Business Licensing

Exercise Guide

Instructions on how to complete the Business Licensing Exercises
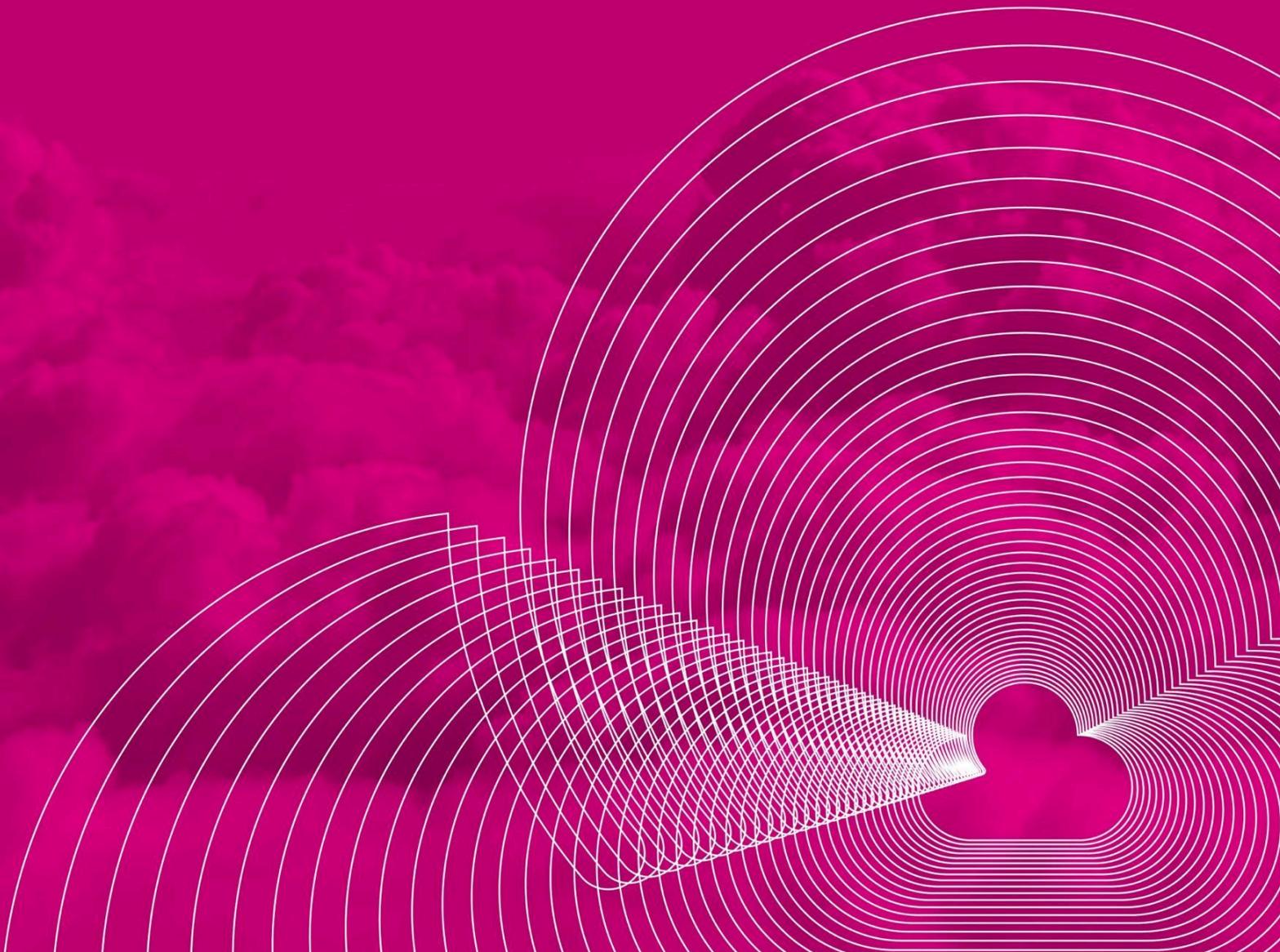
EXERCISE GUIDE

This guide is intended to lead you through the exercises for the training session. Some of these exercises will take place during the training, while others are designed for you to work on your own after the training.

Online Portal: https://trainingmaster.portalus.thentiacloud.net/webs/portal/#/

Workbench: https://trainingmaster.us.thentiacloud.com/v/register/

## PROCESSING AND APPROVING A BUSINESS LICENSE APPLICATION

Within the Register Module of the **Workbench**
- Access the application that you submitted
- Review the application
- Access the Invoice
- Update the status to **Approved**

1. Open the Module Selector in the right hand corner
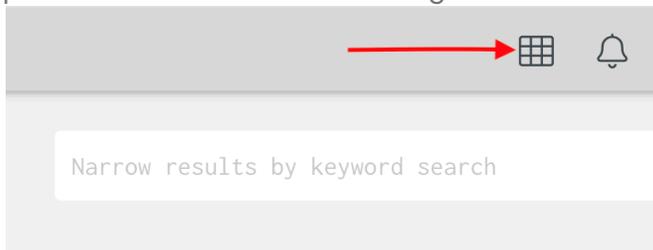
2. Select the Register Module
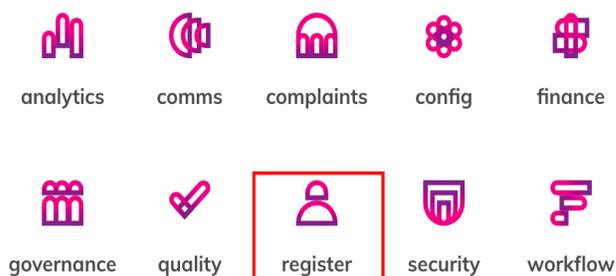
3. From the hamburger menu ☰ in the top left corner, from the left navigation pane that opens, scroll down to the Business Registration part of the menu options and select "Business Applications"

Business Registration ←

Businesses

Business Licenses

Business Applications

Business License Renewals

Authorized Representatives

Business Submitted Documents

Business Document Requests

Document Examination

4. Look for your application via the "Narrow results by keyword search" search bar at the top right and select your application by double-clicking anywhere in the selected area except the name of the Business (blue hyperlink) as it will take you to the profile and **not** the application.

Narrow results by keyword search
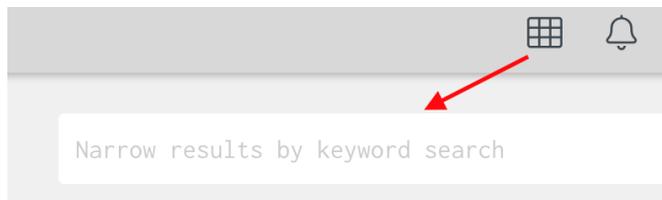
Application Number	Business	Application Type	License Type	Submitted Date ↓	Application Status
215	Cindy 1999	Dispensing Pharmacy	Dispensing Pharmacy	May-22-2024	Submitted
208	Rudi, Tango, Max Pet Therap…	Dispensing Pharmacy	Dispensing Pharmacy	May-22-2024	Submitted
209	Laura's Oral Surgery (LD)	Dispensing Pharmacy	Dispensing Pharmacy	May-22-2024	Submitted
174	Heather S Pharmacy	Dispensing Pharmacy	Dispensing Pharmacy	May-07-2024	Submitted
158	Leslie H Pharmacy (135)	Dispensing Pharmacy	Dispensing Pharmacy	May-07-2024	Submitted

2

5

Once open, the landing page is the "Summary View", which is read-only. From the left navigation menu is where you can review your application. To check if an **Invoice** has been paid or if any **Messages** have been sent. From the left navigation menu, select "Business Application".

APP #209 - Laura

This Record
Summary View
Business Application
Invoices
Files & Activities
Audit History
Files
Activities
Messages
Connections
Attestations
Business License Declarations
Fee Waivers
Inspections
Shareholder Changes
Shareholders
Submitted Documents
Time Stamp Shots
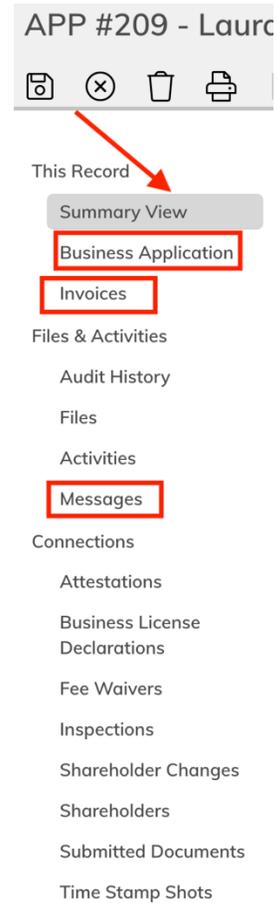
6.

From the "Application Status" menu, using the drop-down arrow change the status from "Submitted" to "Approved"

Application Status ∗

Application Status ∗

Submitted