

HOW TO COMPLETE A CHANGE OF OWNERSHIP (CHOW) IN ePREP

Groups should use these instructions to complete a change of ownership (CHOW) application in ePREP. ePREP users should only select the CHOW application type when the organization/facility/group is changing their Tax ID. If the ePREP user is simply adding/replacing a new managing employee, owners with control interest, and or/agents (MOCAs), please consult the following instructions:

[Group Applications: Share & Send Functionalities for e-Signature Requirements with MOCAs](#)

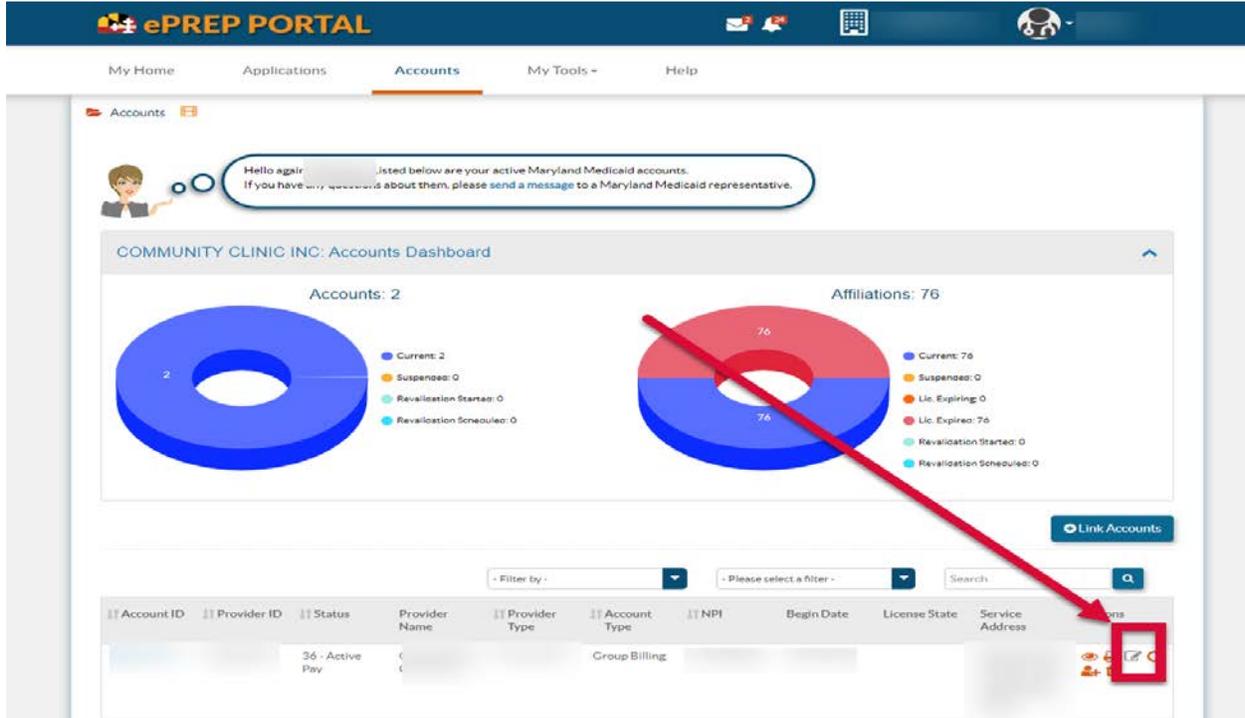
***NOTE:** These instructions apply to providers that have already logged into ePREP. Please refer to the Getting Started, ePREP Sign Up Instructions for more detailed instructions on how to sign up and log into ePREP.

STEP 1: To properly generate the CHOW application, log into ePREP with a User Profile with access and rights to the Business Profile under which the CHOW resides.

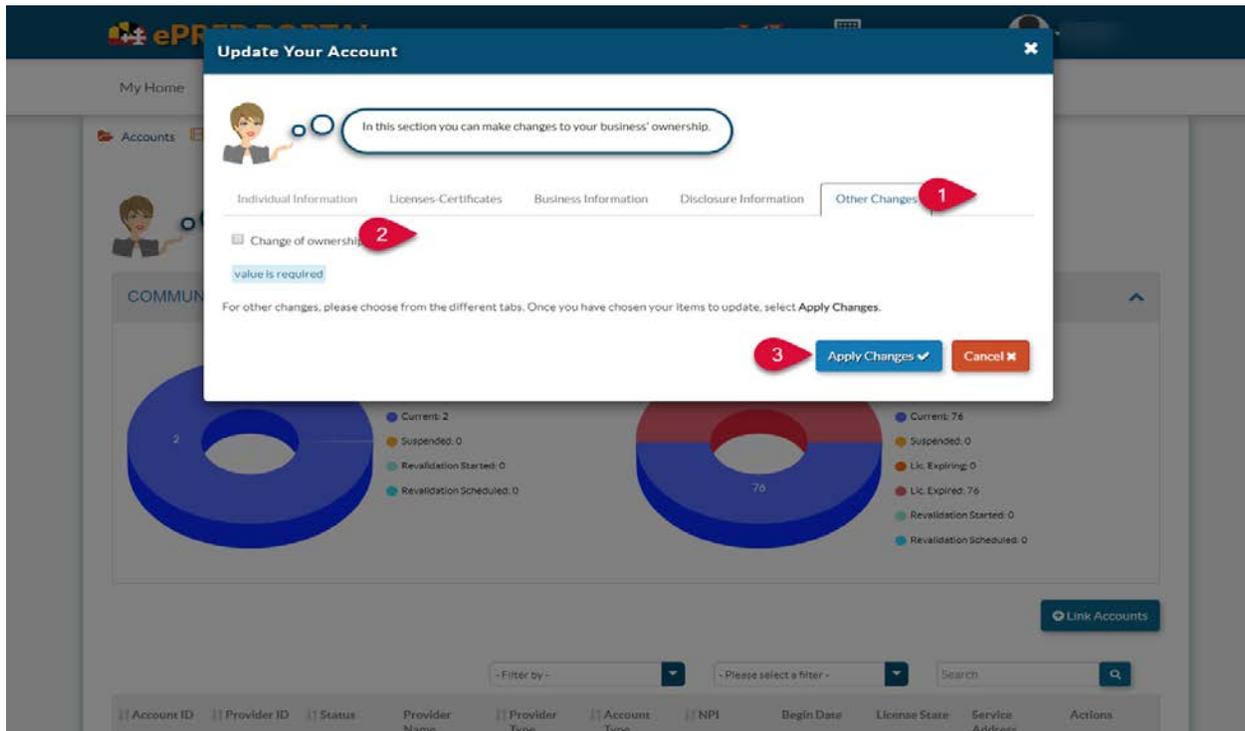
STEP 2: From the Landing Page, select the “Accounts” tab or the “My Accounts” icon.



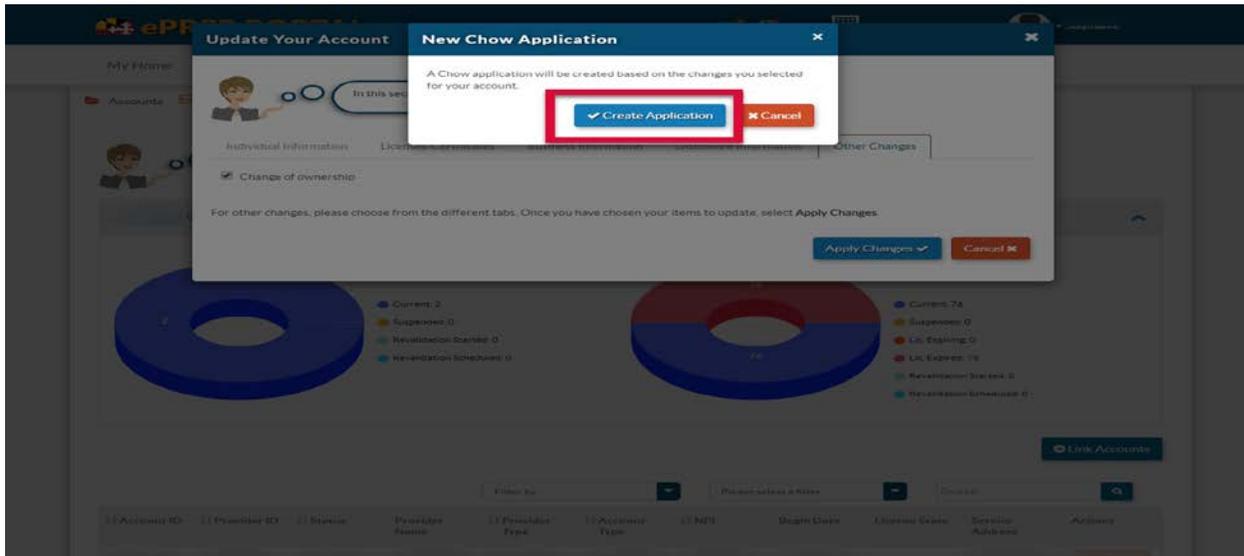
STEP 3: Within the Accounts Page select the “Update Your Account” icon.



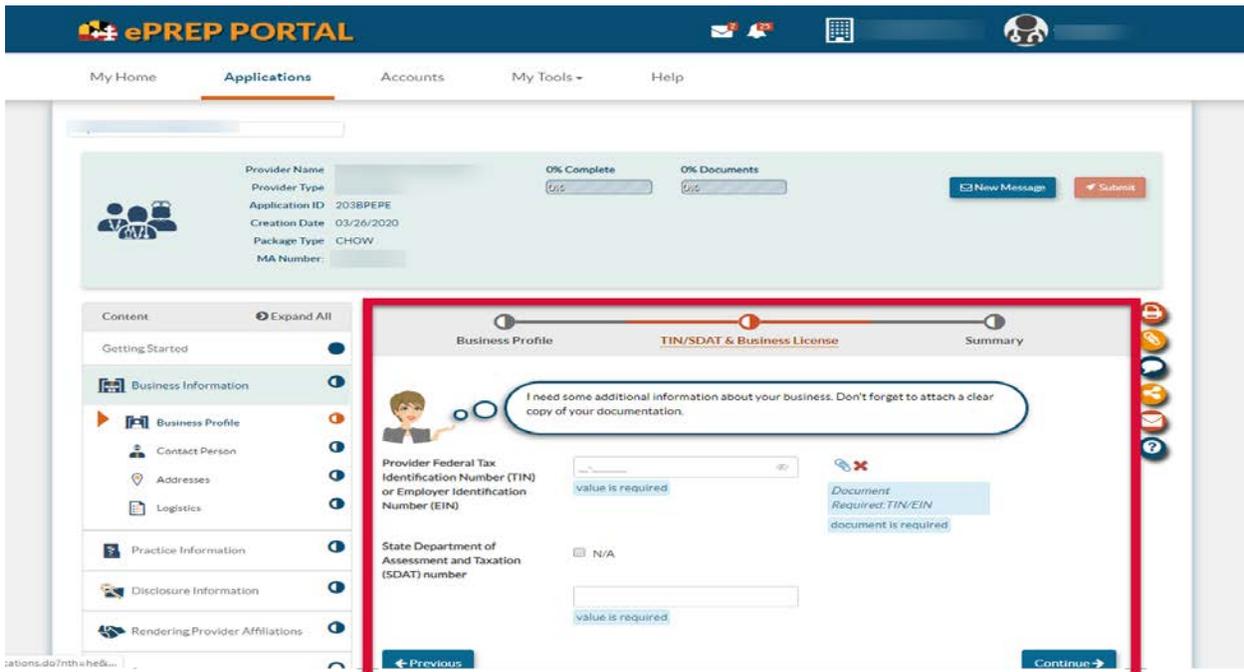
STEP 4: Once you select the icon, a pop-up appears. Within the pop up select: 1) the “Other Changes” tab, 2) the “Change of ownership” radio button, and 3) the “Apply Changes” button.



STEP 5: Once you hit “Apply Changes”, ePREP will generate a pop-up called “New CHOW Application”, select “Create Application.”



STEP 6: Within the newly generated CHOW application, ePREP will pre-populate existing data. Go through the application and update and add information where necessary. Within the “Business Profile Sub-Form” the user must enter the new owner’s Federal Tax Identification Number (TIN) or Employer Identification Number (EIN). Follow the circles within each section, if they are filled completely, that means the section is complete.



STEP 7: The Ownership/Control Interest Sub-Form must also be updated. To disclose all board members, officers of a corporation, and directors (see MOCA Instructions). Within the Sub-form select the “+Add Button” and refer to the MOCA instructions.

The screenshot displays the ePREP PORTAL interface. At the top, there is a navigation bar with 'My Home', 'Applications' (selected), 'Accounts', 'My Tools', and 'Help'. Below this is a summary card for the application, showing fields for Provider Name, Provider Type, Application ID, Creation Date (03/26/2020), Package Type (CHOW), and MA Number. Progress indicators show '0% Complete' and '0% Documents'. There are 'New Message' and 'Submit' buttons.

The main content area is divided into a left sidebar and a main panel. The sidebar, titled 'Content', includes sections like 'Getting Started', 'Business Information', 'Practice Information', 'Disclosure Information' (expanded), 'Adverse Actions', 'Fines and Debts (Gov.)', 'Subcontractors', 'Ownership/Control Interest' (highlighted), 'Significant Transactions', and 'Delegated Officials'. The main panel shows a progress bar for 'Ownership/Control Interest' and 'Summary'. A callout box with a woman icon contains the text: 'In this section, a complete disclosure of ownership and financial interest is required. Please add at least one owner or those parties who have control interest in your Group. Keep in mind that you can share any record with another user, making it easy to complete your application.' Below this, there are instructions: 'Are there any Individuals or Entities (Corporations, unincorporated associations, partnerships, or similar entities) who have 5% or more (direct or indirect) Ownership or control interest, or any partnership interest in ()' and 'All entity owners' board members, officers of a corporation, and directors must be disclosed in this section. Indirect entity owners do not need to disclose board members, officers of a corporation or directors if those individuals' only relation to applicant is via the indirect owner.' Another instruction states: 'Additionally all board members, officers of a corporation, directors, agents, and managing employees of () must be reported in this section as well.' A red box highlights the '+ Add' button in the bottom right corner of the main panel.

STEP 8: In order to sign and submit the application, the ePREP user must be a disclosed MOCA. If not a disclosed MOCA, share the e-Signature section with a MOCA. For instructions on how to complete the e-signature process refer to the aforementioned MOCA instructions.