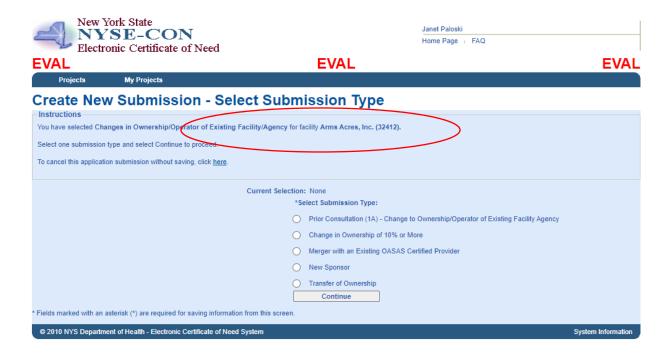


Select Changes in Ownership/Operator of Existing Facility/Agency and Click Continue.

#### You have several



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

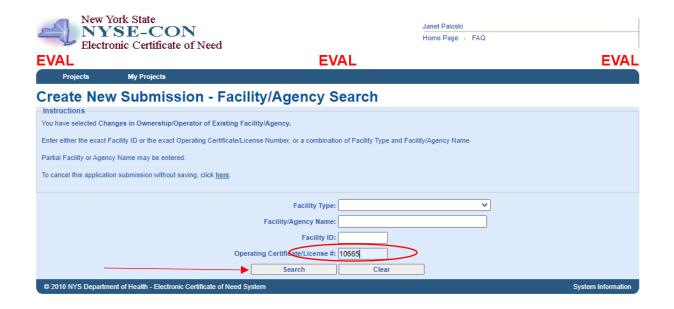


Select a Facility Type of **Office of Addictions Services and Supports** and enter the legal name or partial legal name into the **Facility/Agency Name** and select **Search**.



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

You



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



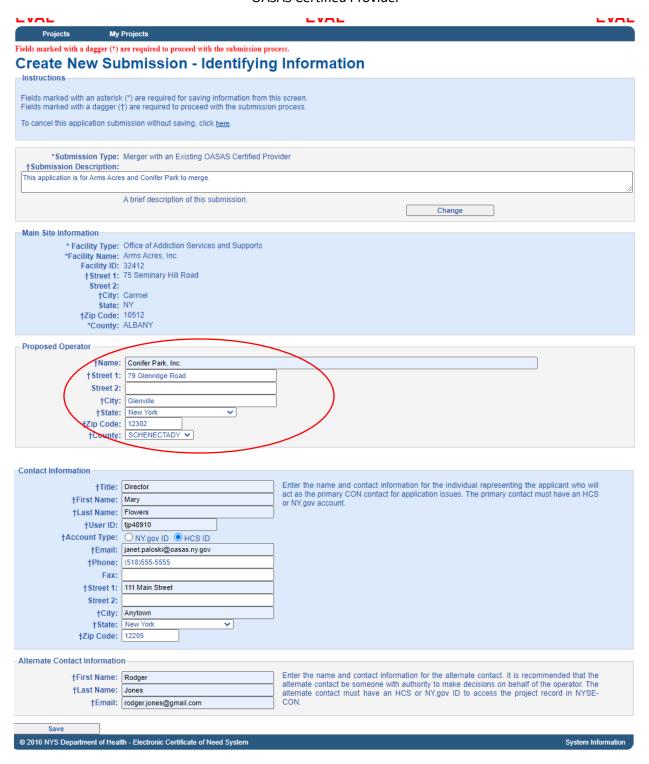
It will show the provider connected with that operating certificate number at the top of the screen.



Select Merger with an Existing OASAS Certified Provider. Then select Continue.



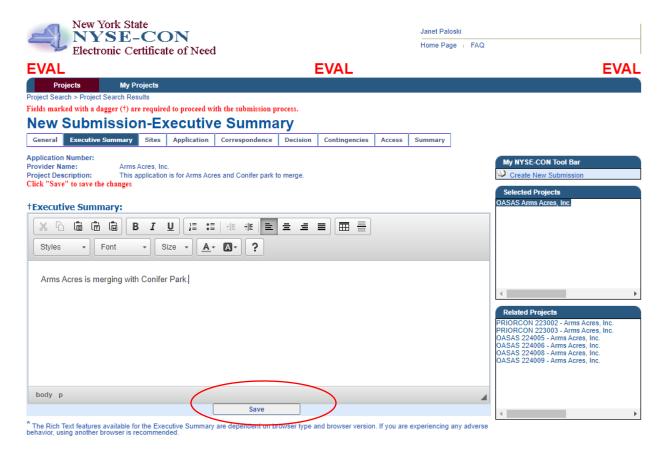
If you have other applications in process with OASAS, they will show up on this screen and you can open one of those or create a new submission. We will **Create a New Submission**.



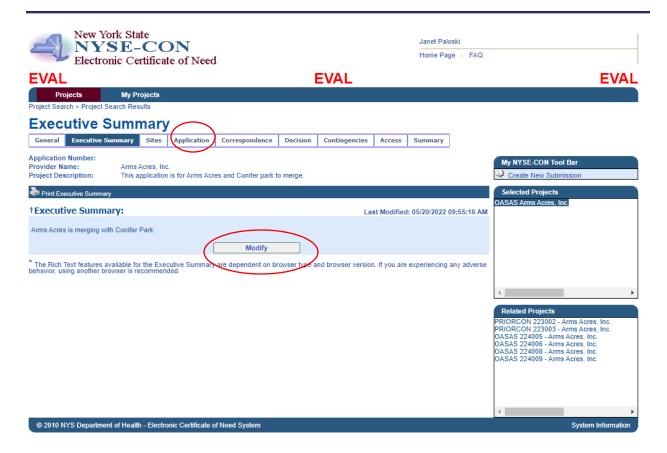
The **Main Site Information** will fill-in from the database with the Administrative Address. You must enter the **Certified Provider** that you are merging with under the **Proposed Operator** box. Complete the **Contact Information** and the **Alternate Contact Information** and select **Save**.



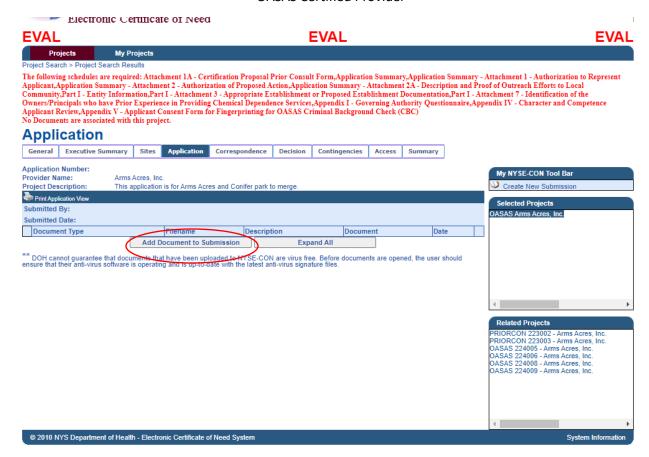
You will receive a message at the top of the screen telling you that the submission identifying information has been saved. At this point in the submission, you can exit out of NYSE-CON and return later to complete the submission if you wish. See **Resuming Data Entry Instructions** for the steps to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



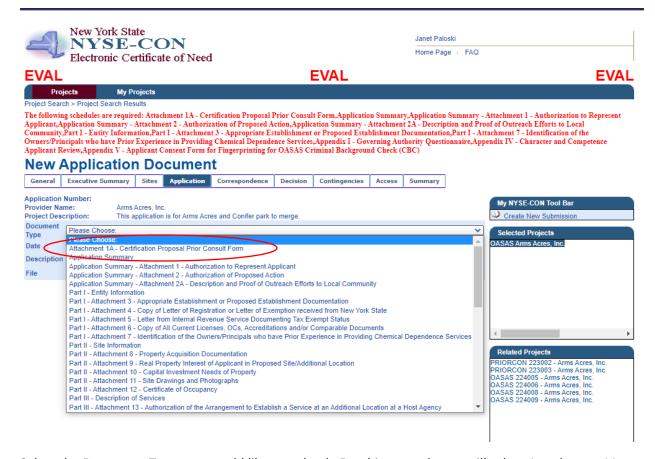
Enter the executive Summary for the project and select Save.



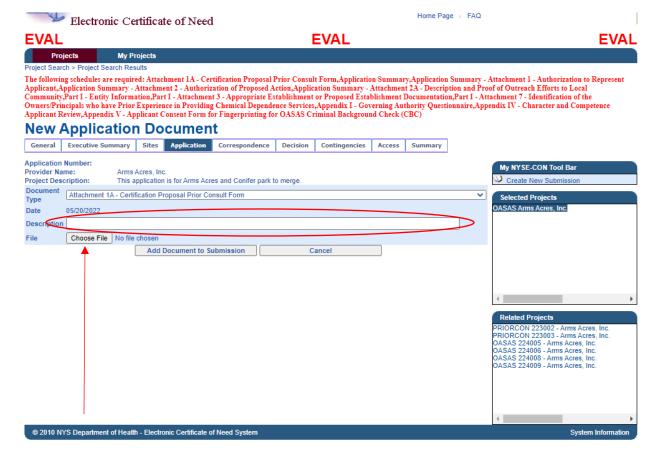
Your Executive Summary will be saved. If you need to modify, select the **Modify** button. If you are satisfied with the Executive Summary, you can move on to the **Application** tab. It is not necessary to select the Sites tab as this application effects all the program's sponsorship.



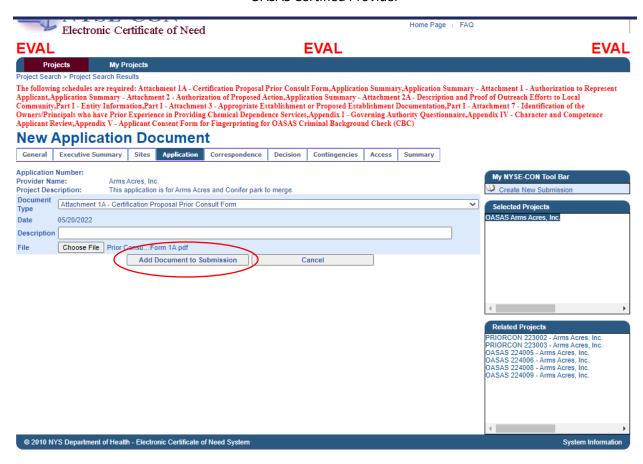
The top of the screen will show the required schedules that need to be uploaded. To begin, select **Add Document to Submission**.



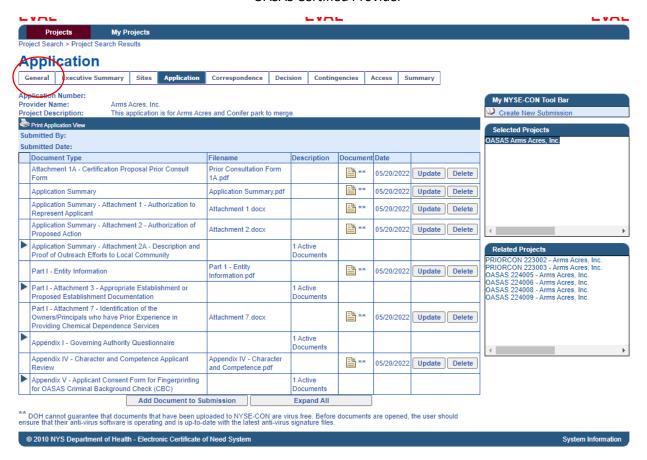
Select the **Document Type** you would like to upload. For this example, we will select Attachment 1A – Prior Consultation Form.



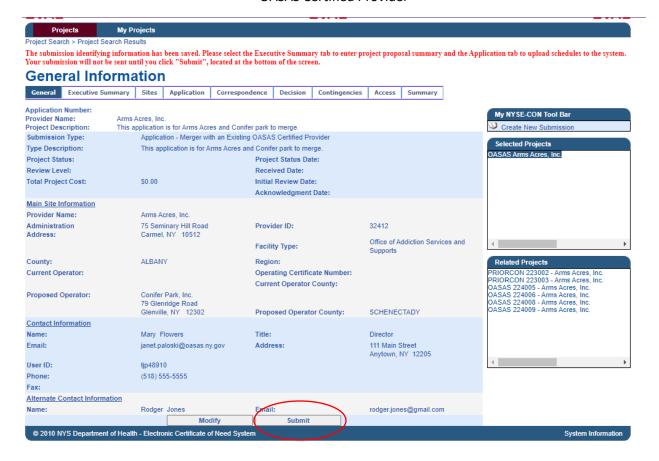
You can enter an optional description for the document if you wish. In the case where you are uploading multiple copies of the same document type, a description is required. Next, select the **Choose File button** to navigate to where your saved schedules are on your computer.



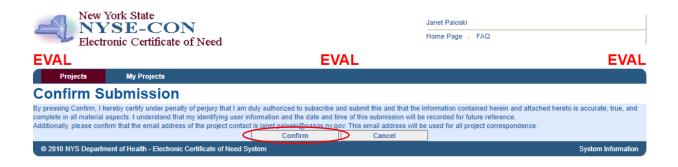
Click the **Add Document to Submission** to upload your schedule. Repeat these steps to upload all the required schedules listed in Red at the top of the screen.



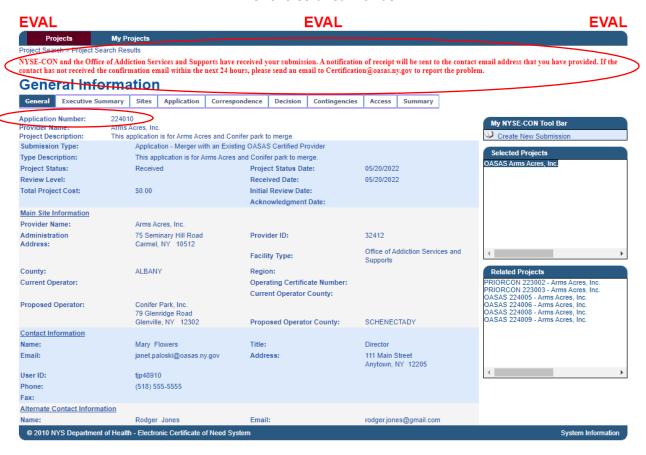
When you have uploaded all the documents, click on the General tab to submit the project.



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 be assigned to the submission.