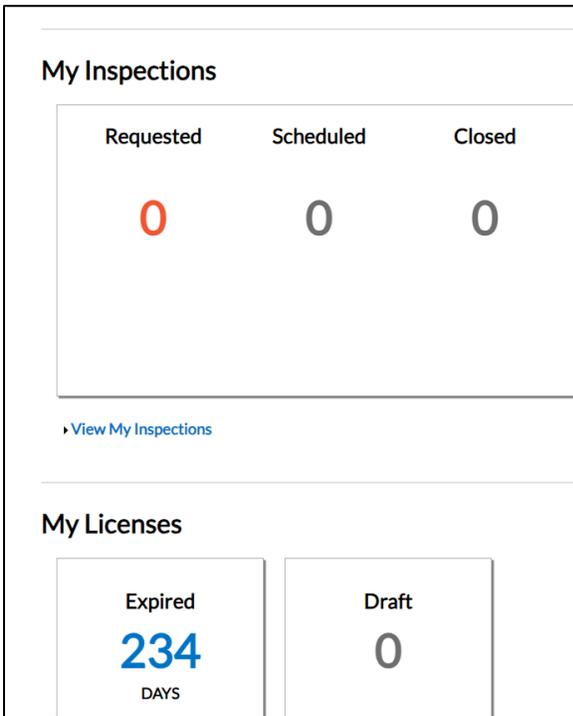


# Long Term Care Residential Facility License Renewal Application Guide

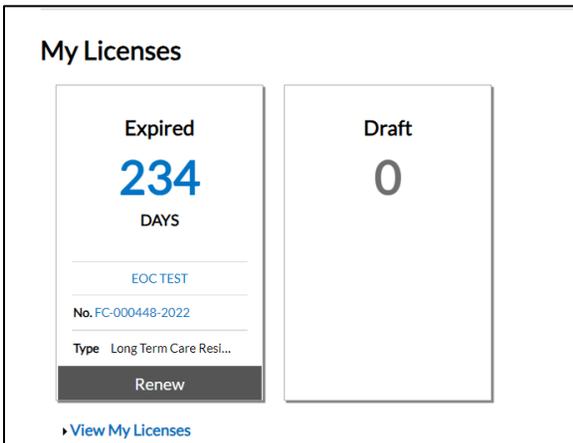
1. Click on 'Dashboard' on upper left-hand corner.



2. Scroll down to 'My Licenses'.



3. Click 'Renew' button.



# Long Term Care Residential Facility License Renewal Application Guide

## 4. Go to Step 1 and Ensure License Details are correct and Click Next.

The screenshot shows the 'Renew License - Long Term Care Residential Facility Permit' application page. At the top, it says 'n Self Service (CSS)' and 'Good Morning, David'. Below the navigation bar, there's a progress indicator with three steps: 1 (Type), 2 (Attachments), and 3 (Review and Submit). Step 1 is active. The 'LICENSE DETAILS' section includes a note: 'Please ensure that the following forms are filled out and attached in the attachment step. All Hazards Emergency Plan Contents Checklist - <https://baytown.org/DocumentCenter/View/4780/2021-All-Hazards-Emergency-Plan-Contents-Checklist>'. There are two input fields: 'License Type' (dropdown menu showing 'Long Term Care Residential Facility P...') and 'Description' (text area with 'test'). A 'Next' button is at the bottom right.

## 5. Go to Step 2 and add Attachments and Click Next.

The screenshot shows the 'Renew License - Long Term Care Residential Facility Permit' application page, Step 2: Attachments. The progress indicator shows Step 1 (Type) as completed with a green checkmark, Step 2 (Attachments) as active with a blue circle, and Step 3 (Review and Submit) as pending. The 'Attachments' section includes a note: 'Please ensure that the following forms are filled out and attached in the attachment step. All Hazards Emergency Plan Contents Checklist - <https://baytown.org/DocumentCenter/View/4780/2021-All-Hazards-Emergency-Plan-Contents-Checklist>'. Below this, it says: 'If you are a Long Term Care Facility, please include the Transportation agreement and Hosting Facility agreement under attachments.' There are seven blue buttons for adding attachments, each with a plus sign and a 'REQUIRED' label at the bottom. The buttons are: 'Emergency Plan Add Attachment', 'Emergency Plan Checklist Add Attachment', 'Facility State License Add Attachment', 'Facility Transportation... Add Attachment', 'Hosting Facility Agreement Add Attachment', 'Resident and Staff Roster Add Attachment', and a button with a 'Select Type' dropdown menu and 'Add Attachment' text. Each button lists supported file formats: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dw...

# Long Term Care Residential Facility License Renewal Application Guide

## 6. Go the Step 3 to Review and Submit.

**Renew License - Long Term Care Residential Facility Permit** \*REQUIRED

✓ Type
✓ Attachments
3 Review and Submit

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**Locations**

<b>Location</b>	205 E WYE DR, BAYTOWN, TX, , 77521
<b>Parcel Number</b>	0450130010015

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**Basic Info**

<b>Type</b>	Long Term Care Residential Facility Permit
<b>Description</b>	test
<b>Applied Date</b>	08/23/2023

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**Contacts**

<b>Facility Administrator</b>	David Alamia TEST Company 205 E Wye Drive, Baytown, TX, , 77521
<b>Emergency Contact</b>	David Alamia TEST Company 205 E Wye Drive, Baytown, TX, , 77521
<b>Business Owner</b>	David Alamia TEST Company 205 E Wye Drive, Baytown, TX, , 77521
<b>Applicant</b>	Baytown (Do Not Use) Css Test LLC 0 Main St, , Baytown, TX, , 77521

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**Estimated Fees**

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Custodial Residential Care and Living - Renewal	\$25.00

Total: \$25.00

## 7. Pay Invoice Fee.