

Useful Tips for Using the Universal Credentialing DataSource (UCD)

- ✓ **Turn off your computer's pop up software.**
Personal computer pop up software can prevent online users from accessing necessary UCD features including the "add" function that allows addition of multiple training, CME and license information.

- ✓ **Use the "Audit" button at the bottom of each page.**
The audit function highlights required fields on each page of the application that have not been completed. This quick review feature is used to identify missing information that should be included before moving to the next page. We recommend that you scroll to the bottom of each new page and click on the audit button to highlight all required fields before you start entering information.

- ✓ **Use the "Audit" feature on the last page of the application.**
The final audit function will display any remaining required fields in the application that are incomplete. Incomplete (required) fields are highlighted in red and suggested (optional) fields are highlighted in blue. All fields highlighted in red must be filled in to successfully complete your on-line application.

- ✓ **Use the "Back" and "Next" buttons at the bottom of each page.**
Make sure that you use the "Back" and "Next" buttons on the bottom of the page to navigate backward or forward in the application. **Do not use the "Back" button on your Internet navigation bar** to go to the previous page in the application.

- ✓ **Do not use the UCD to update your billing address for HCAS health plans.**
HCAS health plans **do not use the billing information in the UCD** to update their billing address files. HCAS health plans collect billing information separately, as part of their specific billing and enrollment process.