. Once it has been approved, you will receive an email from The Registry. You can review your updated license information under **ACCOUNT** on your Program Profile.