

## **CCQAS 2.8 – Coast Guard Quick Guide for Providers Completing and Submitting Your E-Application Follow these steps to complete and submit your E-App:**

1. Upon receipt of an automated CCQAS Task email message advising of a Complete Application task or at the request of the Credentials Manager:
2. Access the CCQAS website: <https://ccqas.csd.disa.mil> and select the **Logon** button.
3. On the Tricare DoD PKE page select the **CAC ACCESS** button and then select the **OK** button on the Choose a digital certificate window. You will still be required to log onto CCQAS with your Username and Password.
4. Enter your **Username** (ALL CAPS) and **Password**. Both values are case sensitive.  
  
Tip: Do not use CAPS Lock key, hold shift key to enter capital letters. Note: If you are logging onto CCQAS with a temporary password you will be prompted to select a new “permanent” password and use it to re-log onto CCQAS.
5. First-time CCQAS users will see a Security Briefing. Review page, select the **Yes, I understand...** radio button and the **Submit** button at the bottom of the page.
6. If your E-application is not displayed, select “My Applications” on the CCQAS menu bar at the top of the screen.
7. Under the Work List tab, select the hidden menu arrow ► and **Open** on the **Complete Application** task.

Be sure to check every section even if it has a “GREEN CHECK” as you are responsible for everything in your E-application.

9. Review all sections of your E-application. You can exit the E-App at any time prior to completion by selecting the **Close** button at the bottom left side of page. Any saved updates will be stored with the E-application.

10. Under Instructions, on the left side of page, select the **Profile/Position** section (2 tabs).

Some sections have more than one tab at the top of the page.

Review information displayed on the **Profile** tab for completeness and accuracy.

Update as necessary and select the **Save** button located under the Profile tab at the top of the page to commit the updates. The **Position** tab will automatically be displayed.

In CCQAS, fields labeled with **red text** are required.

11. If not already on the Position tab, select the **Position** tab at the top of the page.

Select the dropdown menu next to **Provider Category** to review available selections and update as appropriate.

If requesting privileges, select: **Are you requesting privileges at this time? = Yes**

Select **Type of Privileges Requested = Regular**

Select **Type of Appointment Requested = Active**

(If you have never been privileged by the Coast Guard or have had a break in service of 180 days or more, select: **Initial** )

12. Select the **Identification** section

Review information for accuracy.

13. Select the **Contact Information** section (3 tabs – Address, E-mail, and Phone)  
Please make your home address a primary address; otherwise, you will not be able to e-sign after the completion of the e-app. Your Coast Guard clinic address should be a primary address as well.

Review and update each tab with current contact information.

14. Select the **Lic/Cert/Reg** section (3 tabs – State, National, and Unlicensed Info)

Select each summary line displayed on the State tab and review for accuracy.

Select the **National** tab. Select each summary line and review for accuracy.

The **Unlicensed Info** tab is only for unlicensed providers.

15. Select the **DEA/CDS** section (1 tab)

Select each summary line and review for accuracy.

16. Select the **Education/Training** section (3 tabs – Professional Education, ECFMG, and Post Graduate Training)

Select each summary line on the Professional Education tab and review for accuracy.

If you are a foreign medical graduate, select the **ECFMG** tab and review for accuracy.

Select the **Post Graduate Training** tab. Select each summary line and review for accuracy.

17. Select the **Specialty** section (1 tab)

Select each summary line on the Specialty tab and review for accuracy.

18. Select the **Affiliation** section (1 tab)

If Malpractice Insurance = No, enter an appropriate comment. For example, if you are an active duty provider enter: "Not required for active duty providers".

19. Select the **Continuing Education** section (1 tab)

Review and add any recently completed courses not documented.

20. Select the **Contingency Training** section (1 tab)

Select each summary line on the Contingency Training tab and review for accuracy.

21. Select the **Practice History** section (1 tab)

Answer all questions and enter required comment for any "Yes" response.

22. Select the **Health Status** section (1 tab)

Answer all questions and enter required comment for any "Yes" response.

23. Select the **Reference** section

This section is a CCQAS requirement, but not a requirement for Coast Guard privileging renewals. Complete as necessary to move to the next section.

Select **Current Reference = Yes**

24. Select the **Privileges** section (2 tabs – Privilege Category, Privileges)

Check all the **Privilege Categories** that apply and select the **Save** button at the bottom of the page.

If a single Privilege Category was selected, the corresponding privilege list is displayed on the Privileges tab.

If multiple Privilege Categories were selected, use the dropdown menu on the Privileges tab and select a Privilege Category.

Review the individual privileges and select the appropriate delineation for each.

Select the **Save** button at the bottom of the page to commit the changes.

If multiple Privilege Categories, select each **Privilege Category** from the dropdown menu at the top of the page and delineate privileges for any additional privilege lists.

If requesting **supplemental privileges**, please provide supporting documentation for the request; in the form of either training certificate and/or on the job training. If on the job training, please provide a letter stating competency for requested supplemental privilege(s).

25. Select the **Summary Report** section

Review the completed application. If any additions or changes are required, select the appropriate section and update as appropriate.

26. Select the **E-Signature** section

Review the Attestation Statement and E-sign the application by entering your CCQAS **Password** and selecting the **I Agree** button at the bottom of the page. (Remember to have both your home address and your local business address as primary addresses)

Once completed, CCQAS will automatically forward your E-application to the Credentials Manager for review.

27. Select **Logoff** at the top right side of page to exit.