

How to begin a Family PACT application for **Provider Types 35 and 41** with a pending Medi-Cal Fee-for-Service application

1. Log in or create a user profile by following the PAVE sign up process found [here](#).
2. After logging in or creating a user profile, enter the entity's NPI number, and click Verify.

The screenshot shows the PAVE Portal interface. At the top, there is a navigation bar with the CA.GOV logo, 'PAVE PORTAL', and the DHCS logo. To the right of the logo are icons for messages, notifications, and a user profile. Below the navigation bar are menu items: 'My Messages', 'Applications', 'Accounts', 'My Tools', 'Help', and 'What's New!'. The main content area is a light blue box containing a white card titled 'Create your PAVE Profile'. The card has a sub-header: 'A PAVE Profile is a workspace for groups or individual providers where applications and accounts are created.' Below this is a form field for 'NPI Number' with a 'Verify' button. A red border highlights the 'NPI Number' field and the 'Verify' button. Below the field is a checkbox labeled 'I don't have an NPI number'. At the bottom of the card, there is a link: 'Not sure which NPI number to use? View the PAVE Profile Setup Guide'.

3. Enter your PAVE profile name. Tip: Use the service site name.

The screenshot shows a notification box with a user profile icon on the left. The notification text reads: 'Thank you! It looks like your organization is new to PAVE. Enter the PAVE Profile name that represents your organization, [Create PAVE Profile](#)'. Below the notification is a form field for 'PAVE Profile Name' with the text 'ABC Community Clinic' entered. A red border highlights the 'PAVE Profile Name' field.

4. PAVE will ask if you have a Medi-Cal Fee-for-Service application in progress with CDPH.
 - No – The user may continue creating the PAVE profile but won't be able to submit an application.
 - Yes – Choose the entity's provider type (RHC/FQHC or Community Clinic) and click Create my PAVE Profile

The screenshot shows a question: 'Do you have an application in progress with California Department of Public Health?' with radio buttons for 'Yes' (selected) and 'No'. Below the question are two buttons: 'Rural Health Clinic/FQHC' and 'Community Clinic'. A red border highlights both buttons. At the bottom right, there is a blue button with a white arrow and the text 'Create my PAVE Profile', also highlighted with a red border.

5. A PAVE Profile has been successfully created. Click the Accounts tab to start the application process.



6. Click on Enroll in Family PACT, then Continue.

