

Overview: This document provides instructions for creating or accessing a Free Clinic application.

1. What are the different application types?

There are 3 application types:

- **Initial Deeming** application
- **Redeeming** application
- **Supplemental** application

2. How do I create an Initial Deeming application?

- a. Click the **Organizations** tab.
- b. On the **My Registered Organizations - List** page, click the **Organization Folder** link to view the **Organization Home** page

 **Note:**
If you do not find your Organization Folder, click the **Add Organization to your Portfolio** button.

- c. On the **Organization Home** page, scroll down to Free Clinic, and under **Free Clinic – Requests**, click the **Create Application** link.
- d. Select the **Initial Deeming** option, and click the **Continue** button to create an Initial Deeming application.

3. How do I create a Redeeming application within the Free Clinic Folder?

- a. Click the **Free Clinics** tab.
- b. On the **Free Clinic - Portfolio** page, click the **Free Clinic Folder** link to view the **Free Clinic Home** page.

 **Note:**
If you do not find your Free Clinic Folder, click the **Add Free Clinic to your Portfolio** button.

- c. On the **Free Clinic Home** page, under **Free Clinic – Requests**, click **Create Application** link.
- d. Select the **Redeeming** option, and click the **Continue** button to create a Redeeming application.

4. How many Redeeming applications can be created for a Free Clinic?

- You will *not* be able to create more than one redeeming application for each calendar year.
- If you already have an application in progress (or one under review by HRSA), the system will display an error message, and stop the process.

5. How do I create a Supplemental application within the Free Clinic Folder?

- a. Click the **Free Clinics** tab.
- b. On the **Free Clinic - Portfolio** page, click the **Free Clinic Folder** link to view the **Free Clinic Home** page.

 **Note:**
If you do not find your Free Clinic Folder, click the **Add Free Clinic to your Portfolio** button.

- c. On the **Free Clinic Home** page, under **Free Clinic – Requests**, click the **Create Application** link.
- d. Select the **Supplemental** option, and click the **Continue** button to create a Supplemental application.

6. How many Supplemental applications can be created for a Free Clinic?

You can create more than one Supplemental application for a Free Clinic.

7. How do I edit an existing application?

- a. Click the **Tasks** tab at the top of the **EHBs Home** page.
 - ▶ All the applications and submissions you are currently working on will be displayed here.
- b. Click the **Edit** link in the context menu for the application that you want to edit.

OR

- a. Click the **Tasks** tab at the top of the **EHBs Home** page.
- b. Click the **Free Clinic** link in the left navigation panel.
- c. Choose **Applications** under **Requests**, to load the **Applications Not Completed - List** page.
 - ▶ All existing applications with a status of **In Progress** will be listed.
- d. Click the **Edit** link in the context menu for the application that you want to access.

8. How do I access a submitted application?

- a. Click the **Tasks** tab at the top of the **EHBs Home** page.
- b. Click the **Free Clinic** link in the left navigation panel.
- c. Click the **Applications** link under the **Requests** heading, in the left navigation panel.
- d. Click the **Recently Completed** sub tab or the **All** tab, and search for the application.