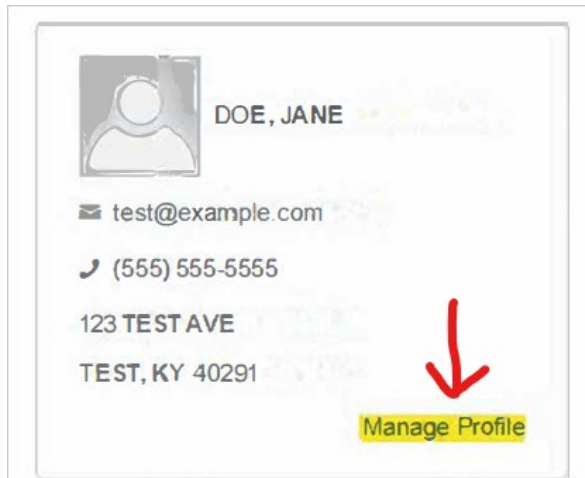


Licensed Nurse Address Changes (RN/LPN/APRN/SANE)

Once you are logged into your Nurse Portal Account Dashboard, you can update your email, address and primary state of residence by clicking on [Manage Profile](#) under your information on the top left of your screen.



You can change your email on this first screen, My Sign-in and Contact information or click Demographics Update on the left to update your primary state of residence, address and/or phone number.



Note You will not be able to update your name on this screen. That is a separate process.*

You will be required to declare your primary state of residence and upload a current proof of legal residency document. Please verify that the document you are uploading matches the information you provide us.

To be eligible for a Kentucky multistate license (RN/LPN), you must declare Kentucky as your primary state of residence and have your current legal residency documents in Kentucky.

Upload one of the following:

- Valid Driver's License
- State-issued ID Card
- REAL ID
- Voter Registration
- Vehicle Registration

Declaration of Primary State of Residence

"Primary State of Residence" is defined as the state of a person's declared fixed permanent and principal home for legal purposes; domicile.

- I am declaring Kentucky as my Primary State of residence in compliance with the above Primary State of Residence Definition.

By declaring this option, I understand that I will receive a Kentucky Compact License if I meet all the Uniform Licensure Requirements, or I will receive a Kentucky single state license if I do not.

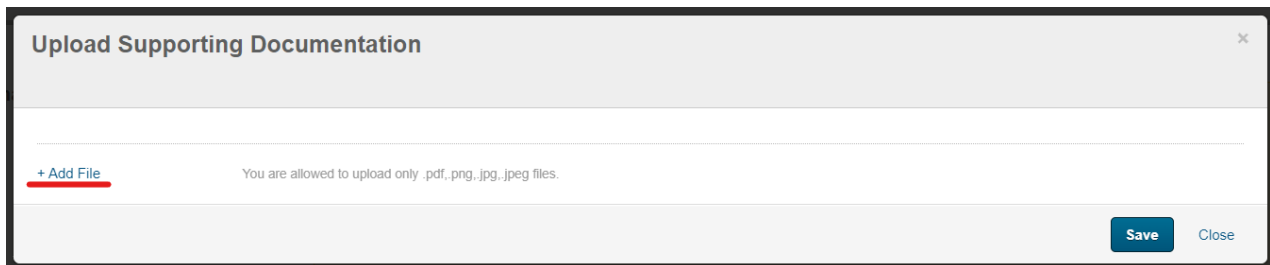
Supporting Documents (required):

[Upload](#)



Click Upload, + Add file and title your document. You can upload multiple documents. Click Save when your file has been uploaded and named.

Note* Word files are not accepted. You are allowed to upload only .pdf,.png,.jpg,.jpeg files.



Scroll down to verify your Residential Address. If you need to change your address, click +Change Address on the right.

Address

[+ Change Address](#)

Residential

Country (required)

This is my mailing address

UNITED STATES

Street Line 1 (required)

This will open those fields and allow you to change your address information. You can now have separate Residential and Mailing addresses. Uncheck the 'This is my mailing address' box to add a different mailing address.

Next, verify your phone number. You can choose Cell, Home or Work and add multiple phone numbers.

Phone Number
(required)

Phone Type (required)

Phone Number (required)


[+Add PhoneNumber](#)

Click Save and Return to Dashboard at the bottom of the page.

Save and Return to Dashboard

Back on your Nurse Portal Dashboard, you should see the correct address and a new message in your Message Center Inbox letting you know you have submitted your Primary state of residence change/update. If we need anything further from you, we will send you a message here so please **check your Nurse Portal Message Center regularly.**

Message Center

 **Inbox (1)** 1 new