



How to upload your DOH

For RENEWing Members

Choice 1 – Photograph of License

- Take a photo of your RN license that clearly shows your name, Certificate number, and expiration date.
- Save the photo onto the same device (computer) that you will use to access the website.
- Go to www.ricsnta.org
- Enter your RN license number (DOH#) and your password to log in.
- After logging-in, when the computer says “Welcome _____”, click just below that on “Edit Profile”
- You are welcome to update the information in your profile. Scroll down until you get to the box where you enter your DOH#
- Immediately after the DOH# is a link to “upload” a copy of your certificate. Click on the up-load link and go to the location on your computer where you saved the photo of your license.
- Click on your photo and click on upload.
- Finish editing your profile (if needed)
- Scroll to the bottom and click on “Update Profile.”

Choice 2 – Scan of your License

- Scan your RN license that clearly shows your name, Certificate number, and expiration date.
- Save the scan onto the same device (computer) that you will use to access the website.
- Go to www.ricsnta.org
- Enter your RN license number (DOH#) and your password to log in.
- After logging-in, when the computer says “Welcome _____”, click just below that on “Edit Profile”
- You are welcome to update the information in your profile. Scroll down until you get to the box where you enter your DOH#
- Immediately after the DOH# is a link to “upload” a copy of your certificate. Click on the up-load link and go to the location on your computer where you saved the scan of your license.
- Click on your scanned document and click on upload.
- Finish editing your profile (if needed)
- Scroll to the bottom and click on “Update Profile.”

(New Members Instructions on Pg 2)

For NEW Members

Choice 1 – Photograph of License

- Take a photo of your RN license that clearly shows your name, Certificate number, and expiration date.
- Save the photo onto the same device (computer) that you will use to access the website.
- Go to www.ricsnta.org
- Click on Join or Renew Membership Here - red stethoscope
- Fill in all of the requested information
- As you scroll down you will come to a box where you enter your DOH#
- Immediately after the DOH# is a link to “upload” a copy of your certificate. Click on the up-load link and go to the location on your computer where you saved the photo of your license.
- Click on your photo and click on upload.
- Finish editing your profile (if needed)
- Scroll to the bottom and click on “Update Profile.”

Choice 2 – Scan of your License

- Scan your RN license that clearly shows your name, Certificate number, and expiration date.
- Save the scan onto the same device (computer) that you will use to access the website.
- Go to www.ricsnta.org
- Click on Join or Renew Membership Here – red stethoscope
- Fill in all of the requested information
- As you scroll down you will come to a box where you enter your DOH#
- Immediately after the DOH# is a link to “upload” a copy of your certificate. Click on the up-load link and go to the location on your computer where you saved the scan of your license.
- Click on your scanned document and click on upload.
- Finish editing your profile (if needed)
- Scroll to the bottom and click on “Update Profile.”