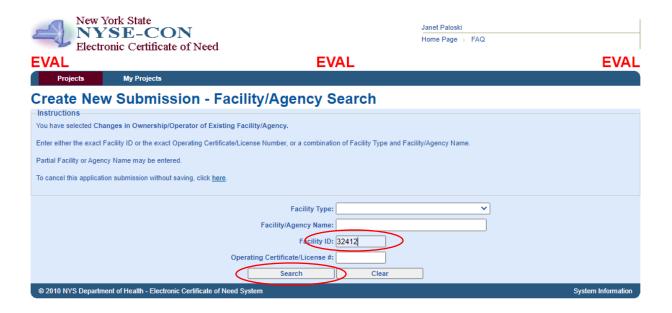


Select Changes in Ownership/Operator of Existing Facility/Agency and Click Continue.



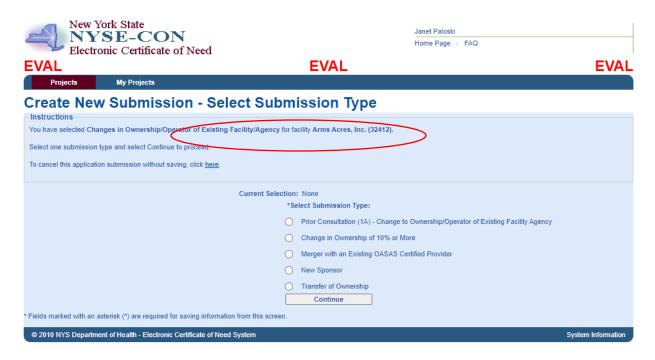
You have several options for the Facility/Agency Search. You can enter the Provider Number in the **Facility ID** box and click **Search**.



The provider's name for that ID will show at the top of the screen. Or



Select a Facility Type of **Office of Addiction Services and Supports** and enter the legal name or partial legal name into the **Facility/Agency Name** and select **Search**.



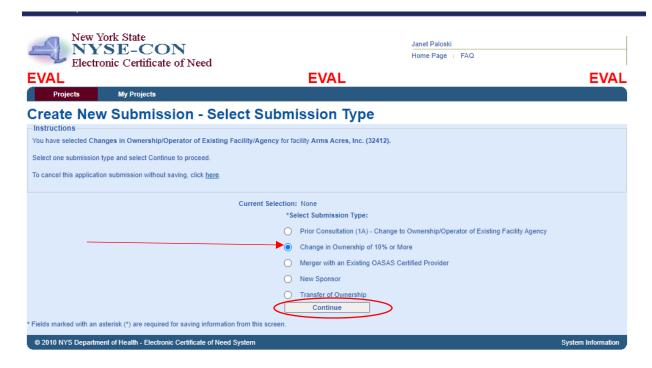
The provider's name for that selection will appear at the top of the screen. Or



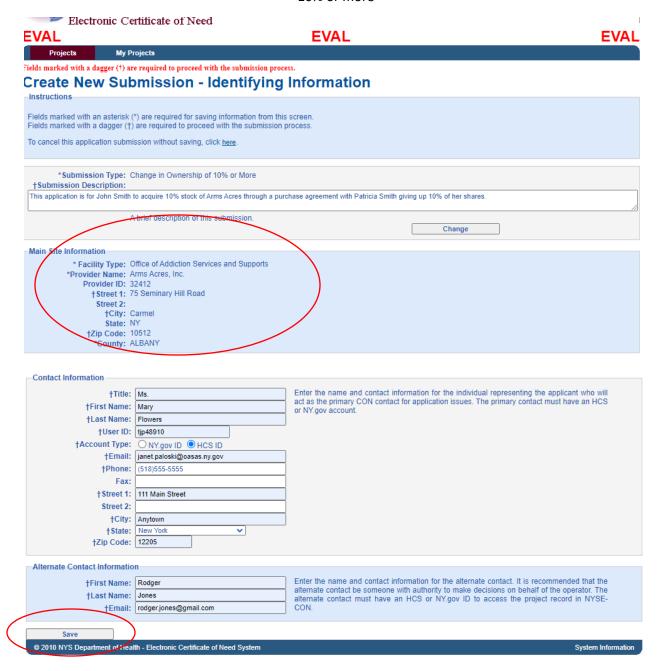
You can enter the base operating certificate (last 5 digits) of one of the programs that is part of this application and select **Search**.



It will show the provider connected with that operating certificate number at the top of the screen.



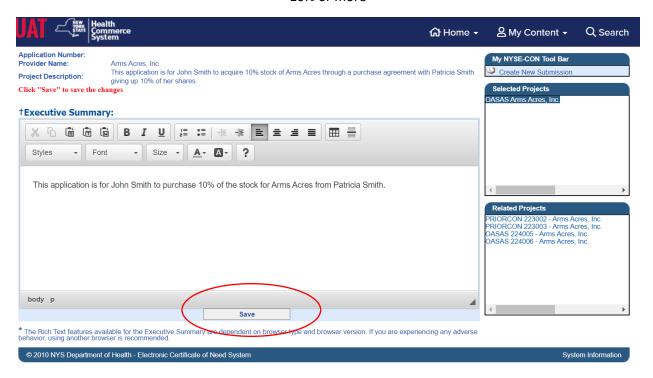
Select Change in Ownership of 10% or more. Then select Continue.



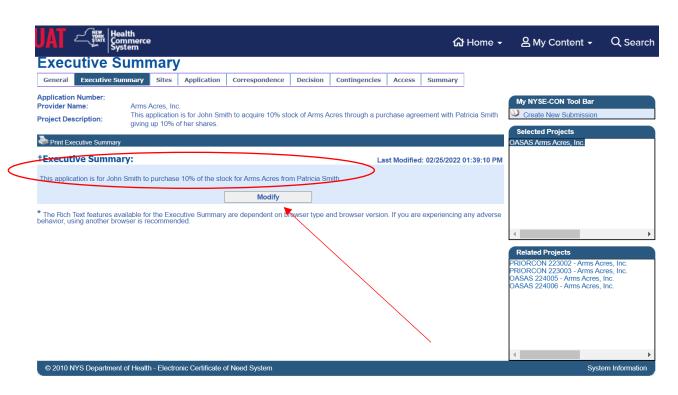
The **Main Site Information** will fill-in from the database with the **Administrative Address**. Complete the **Contact Information** and the **Alternate Contact Information** and select **Save**.



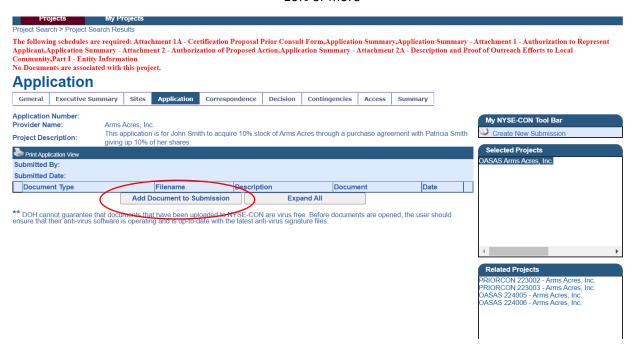
You will receive a message at the top of the screen telling you that the submission identifying information has been saved. At this point in the submission, you can exit out of NYSE-CON and return later to complete the submission if you wish. If you wish to continue at this time, you can select the **Executive Summary** tab to continue.



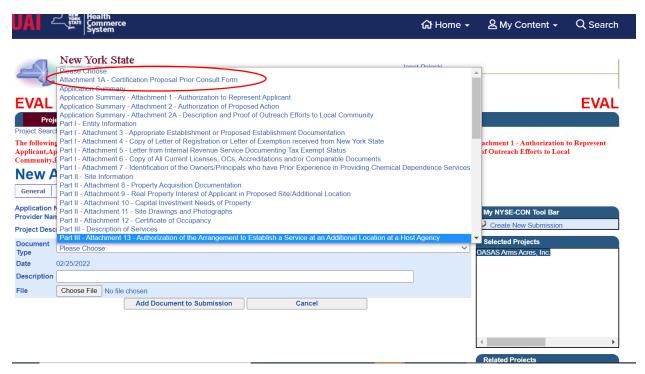
Enter the Executive Summary for the project and select **Save**.



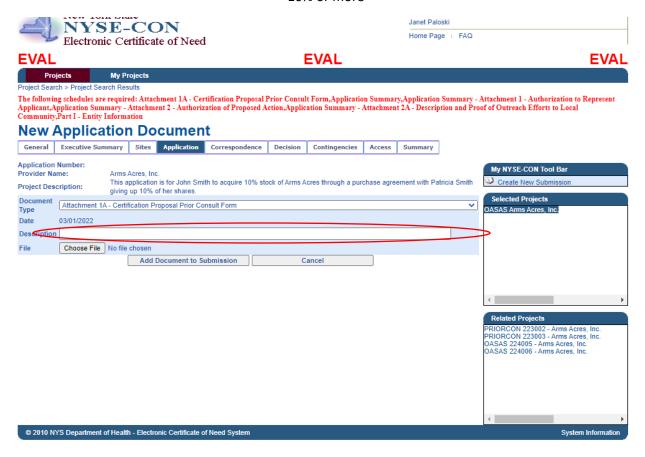
Your Executive Summary will be saved. If you need to modify, select the Modify button. If you are satisfied with the Executive Summary, you can move on to the Application tab. It is not necessary to select the Sites tab as this application effects all the program's ownership.



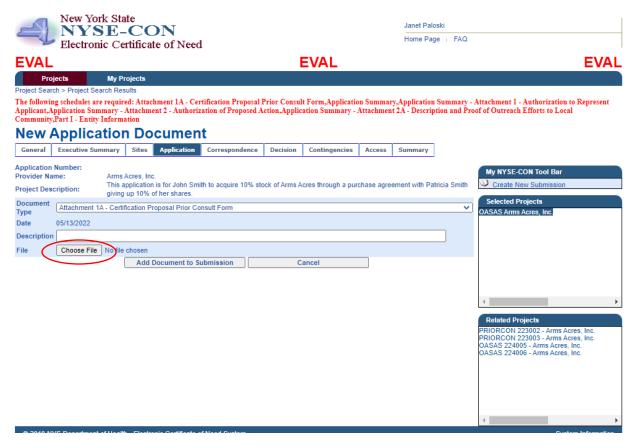
The top of the screen will show the required schedules that need to be uploaded. To begin, select **Add Document to Submission**.



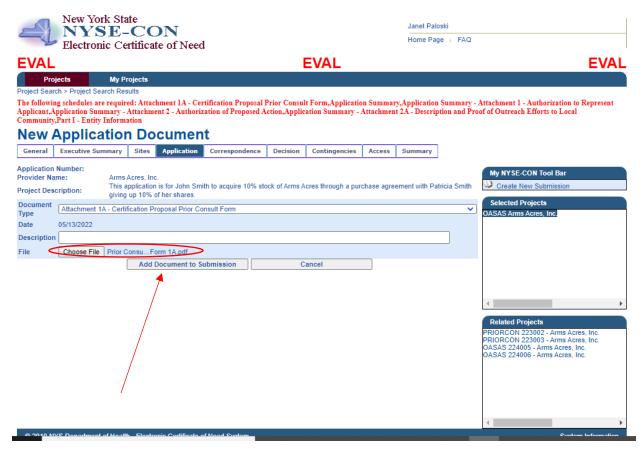
Select the **Document Type** you would like to upload. For this example, we will select Attachment 1A – Prior Consultation Form.



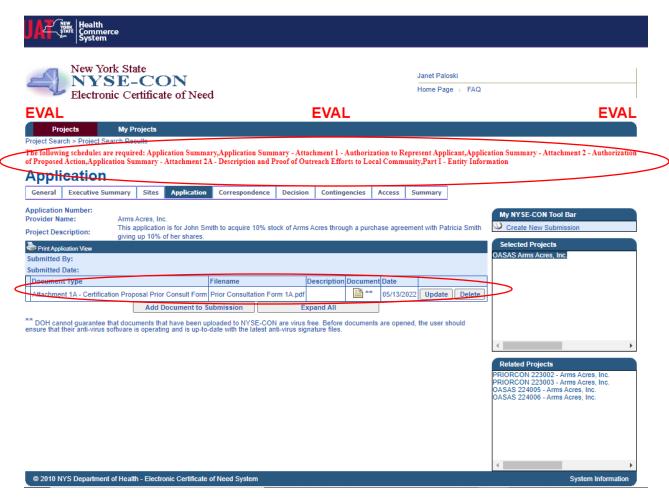
You can enter an optional description for the document if you wish. In the case where you are uploading multiple copies of the same document, a description is required.



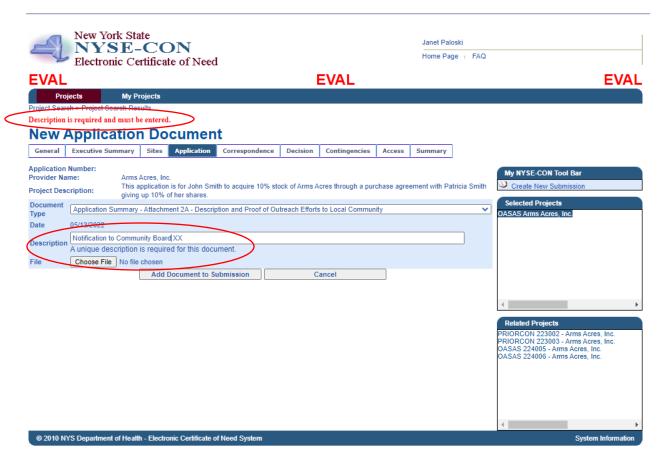
Select the Choose File button to navigate to where your saved schedules are on your computer.



The name of your file will display next to the Choose File button. Select Add Document to Submission to upload the document.



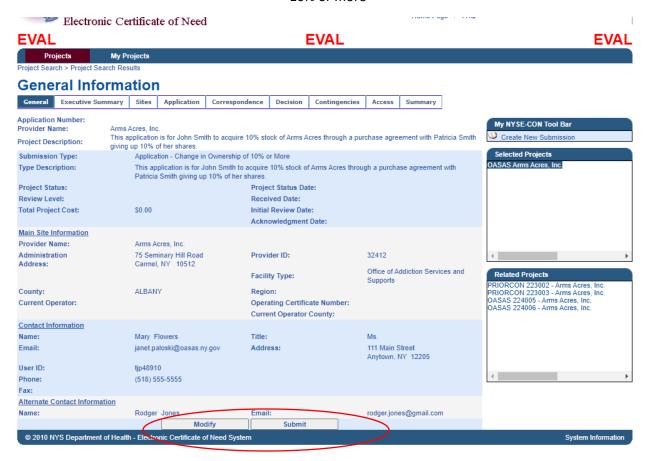
The file you uploaded will display on the screen. Continue uploading the balance of the forms listed in red at the top of the screen.



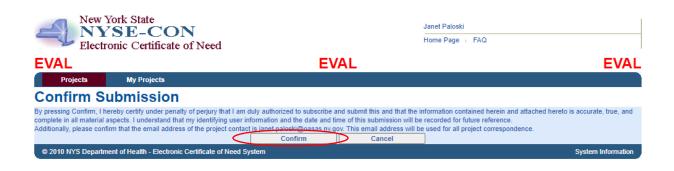
Since you could have multiple documents to satisfy description and proof of outreach efforts to the local community, you must provide a description for the outreach documents.



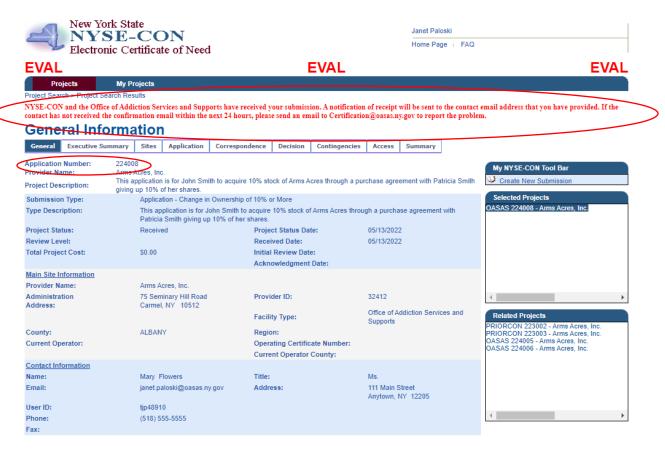
When you have uploaded all of the documents, click on the General tab to submit the project.



Click the Submit button to Submit the Project. If you need to make modifications before submitting, click on the Modify button.



Click on Confirm to Submit.



You will receive a message at the top of the screen regarding the submission. An **application number** will also be assigned to the submission.