

## Instructions for Registering for a User Account

1. Go to [www.sdhls.org](http://www.sdhls.org) and under “Event Reporting” click on “Register for a User Account”.

The screenshot shows the SDHLS HOME page navigation menu. On the left is a vertical sidebar with the following items: Applications, Renewals, Provider List, Event Reporting, Change of Ownership, and Controlled Substance. The 'HEALTHCARE LICENSING' header is highlighted in gold. On the right is the main navigation area with the following sections: APPLICATIONS (Apply online), RENEWALS (Renew your license/registry), PROVIDER LIST (Find a list of providers in South Dakota), EVENT REPORTING (Report a healthcare facility event, Register for a user account, Create a password, Log into the portal), CONTROLLED SUBSTANCE (Get a controlled substance registration), and CHANGE OF OWNERSHIP (Make a change of ownership). A red arrow points to the 'Register for a user account' link in the EVENT REPORTING section.

2. Enter the facility state license number (not the administrator’s license number), administrator’s email address, provider type, and name of facility. Click “Submit & Continue”.

The screenshot shows the LOGIN form for setting up a user account. The form includes the following fields and a button:

- LOGIN**
- Please login below to begin setting up a user account.
- License Number:\*** (Text input field containing #####)
- Administrator's Email:\*** (Text input field containing user@domain.com)
- Select Your Type:\*** (Dropdown menu with LTC selected)
- Name of Facility:\*** (Dropdown menu with Please select)
- SUBMIT & CONTINUE** (Button)

3. Enter the Administrator's first and last name and create a username. Click "Submit & Continue".

#### USER INFORMATION

Administrator's First Name:\*

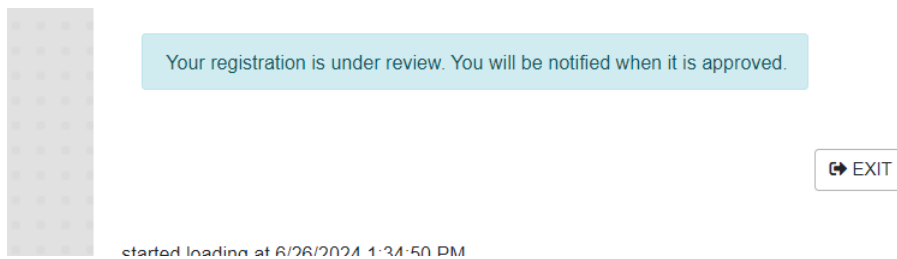
Administrator's Last Name:\*

Enter a username:\*

SUBMIT & CONTINUE

EXIT

4. After submitting, you will get the following message:



5. Once your account has been reviewed and approved by the Department of Health, an email will go to the Administrator with a one-time code to create a password. This email will also include a link to the site where the password will be created.
6. Once the Administrator has an email and password set up, they will be able to log into the portal with the username and password to submit initial and final reports. They will also be able to see all the reports submitted for your facility.
7. Only the administrator can create a username and password. There will only be one account per license number.
8. Other staff within the facility will still be able to submit an initial report without logging into an account by going to [www.sdhls.org](http://www.sdhls.org) and clicking on "Report a healthcare facility event".

## HOME

### APPLICATIONS

- [Apply online](#)

### RENEWALS

- [Renew your license/registry](#)

### PROVIDER LIST

- [Find a list of providers in South Dakota](#)

### EVENT REPORTING

- [Report a healthcare facility event](#)
- [Register for a user account](#)
- [Create a password](#)
- [Log into the portal](#)

### CONTROLLED SUBSTANCE

- [Get a controlled substance registration](#)

### CHANGE OF OWNERSHIP

- [Make a change of ownership](#)

9. There will be a “Forgot Password” on the Login page for you change your password, as needed.

## LOGIN

Please login below to submit a report. **Note:** The **street address** is listed after the name of the facility to differentiate facilities with the same name.

**Username:\***

**Password:\***

[Forgot Password?](#)

**Select Your Type:\***

[SUBMIT & CONTINUE](#)

For questions regarding the Facility Reported Incident process, please send your questions to [doholccomplaint@state.sd.us](mailto:doholccomplaint@state.sd.us) or call 1-605-773-3356.