





## SARA Quick Reference


### Login/Logout of SARA

1. Type URL: **https://sara.osse.dc.gov**
2. Click the **Application** tab
3. Enter username and password; then click 
4. To logout of SARA, click  in the upper right corner of the page.

### Viewing Provider Information

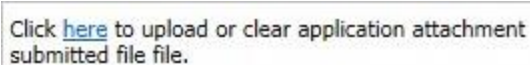
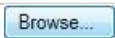
1. Click your **Provider Name**. For Example, **TESTPROVIDER1**
2. Validate provider information.
3. Review the **Action** Buttons.
  - a. **Validate** – ensures all required documents have been attached.  
*NOTE: the logic in SARA will determine if all required documents have been uploaded and will replace the **Validate** button with a **Submit** button used to send the application to the monitor.*
  - b. **Cancel** – close the information window

### Online Affirmations



1. Click on the **Affirmation Type**
2. Click the hyperlink to review the affirmation.
3. Close the affirmation window using 
4. Click the **I Accept** checkbox; and then click **OK**.

### Provider Attachments

#### Upload

1. Look for CDC or CDH required documents.
2. Click the document name to upload
3. Click the **Provider Service Form** **here** link.  

4. Click the **Browse** button 

### Downloading Forms and Documents

1. Click the SARA Forms and Documents page link.  

2. Click the document download link.  

3. Click **Save As** and save the document to the local drive using the format **provider\_FYXX\_document** i.e. **Name\_FYXX\_providerserviceform**.
4. Click **OK** or **SAVE** to save the file.

### Filling Out Downloaded Forms

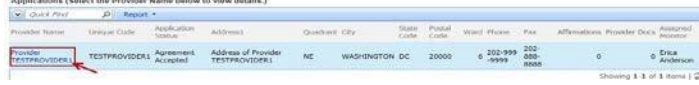
1. Launch **Adobe Reader**.
2. Open the downloaded form.
3. Click then type in the blue highlighted areas of the form.

Name:  Sex  Male  Female

Date of Birth:  Telephone No.:

4. Click on the appropriate check boxes.
5. Save the form to your local drive.
6. Upload the form following the instructions in **Provider**

### Submitting the Application

1. Click on the **Provider Name** in the summary line.  

2. If the **Validate** button is showing, click it to find out which SARA documents still need to be uploaded.
  - a. Upload remaining documents.
  - b. **Submit** the application (see step 3 below).
3. If the **Submit** button is showing, click it to submit your application.
  - a. Add a note (optional).
  - b. Click the **Accept** button.

### Adding Supplemental Documents


5. Select a file from your local drive and click **Open**.
6. Click **OK** to save the file to SARA.

#### **Overwrite Upload**


7. Follow steps 1 thru 6 above.

#### **Clear**

8. Follow steps 1 and 3 above.

Click the **Clear** button .

#### **Viewing Uploaded Attachments**

1. Click the download button twice.
2. Click the  to close the document view.

*Note: you may need to respond the system prompt if opening a Word document. PDF documents open immediately.*

**IMPORTANT!** The SARA supplemental documents area will not be available until the agreement status is Supervisor Approved.

**Document Statuses:** Draft, Submitted, Monitor Reviewed, Supervisor Approved, Agreement Accepted.

**OSSE Call Center: 202-719-6500**