

HOW-TO: ADD NEW SERVICES

FOR: Applicants

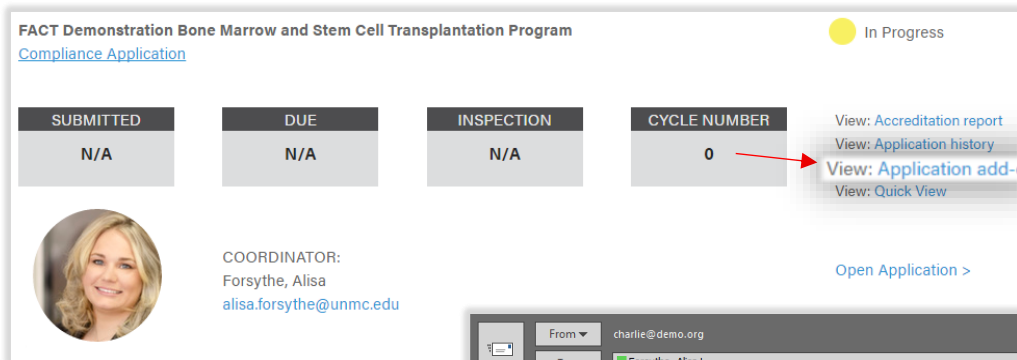
DESCRIPTION: The process to request add new services to your accreditation. An add-on is a new physical location (“site”) or service that is not included in the current application.

PREREQUISITES:

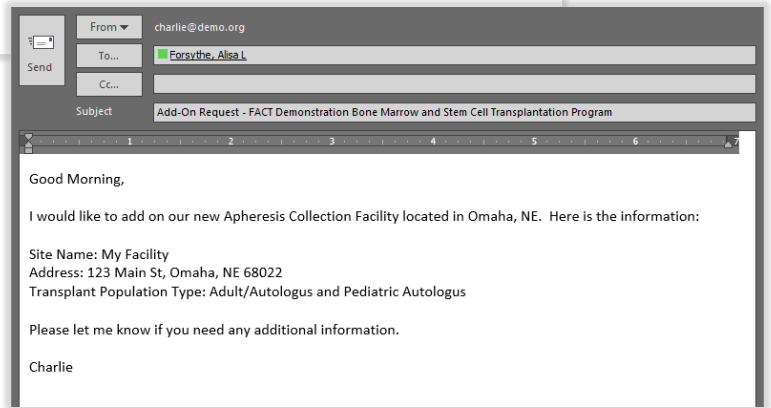
- Ann existing user account and are assigned to an organization
- Your organization must have at least one active Compliance Application

PROCESS:

1. From the FACT Accreditation Portal landing page, locate the Application Tile for your active Compliance Application.
2. Select **View: Application add-on**



Compliance Application Tile



Add-on Request Email

In the body of the email, provide the Site Name, Physical Location, and a description of the services your organization is requesting to add.