Printing a Notification of Adoption Approval

To print a notification of adoption approval, complete the following steps:

1. On the SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Directory** tab. The **Provider Profile Search Criteria** screen appears.
3. Enter filter criteria in the fields, such as the Provider ID.
4. Click the **Search** button.

The results appear in the **Provider Profile Search Results** section of the screen.

5. Click the **Edit** link in the appropriate row.

The **Provider Overview** screen appears.

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6. Click the **Approval/Certification** link in the **Navigation** menu.
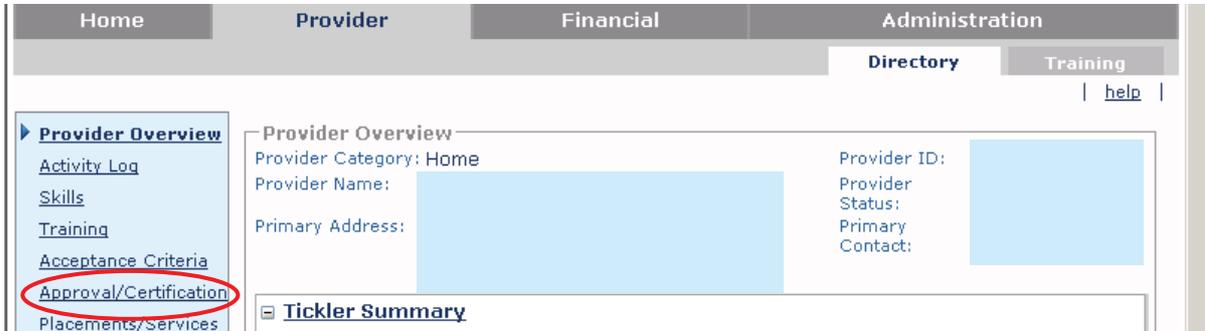
The **Maintain Approval / Certification Recommendations** screen appears.

7. Click the **Report** link in the appropriate row.
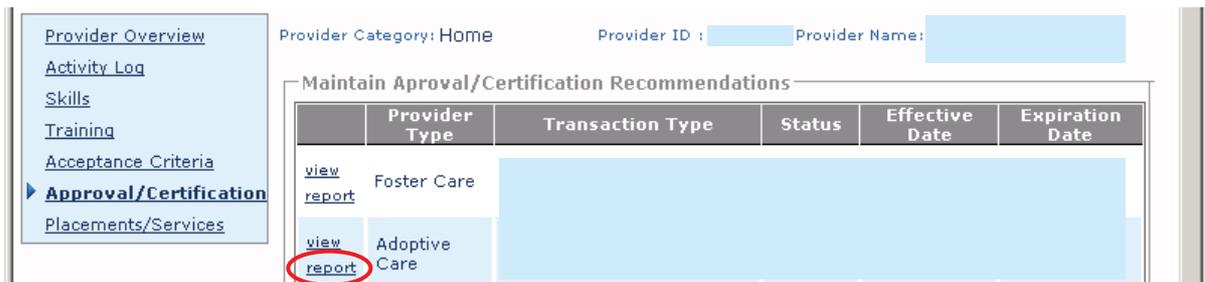
The **Available Documents** screen appears.

8. In the **Generate Document** field, select **Notification of Adoption Approval** from the drop-down list.
9. Click the **Select** button.

The **Document Details** screen appears.

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10. Click the **Generate Report** button.

The following message appears showing that your report is being created:
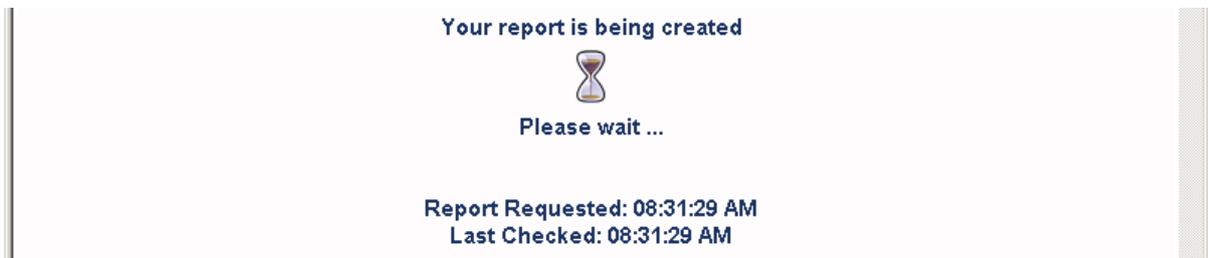
The report appears as a pdf file as shown in this example:

11. To save the report, click the **Save** button at the bottom of the screen.

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