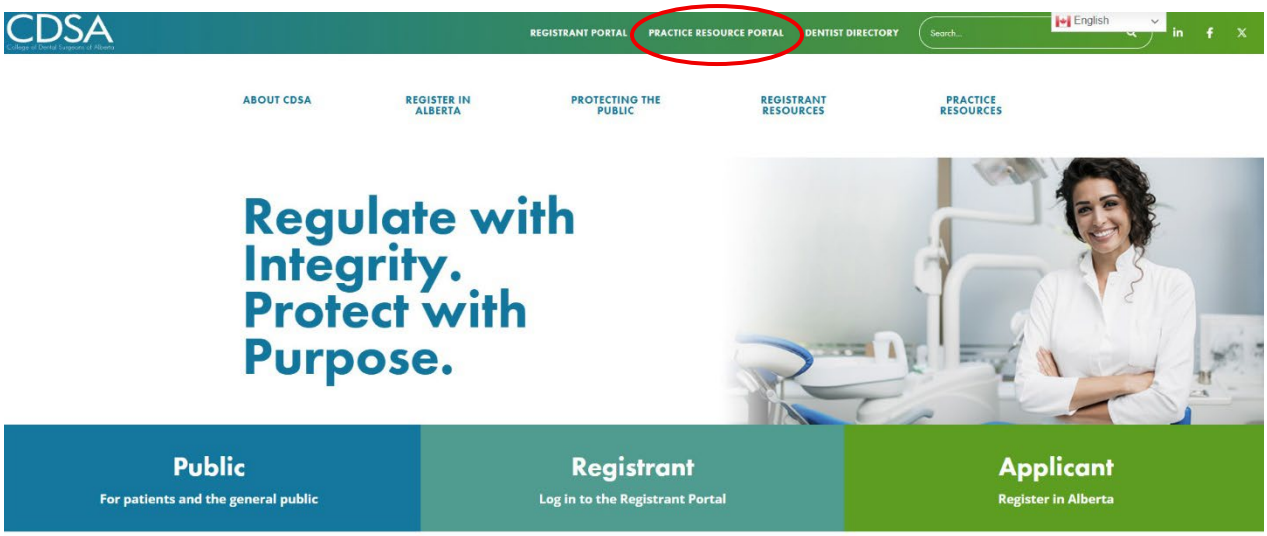
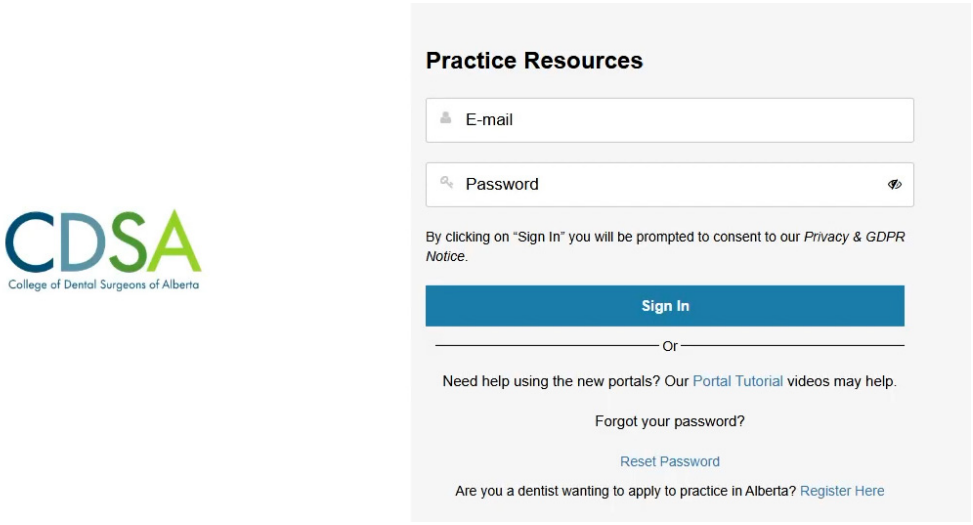
How to Complete Your Radiation Facility Annual Equipment Confirmation

1. To begin, visit the CDSA website. At the top of the website click Practice Resource Portal and login using your log in credentials.



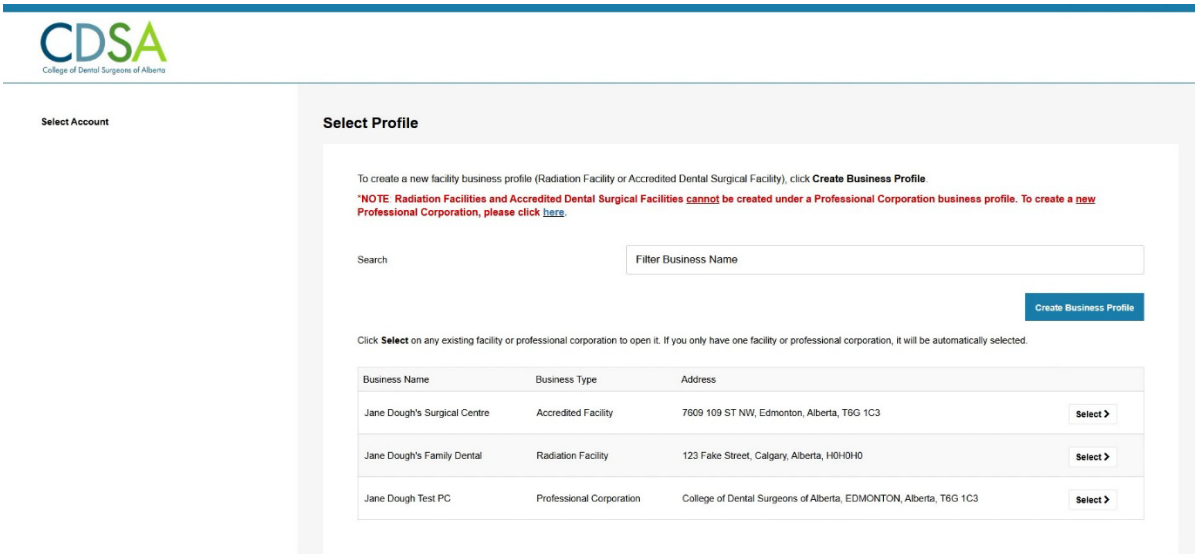


If you are having difficulty logging in, please note:

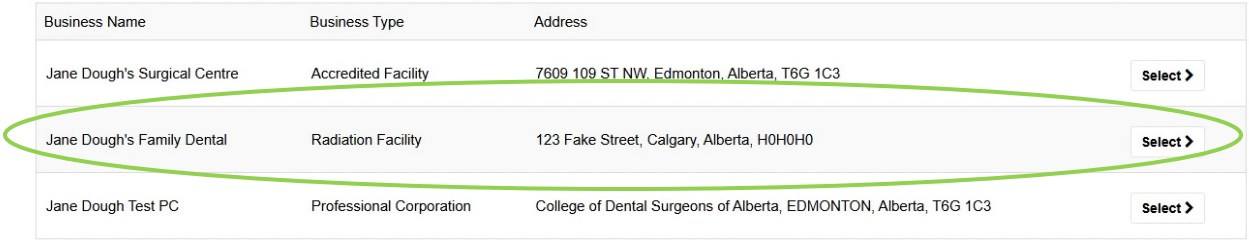
- If you enter your password wrong three (3) times, you will need to click reset password
- If you enter your two-factor authentication wrong three (3) times, you will need to contact the CDSA directly
- If you are still having difficulty logging in, please contact the CDSA

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2. Once logged into the Practice Resource Portal your Professional Corporations, Accredited Facilities, or Radiation Facilities registered under your profile, will all be listed here.

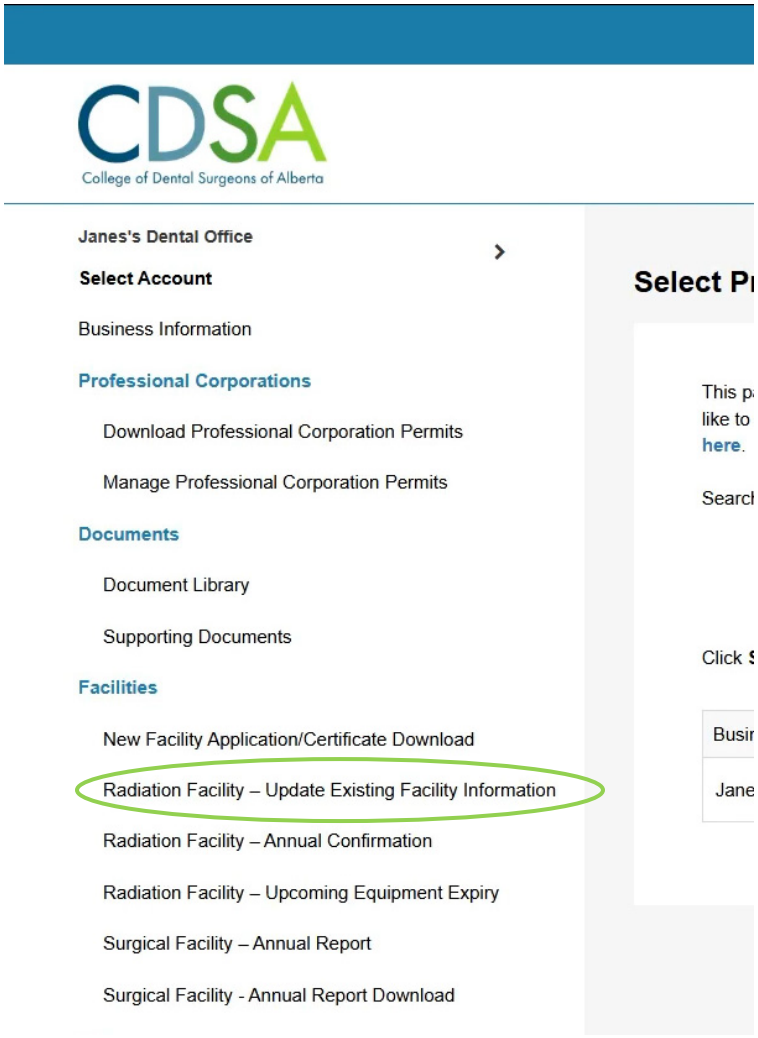


3. Look under Business Type and press 'Select' next to the Radiation Facility you wish to confirm.



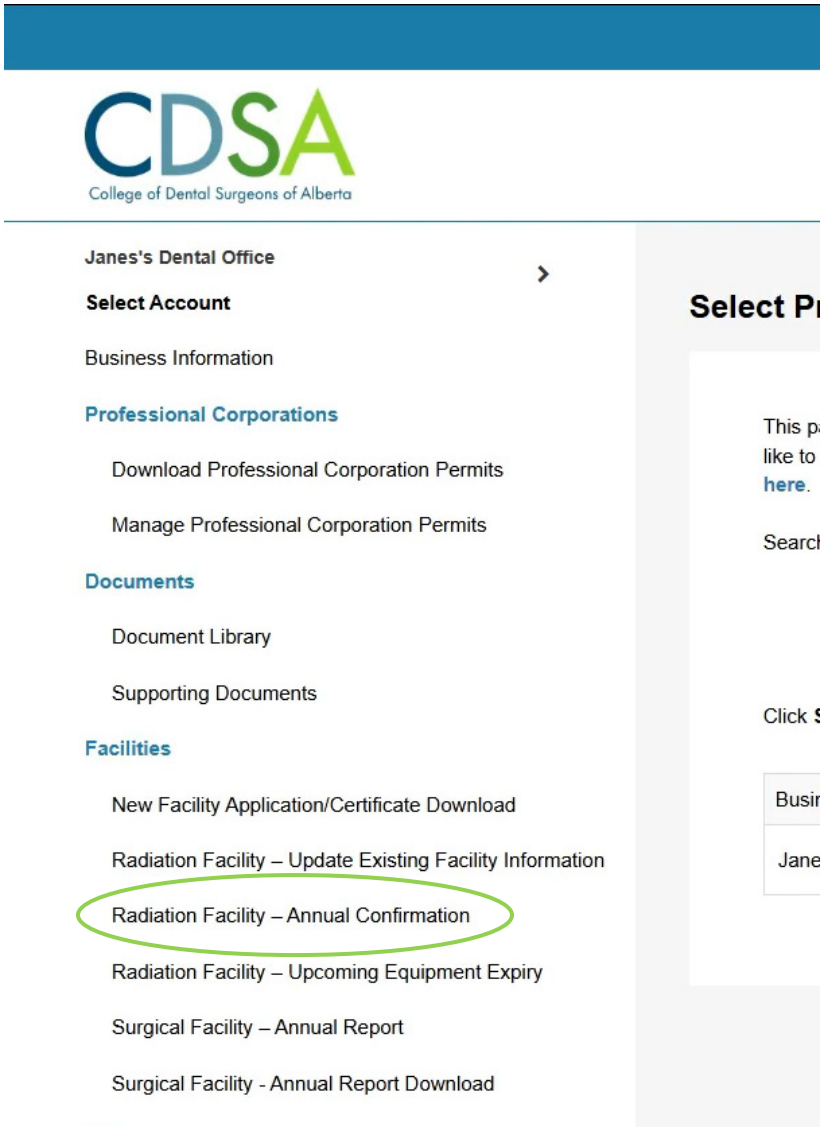
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a. Before you begin your Annual Equipment Confirmation, you are encouraged to visit 'Radiation Facility - Update Existing Facility Information' in the left menu should you need to update any information related to your facility.



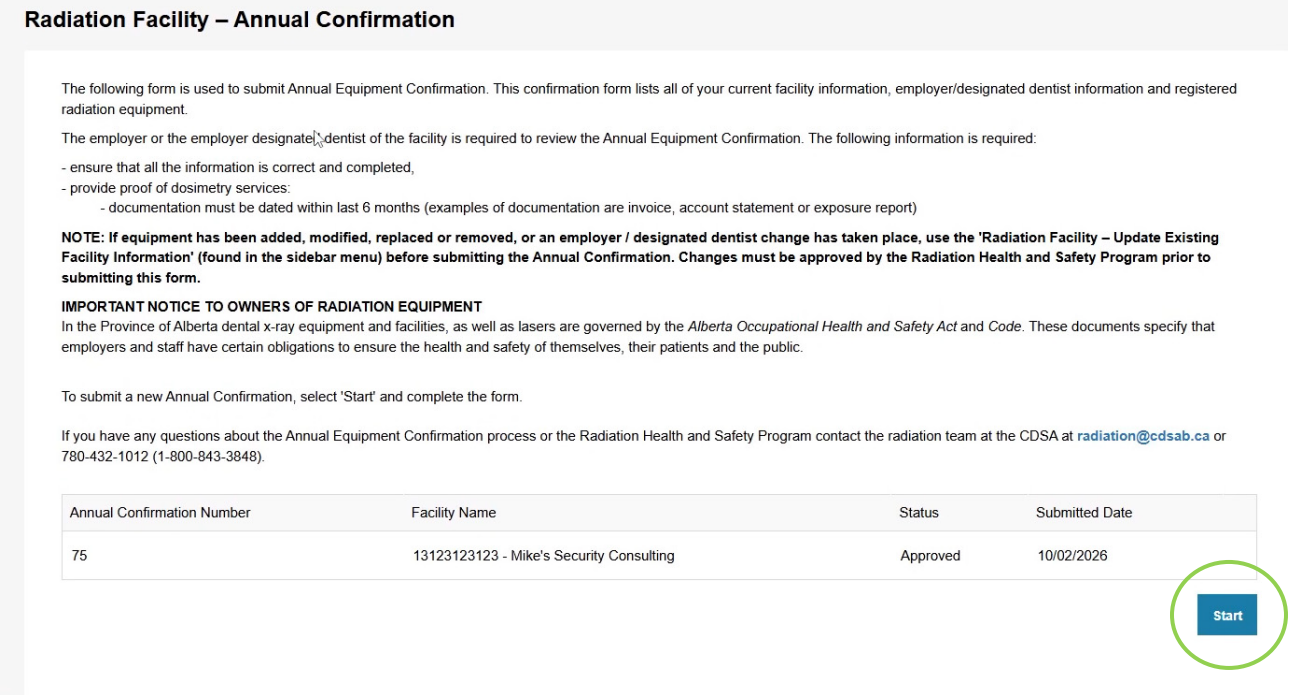
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4. To proceed with your Annual Equipment Confirmation, on the information page for your selected facility, in the left-hand menu under the heading ‘Facilities’, click, ‘Radiation Facility – Annual Confirmation’.

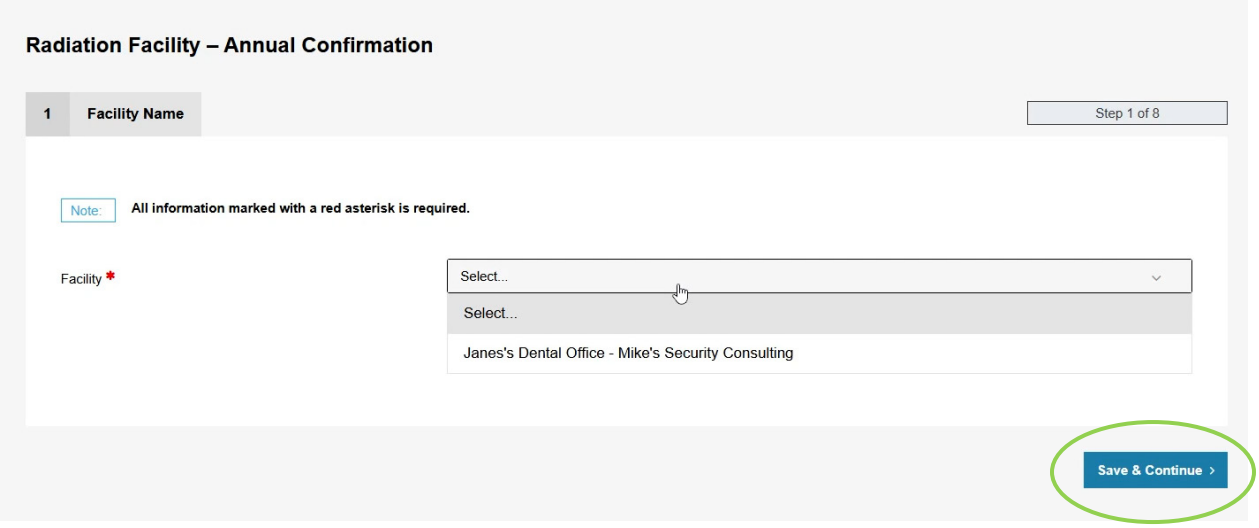


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5. Next, the status of the equipment in your selected facility will be shown. You will see a blue ‘Start’ button as an annual Equipment Confirmation for this facility is required. Click ‘Start’ to begin.



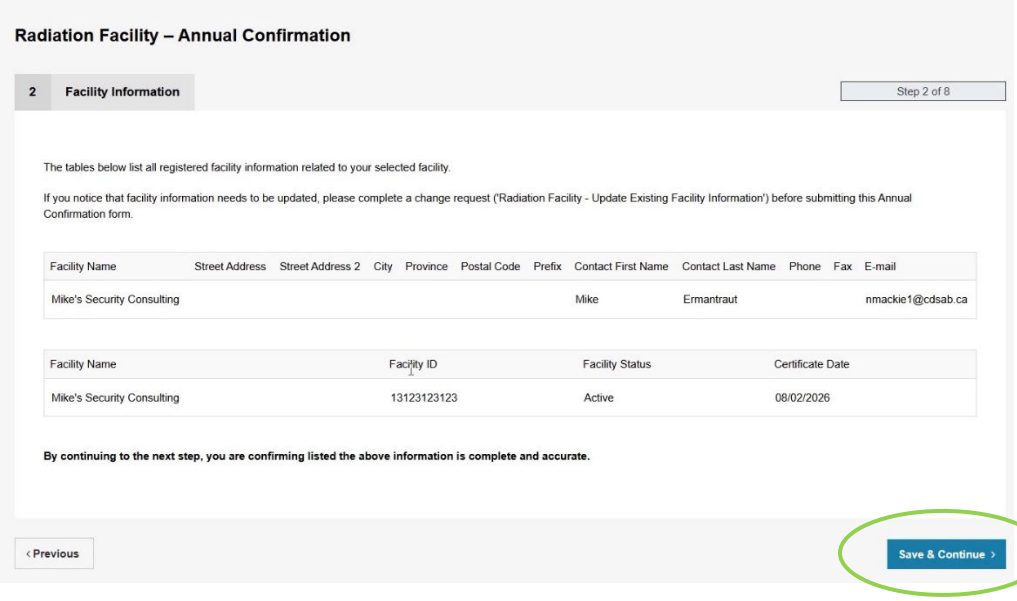
6. From the drop down, select your facility. Click ‘Save & Continue’.



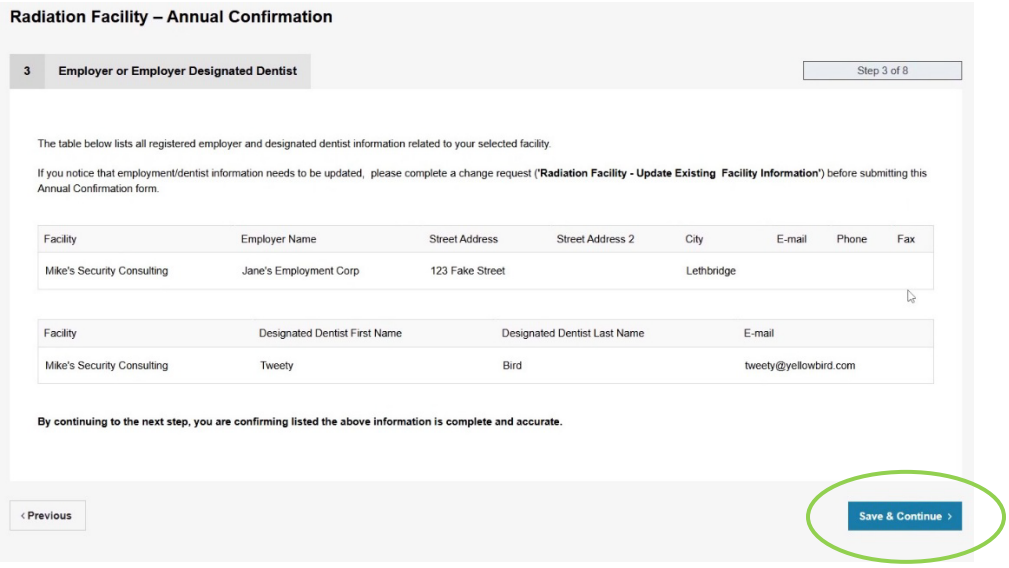
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7. Please note that any time you move onto the next step by clicking ‘Save and Continue’ your entry will be saved. Should you leave the session, you can return later to complete the process.

8. The next page displays details about your selected facility. Ensure this information is correct and click, ‘Save and Continue’.

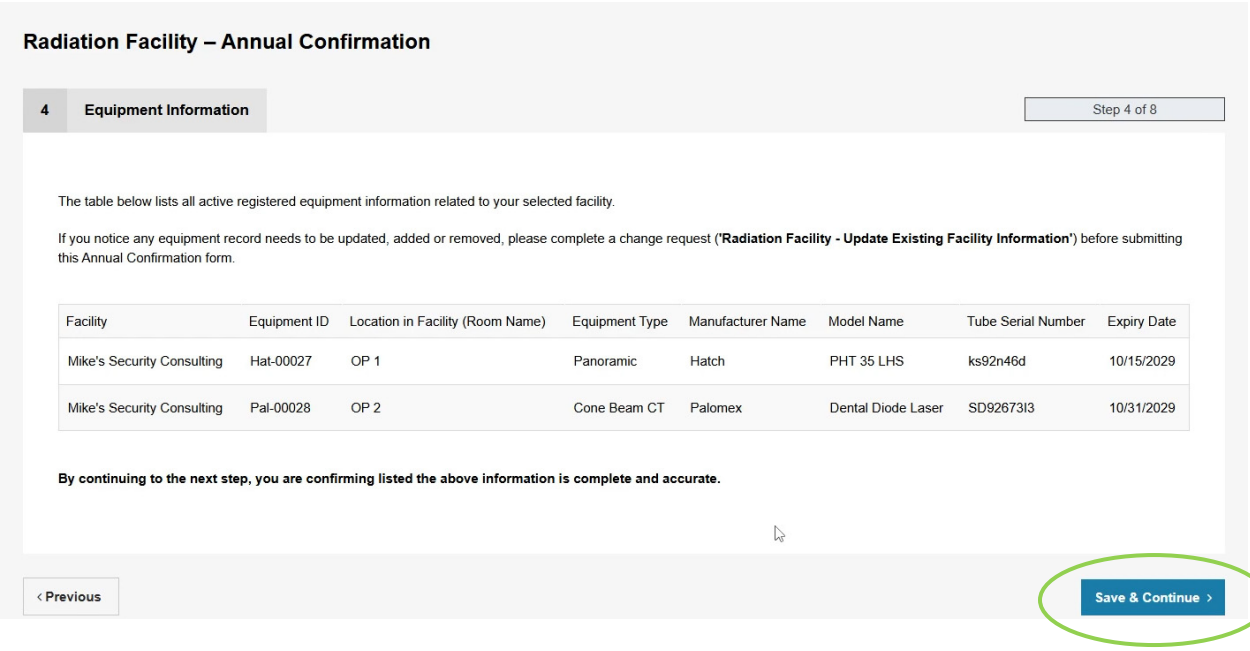


9. Ensure your Employer and Designated Dentist are correct. Click ‘Save and Continue’ to move forward.



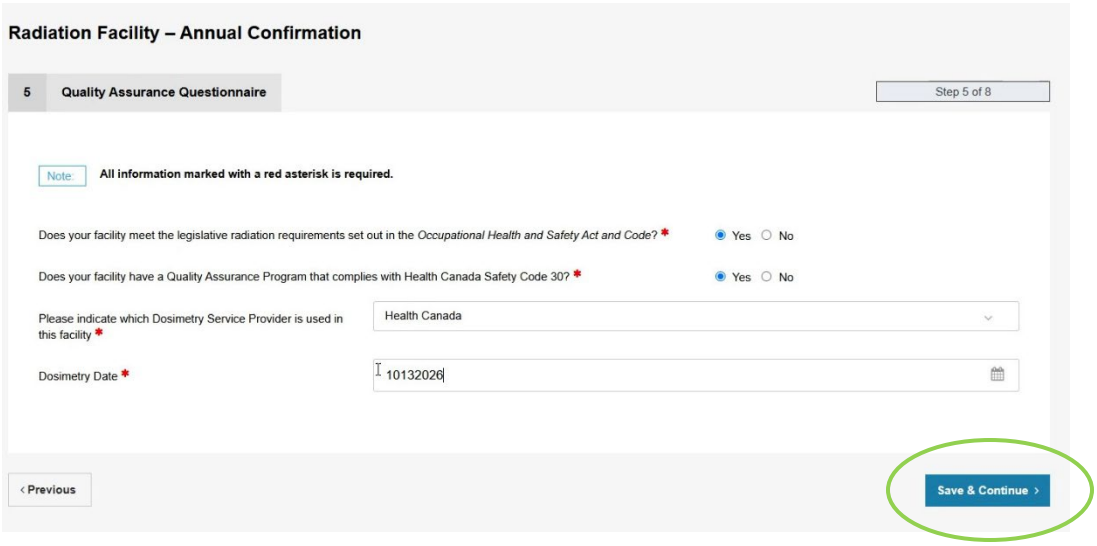
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10. Next, you will confirm that the Radiation Equipment Information is correct. Review the list of all active equipment. Click ‘Save and Continue’ to move forward.



a. Remember, you can always leave this process to make changes to the previous information in the ‘Radiation Facility - Update Existing Facility Information’ section.

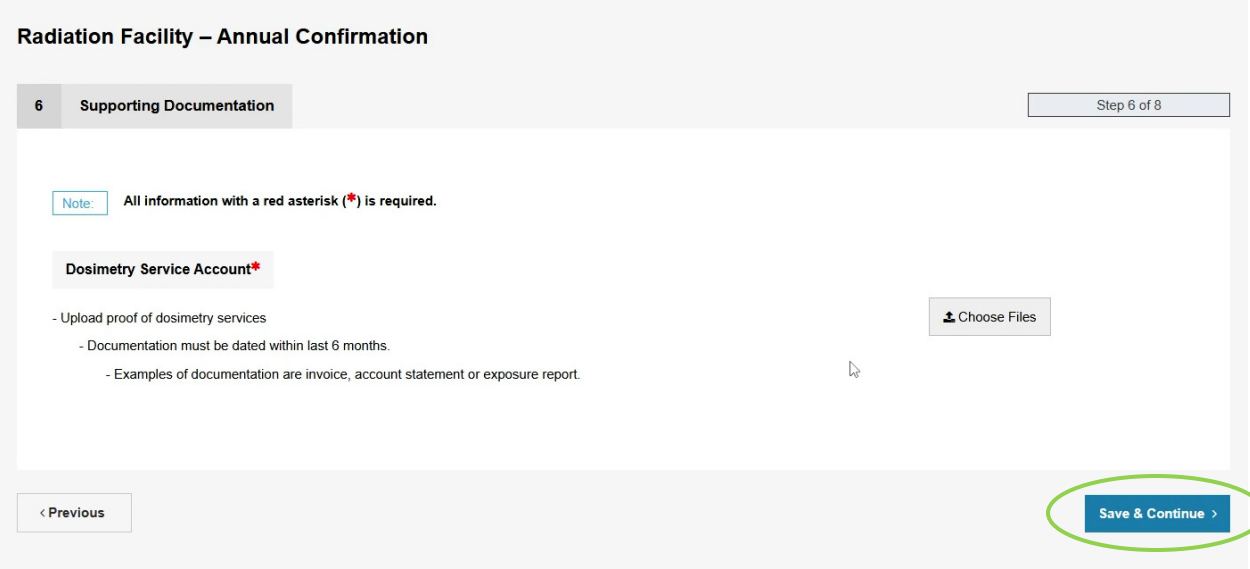
11. Next, you will need to answer a few questions about your facility. Select your Dosimetry Service Provider from the drop-down menu and select the dosimetry date. Once this is complete, click ‘Save and Continue’.



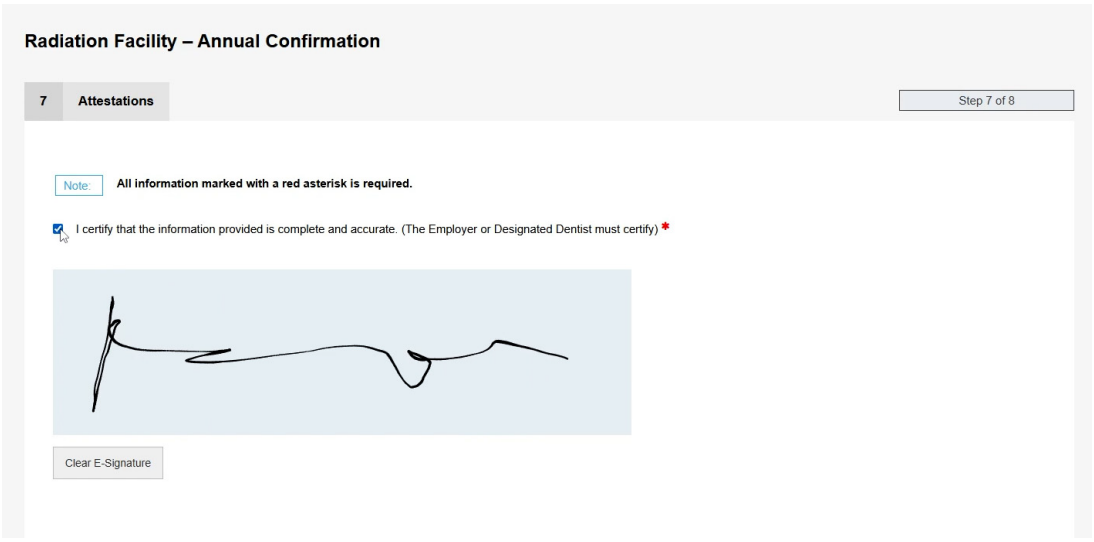
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12. You are required to provide proof of dosimetry services.

    a. Click ‘Choose File’ and upload the documentation. Once uploaded, click ‘Save and Continue’.

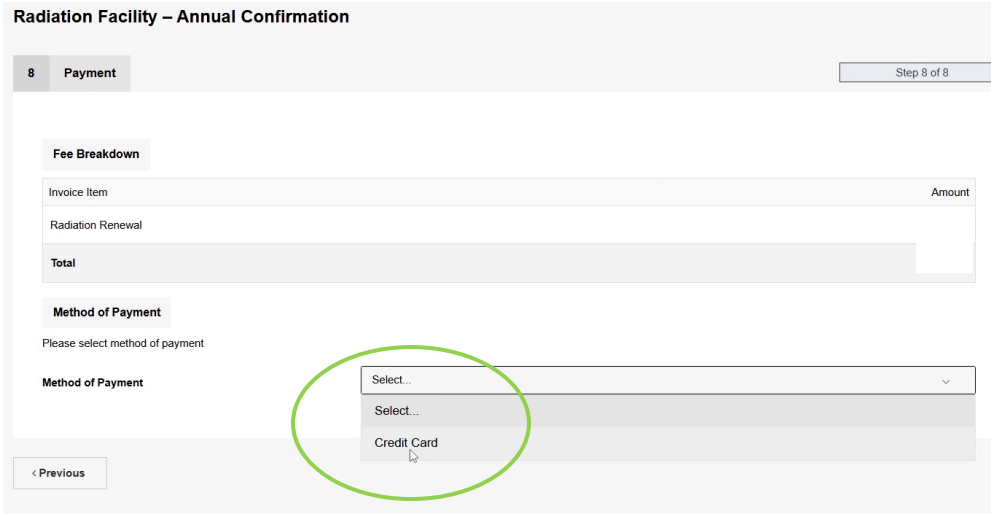


13. You will now need to complete the attestation and sign using the e-signature field. Click ‘Save and Continue’.

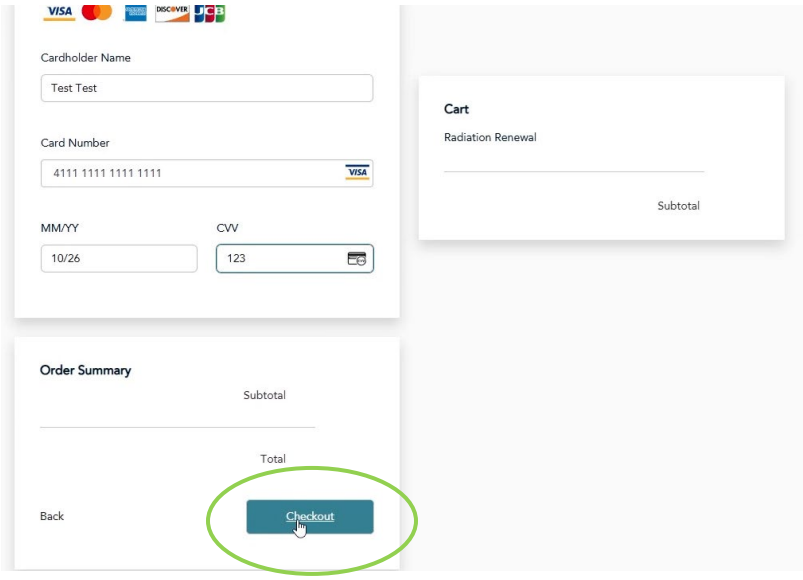


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14. Lastly, payment is required to complete your Annual Equipment Confirmation. The CDSA only accepts credit card payments.



a. Select 'Credit Card' from the Method of Payment dropdown and proceed to the next screen to enter your payment information. Once payment information is entered, click 'Checkout'. The confirmation of your submission will take a moment.



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15. Your Annual Equipment Confirmation is now complete. You will receive an email confirming your submission, at which point it will go under review by the CDSA.



   a. Once the submission has been approved you will be notified by email. All emails confirming and approving updates made within the Practice Resource Portal will come from noreply@thentiacloud.com. If you don't see these emails, please check your junk or spam inboxes prior to contacting the CDSA.

16. If you have additional Radiation Facilities, click 'Select Account' in the left-hand menu to return to your Practice Resource Portal homepage, choose another Radiation Facility and repeat the process.

