

Guide to Accessing the Application Packet from the CDPH Website

Background

The Centralized Applications Branch (CAB) provides users with a blank Application Packet that can be accessed from the California Department of Public Health (CDPH) website. Some browsers such as Google Chrome blocks its user from accessing the PDF Application Packet. You can either open the PDF directly by using Internet Explorer, or you can follow the instructions below to download the PDF file prior to opening it.

The following provides steps on how to download the PDF and open the file in Adobe or visit [Configure browser to use the Adobe PDF plug-in to open online PDF files](#) website for more information.


Purpose

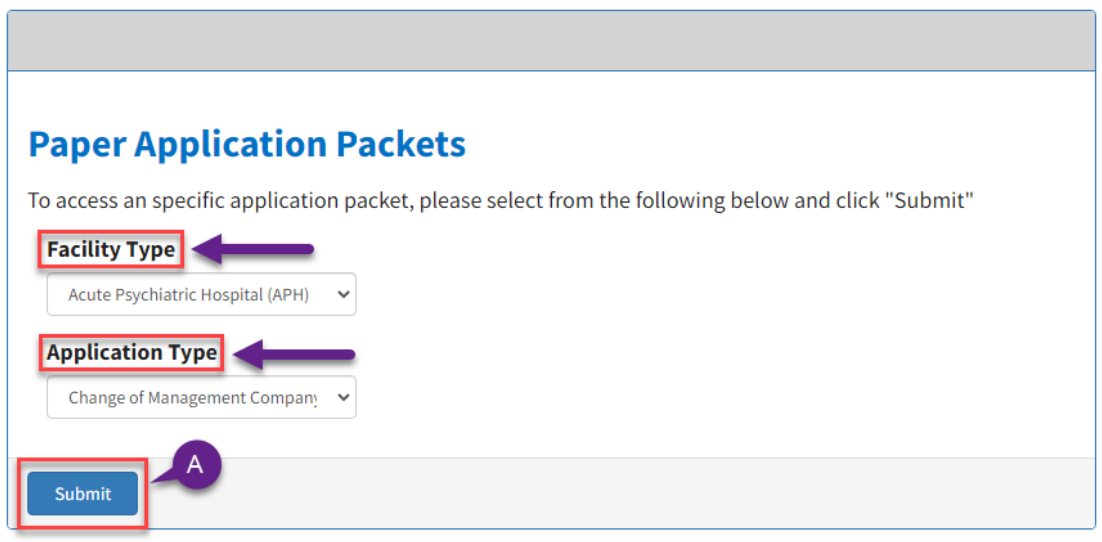
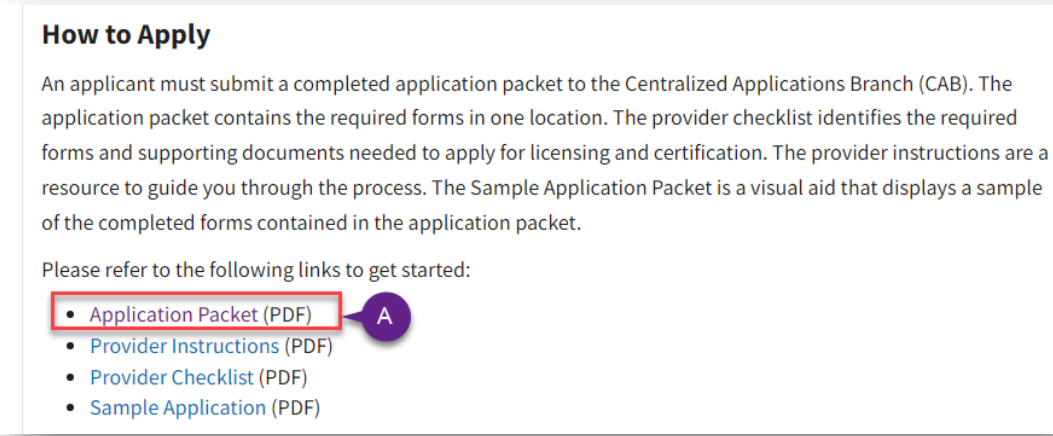
To establish a process for users to follow when accessing the Application Packet on the CDPH website.

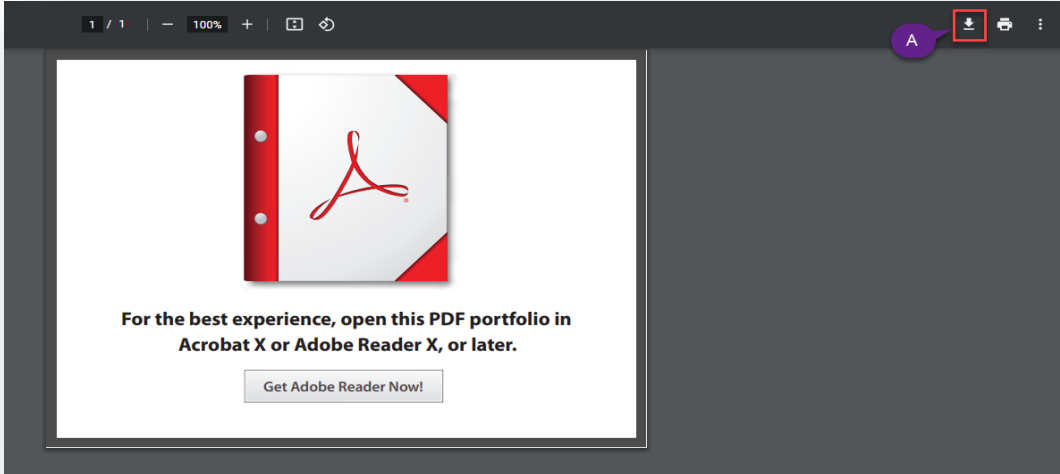
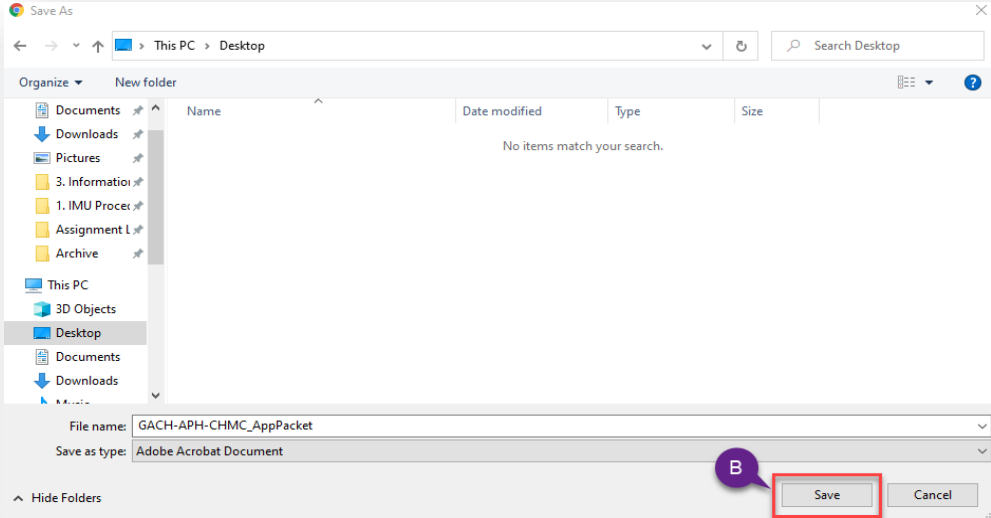
Accessing PDF Application Packet

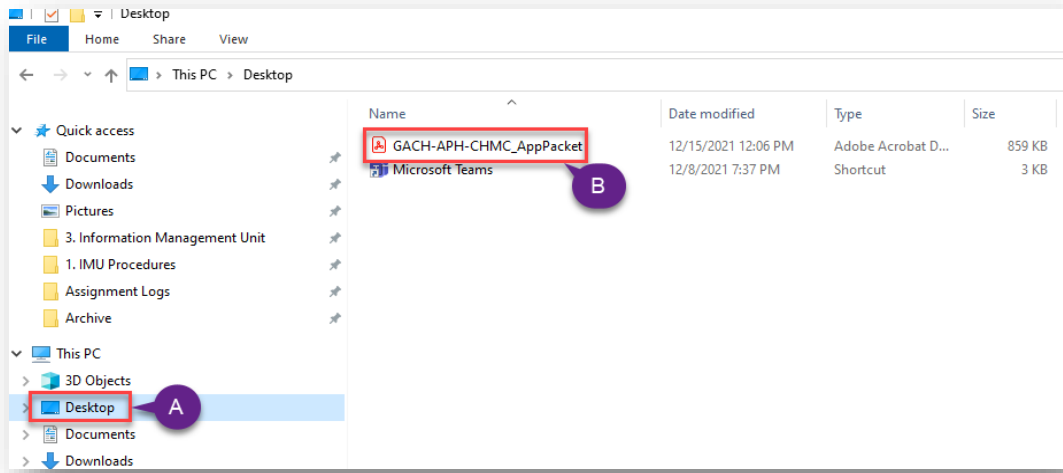
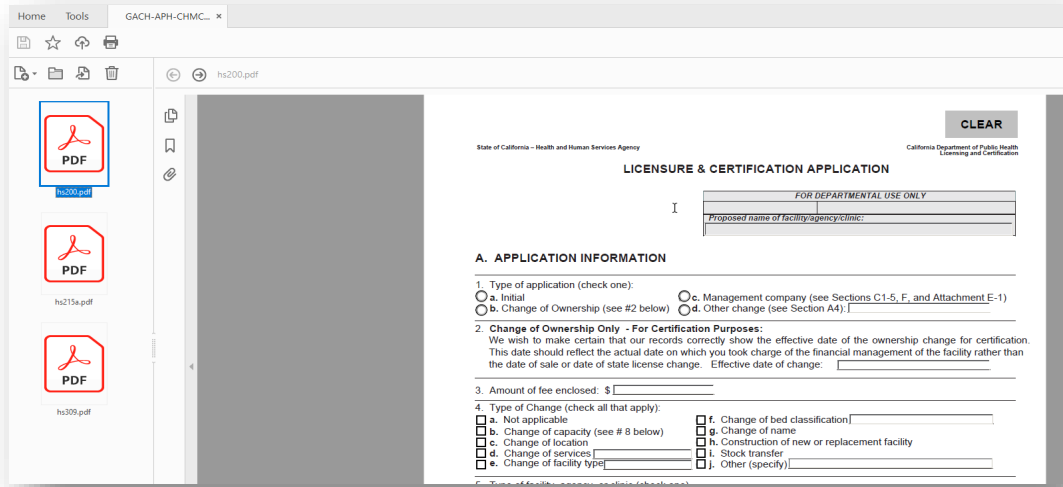
To view the PDF file the user will need to open the file directly in Adobe PDF.

Users will complete the following steps:

Step	Actions
1	<p>On the Licensing and Certification page:</p> <p>A. Navigate to the Paper Applications Packets at the bottom of the page.</p> 

Step	Actions
2	<p>Select the Facility Type and Application Type.</p> <p>A. Select Submit</p> 
3	<p>On the Licensing and Certification, Application Packet page, navigate to How to Apply:</p> <p>A. Select Application Packet.</p> 

Step	Actions
4	<p data-bbox="310 296 1122 331">Download PDF and save it to desktop or desired location.</p> <p data-bbox="355 348 651 384">A. Select download.</p>  <p data-bbox="355 993 586 1029">B. Select Save.</p>  <p data-bbox="404 1648 1430 1717"><i>Note: The PDF file can be saved to the file of choice. In this example, the PDF will be saved to Desktop.</i></p>

Step	Actions
5	<p>Navigate to the Computer Folder.</p> <p>A. Select Desktop folder.</p> <p>B. Select the saved Application Packet.</p>  <p>C. The PDF will now open in Adobe.</p> 
6	For additional information, visit Plug-In Configuration website
7	End of Process.

