

Additional steps for on-site screeners

In the ELICI Follow-up Question section, complete the following steps prior to the final upload.

2 of 14		Follow-up Questions (Internal Staff Only)						
-	Secretary of State business name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
-	Secretary of State provider address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
-	Secretary of State record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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-	Website enrollment records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
-	Website display	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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1. Search the Secretary of State (SOS) website for this provider name at <https://mbisportal.sos.mn.gov/Business/Search> and answer the three questions in the Follow-up Questions section using the instructions in the green box.
 - a. Business name match the SOS?
 - b. Provider address match?
 - c. Active in SOS?

Make detailed notes of anything unique discovered for each question.

2. Using the response you collected during the on-site screening if they have an accessible website, go to that website and answer the two website questions in the Follow-up Questions section.
 - a. Does the address and phone number on the website align with the information on the provider profile screen?
 - b. Does the website appear normal?

Make detailed notes of anything unique discovered for each question. Unflag the question Accessible website in the Business Questions after it is reviewed.

If this completes your checklist, upload, email your supervisor that you are done, email your photos and documents, and remove the checklist from your device.