## **How to Update License Information**

To remain in good standing on the Star Providers directory, it is a requirement that providers update their license information whenever it is renewed or changed. Follow these instructions to update your record.

1. To begin, log in to the Provider Portal. From the Portal welcome page, select "Directory Listing."



2. On the menu along the left, click on "Licenses". If you are renewing a license, do not add a new license. Simply select Update next to the license you are renewing.

	Home	Directory Listing	Training Dashbo	ard Received	d Referrals	i More 🗸			
Instructions		/ Previous							
Licenses	Lice	enses							
Office/Pacts Locations	Here	Here you may add or update information for your current licenses. Do not create a new license record unless it is a new							
Profile Information	licen To re	license type for a different state. To renew a license, use the Update button to edit the current expiration date and upload your new license. Check the confirmation date column below to see if your document(s) have been confirmed.							
Populations Served	Che								
Modalities Provided	Ad	d License +		1	1		1		
Conditions Treated		T	ype 🗸	State	✓ E:	xp Date 🗸 🗸	Confirmed Date $\lor$		
Listing Status		Update Li	icensed Clinical So	Indiana	20	026-04-01	2024-07-18		

3. Upload your new license and enter the expiration date along with any other license details. Once completed, click "Save".

Add License					
• License Type: Enter the license type exactly as it appears on your license 📵	* Issuing Body (e.g. Oregon Board, Indiana Licensing Board, etc)				
Licensed Professional Counselor	Board of Health				
* State of Issue	Original License Date				
Indiana 💌	Jan 1, 2020				
* License Expiration Date					
Jan 1, 2026					
Add or Benlace File Upload Files Or drop files PTRPUT PTTRPUT PTTTPT PTTTPT PTTTPT PTTTPT PTTTPT PTTTPT PTTTPT PTTTPT PTTTPT PTTTPT PTTTPT PTTTPT PTTTPT PTTTTPT PTTTTPT PTTTTPT PTTTTPT PTTTTTTTT					

If you have questions, feel free to contact our Star Behavioral Health Providers Support Team for your specific state.

All states except Indiana and Ohio: SBHPSupport-ggg@usuhs.edu

Indiana: SBHPadmin@purdue.edu

Ohio: Ohioadmin@starproviders.org