



**Intealth**<sup>TM</sup>

Advancing the Global Health Workforce

# MyIntealth<sup>TM</sup> Entity User Guide: J-1 Visa Sponsorship — TPL

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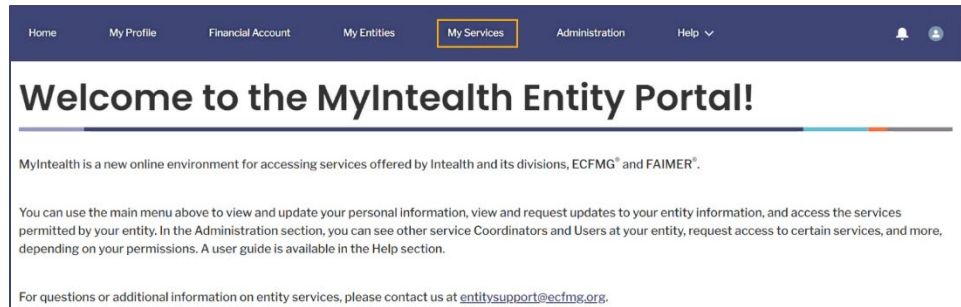
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# 1 Training Program Liaisons (TPLs)

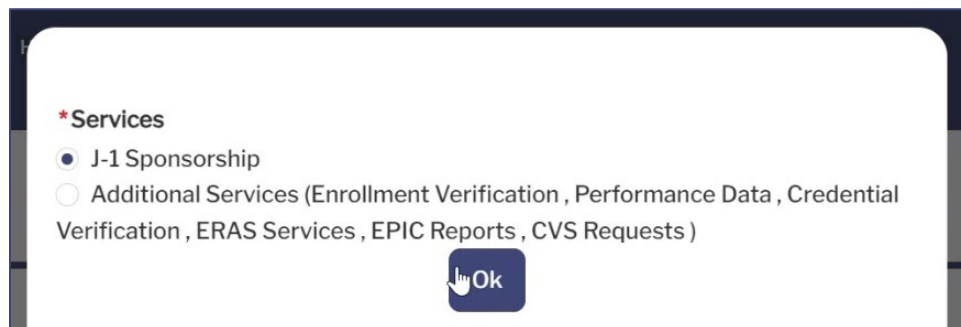
In order to access the J-1 Sponsorship Service and resources available within **MyIntealth**, you must first click **My Services** in the top banner and complete the **Training Program Liaison Agreement** (shown within the [Access and Utilize J-1 Visa Sponsorship Services](#) section). All subsequent subsections can only take place after that agreement has been accepted. This agreement must be completed every time you access this page.

## 1.1 Access and Utilize J-1 Visa Sponsorship Services

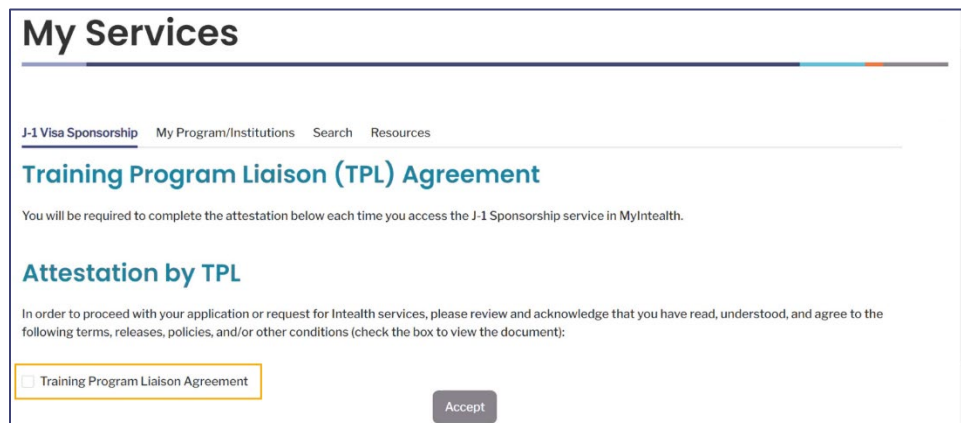
**Step 1.** On the **MyIntealth Entity Portal** homepage, click **My Services** in the top banner.



- a. TPLs may also have access to other types of services within the Entity Portal. In these cases, you will be presented with a pop-up screen asking which service type you would like to access. If you choose J-1 Sponsorship, continue to Step 2.



**Step 2.** On the **My Services** page, click the **Training Program Liaison Agreement** checkbox.

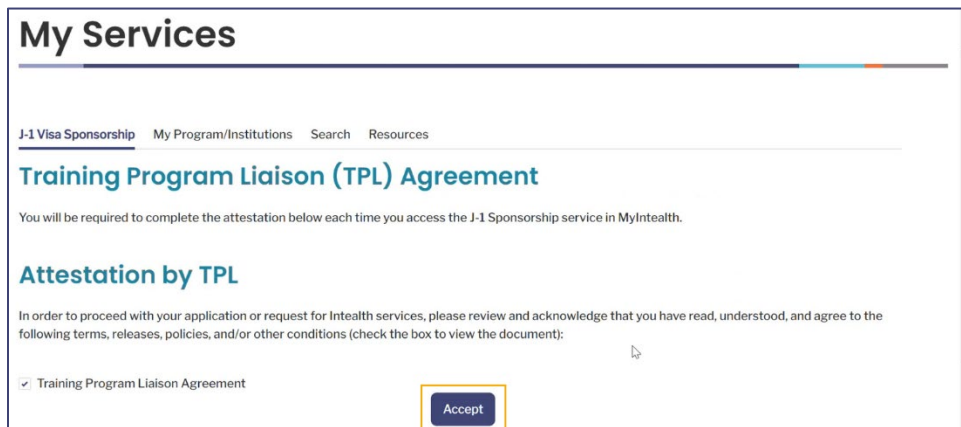


**Step 3.** The **Training Program Liaison Agreement** popup appears. Review the information, and

click **Accept**.



**Step 4.** After clicking **Accept** in the pop-up window, click **Accept** again under the checkbox on the **My Services** page.



**Step 5.** You will now be re-directed to the **My Program/Institutions** tab after accepting.

a. The following services are now available to you:

- (1) [Create an Appointment Profile](#)
- (2) [Add Applicants to an Appointment Profile](#)
- (3) [Submit an Appointment Profile](#)
- (4) [Upload Documents to an Appointment Profile](#)
- (5) [View Application Deficiencies](#)
- (6) [Update an Applicant's Appointment Profile Details](#)
- (7) [Search for Applicants](#)
- (8) [Confirm the Active Participation of J-1 Physicians](#)
- (9) [Access Resources](#)

### 1.1.1 Create an Appointment Profile

**Step 1.** On the **My Services** page, under the **My Programs/Institutions** tab, select a specialty from the drop-down menu. The list of programs associated to that specialty appears below.

The screenshot shows the 'My Program/Institutions' page. At the top, there are navigation links: 'J-1 Visa Sponsorship', 'My Program/Institutions' (active), 'Search', and 'Resources'. Below this is a 'Specialties' section with a 'Select Specialty' dropdown menu currently set to 'Internal Medicine'. Underneath is a 'My Programs' section with a table of programs. The table has columns for Program Name, Institution Name, Subspecialty, Program ID, and Institution ID. A 'View Details' button is located to the right of the first row.

Program Name	Institution Name	Subspecialty	Program ID	Institution ID	
UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE-PHOENIX PROGRAM	University of Arizona College of Medicine - Phoenix		1400321025	038179	<a href="#">View Details</a>

**Step 2.** Under the **My Programs** section, click **View Details** for the program you plan to create an **Appointment Profile** for.

This screenshot is identical to the previous one, but the 'View Details' button in the 'My Programs' table is highlighted with a yellow box.

**Step 3.** A page with the **Program Information** and **List of Appointment Profiles** appears. Under the **List of Appointment Profiles** section, click **Add a New Appointment Profile**.

The screenshot shows the 'List of Appointment Profiles' page. At the top, there are two buttons: 'Add a New Appointment Profile' (highlighted with a yellow box) and 'TPL Contact Information'. Below is a table with columns for Sponsorship Period, Level, # Applicants, and Status. Each row has 'View Details' and 'Delete' buttons. A 'Return to My Programs/Institutions' button is at the bottom.

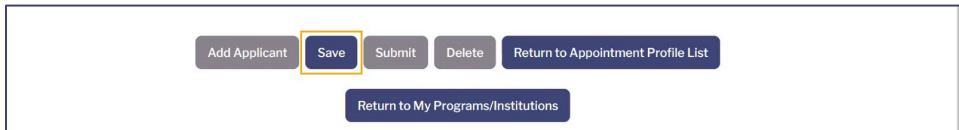
Sponsorship Period	Level	# Applicants	Status		
02/01/2024 - 01/31/2...	1	0	Pending	<a href="#">View Details</a>	<a href="#">Delete</a>
01/01/2024 - 01/31/2...	1	2	Submitted	<a href="#">View Details</a>	<a href="#">Delete</a>

**Step 4.** In the **Appointment Profile Information** section, complete the required fields (\*).

The screenshot shows the 'Appointment Profile Information' form. It contains several fields: 'Status' (text input), '\* PGY Level' (dropdown menu), '\* Program Insurance Provided' (radio buttons for Yes/No), '\* Start Date' (calendar icon), and '\* End Date' (calendar icon). The asterisks indicate required fields.

- a. The **End Date** will auto-populate to exactly 1-year after the entered **Start Date** but can be modified, if needed.

**Step 5.** Click **Save**.



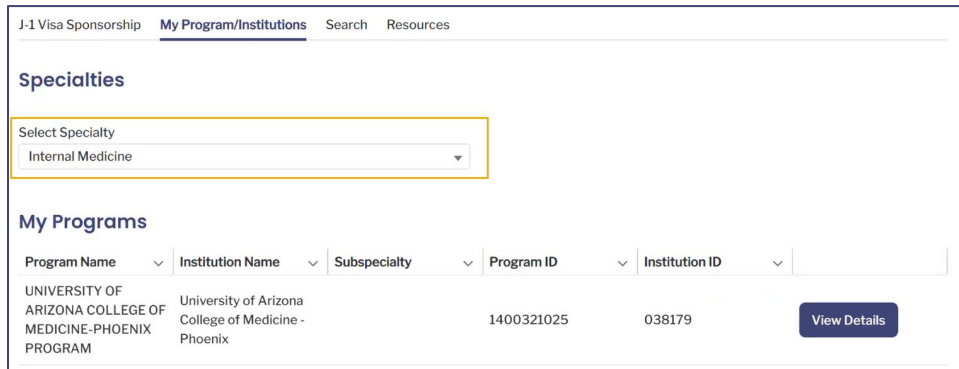
- a. A notification appears stating that the responses have been saved successfully.



**Step 6.** The **Appointment Profile** is now created. If at this point you would like to add an applicant to the appointment profile, it is recommended to skip to Step 4 of the following section, [Add Applicants to an Appointment Profile](#).

## 1.1.2 Add Applicants to an Appointment Profile

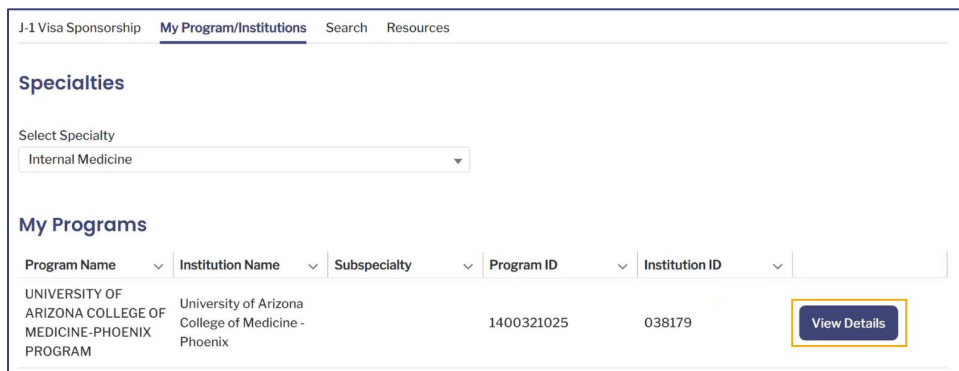
**Step 1.** On the **My Services** page, under the **My Programs/Institutions** tab, select a specialty from the dropdown menu. The list of programs associated to that specialty appears below.



The screenshot shows the 'My Program/Institutions' page. At the top, there are navigation tabs: 'J-1 Visa Sponsorship', 'My Program/Institutions' (selected), 'Search', and 'Resources'. Below this is a 'Specialties' section with a 'Select Specialty' dropdown menu currently set to 'Internal Medicine'. Underneath is a 'My Programs' section with a table of programs. The table has columns for Program Name, Institution Name, Subspecialty, Program ID, and Institution ID. A 'View Details' button is located to the right of the first row.

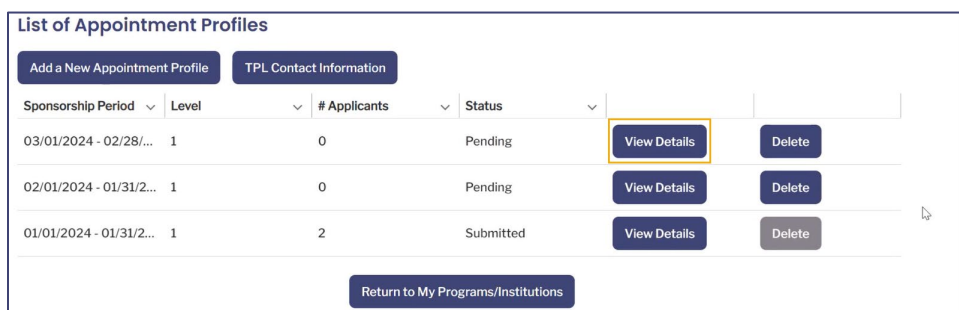
Program Name	Institution Name	Subspecialty	Program ID	Institution ID	
UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE-PHOENIX PROGRAM	University of Arizona College of Medicine - Phoenix		1400321025	038179	<a href="#">View Details</a>

**Step 2.** Under the **My Programs** section, click **View Details** for the program with the associated **Appointment Profile**.



This screenshot is identical to the previous one, but the 'View Details' button for the first program in the 'My Programs' table is highlighted with a yellow box.

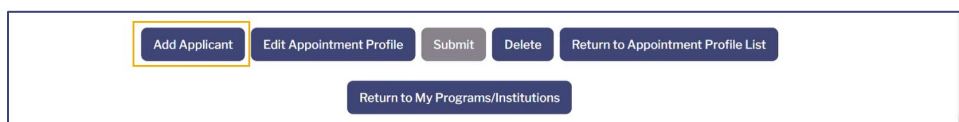
**Step 3.** A page with the **Program Information** and **List of Appointment Profiles** appears. Under the **List of Appointment Profiles** section, click **View Details** for the **Appointment Profile** to which you would like to add applicants.



The screenshot shows the 'List of Appointment Profiles' page. At the top, there are two buttons: 'Add a New Appointment Profile' and 'TPL Contact Information'. Below is a table with columns for Sponsorship Period, Level, # Applicants, and Status. Each row has a 'View Details' button and a 'Delete' button. The 'View Details' button for the first row is highlighted with a yellow box. At the bottom, there is a 'Return to My Programs/Institutions' button.

Sponsorship Period	Level	# Applicants	Status		
03/01/2024 - 02/28/...	1	0	Pending	<a href="#">View Details</a>	<a href="#">Delete</a>
02/01/2024 - 01/31/2...	1	0	Pending	<a href="#">View Details</a>	<a href="#">Delete</a>
01/01/2024 - 01/31/2...	1	2	Submitted	<a href="#">View Details</a>	<a href="#">Delete</a>

**Step 4.** In the **Appointment Profile Information** section, click **Add Applicant**.



The screenshot shows the 'Appointment Profile Information' page. At the top, there are five buttons: 'Add Applicant' (highlighted with a yellow box), 'Edit Appointment Profile', 'Submit', 'Delete', and 'Return to Appointment Profile List'. At the bottom, there is a 'Return to My Programs/Institutions' button.

**Step 5.** In the **Add Applicant** section, enter either the **USMLE ID** or **MyIntealth ID** and the applicant's **Last Name**.

**Step 6.** Click **Search**.

- a. The applicant must have an account established in order to appear in the **Search Results**. Additionally, the applicant’s information must be entered correctly in order to populate in the Search Results.

**Step 7.** The **Search Results** appear below. Click the applicant’s **Name**.

**Step 8.** A **Summary** of the program, **Applicant Profile**, and **Physician Information** appears. Review this information for accuracy.

- a. If the **Appointment Profile** is for a position in an internal medicine or surgery residency program, you are required to specify the **Track Code**.

**Step 9.** Click **Add**.



**Physician Information**

MyIntealth ID: [Redacted]

Name: [Redacted]

Gender: [Redacted]

Date of Birth: [Redacted]

Email Address: [Redacted]

Track Code:

**Step 10.** A confirmation pop-up appears asking whether an official contract and fully signed contract or letter of offer has been issued for this individual. If so, click **Ok**.

I confirm that an official and fully signed contract or letter of offer has been issued for this individual.

- Step 11.** The applicant is now added to the **Applicants in the Appointment Profile** section.
- This **Application Status** will remain in a **Pending with the TPL** status until the **Appointment Profile** has been submitted to Intealth.
  - If you would like to add any additional applicants, click **Add Applicant**, and repeat the previous steps.
  - At this stage, it is recommended to continue to either Step 4 of the [Submit an Appointment Profile](#) section or of the [Upload Documents to an Appointment Profile](#) section.

**Applicants in the Appointment Profile**

Applicant Name	USMLE ID	MyIntealth ID	Track Code	AP Differences	Sponsorship End Date	Application Status	
[Redacted]	[Redacted]	[Redacted]	Categorical		02/28/2025	Pending with TPL	<input type="button" value="Delete"/>

### 1.1.3 Submit an Appointment Profile

**Step 1.** On the **My Services** page, under the **My Programs/Institutions** tab, select a specialty from the drop-down menu. The list of programs associated to that specialty appears below.

The screenshot shows the 'My Program/Institutions' page. At the top, there are navigation tabs: 'J-1 Visa Sponsorship', 'My Program/Institutions' (selected), 'Search', and 'Resources'. Below the tabs is a 'Specialties' section with a 'Select Specialty' dropdown menu. The dropdown is open, showing 'Internal Medicine' selected. Below this is a 'My Programs' section with a table of programs. The table has columns for Program Name, Institution Name, Subspecialty, Program ID, and Institution ID. A 'View Details' button is located to the right of the table.

Program Name	Institution Name	Subspecialty	Program ID	Institution ID	
UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE-PHOENIX PROGRAM	University of Arizona College of Medicine - Phoenix		1400321025	038179	<a href="#">View Details</a>

**Step 2.** Under the **My Programs** section, click **View Details** for the program with the associated **Appointment Profile**.

This screenshot is identical to the previous one, but the 'View Details' button in the 'My Programs' table is highlighted with a yellow box.

**Step 3.** A page with the **Program Information** and **List of Appointment Profiles** appears. Under the **List of Appointment Profiles** section, click **View Details** for the **Appointment Profile** you plan to submit.

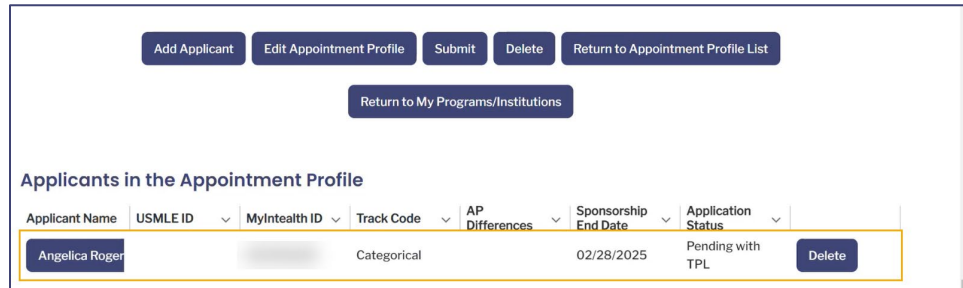
The screenshot shows the 'List of Appointment Profiles' page. At the top, there are two buttons: 'Add a New Appointment Profile' and 'TPL Contact Information'. Below these is a table with columns for Sponsorship Period, Level, # Applicants, and Status. Each row has a 'View Details' button and a 'Delete' button. The 'View Details' button for the first row is highlighted with a yellow box. At the bottom, there is a 'Return to My Programs/Institutions' button.

Sponsorship Period	Level	# Applicants	Status		
03/01/2024 - 02/28/...	1	0	Pending	<a href="#">View Details</a>	<a href="#">Delete</a>
02/01/2024 - 01/31/2...	1	0	Pending	<a href="#">View Details</a>	<a href="#">Delete</a>
01/01/2024 - 01/31/2...	1	2	Submitted	<a href="#">View Details</a>	<a href="#">Delete</a>

**Step 4.** Review the information on the **Appointment Profile** page. Once ready, scroll down, and click **Submit**.

The screenshot shows the 'Appointment Profile' page. At the top, there is a text input field labeled 'Additional Years Offered:'. Below this is a row of buttons: 'Add Applicant', 'Edit Appointment Profile', 'Submit', 'Delete', and 'Return to Appointment Profile List'. The 'Submit' button is highlighted with a yellow box. At the bottom, there is a 'Return to My Programs/Institutions' button.

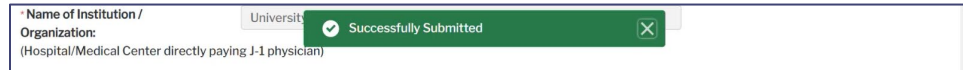
- a. At least one applicant needs to be added to the **Appointment Profile** prior to submission.



The screenshot shows a web interface for managing appointment profiles. At the top, there are several buttons: "Add Applicant", "Edit Appointment Profile", "Submit", "Delete", "Return to Appointment Profile List", and "Return to My Programs/Institutions". Below these buttons is a section titled "Applicants in the Appointment Profile". This section contains a table with the following columns: Applicant Name, USMLE ID, MyIntealth ID, Track Code, AP Differences, Sponsorship End Date, and Application Status. A single row is visible, showing the applicant "Angelica Roger" with a "Categorical" track code, a sponsorship end date of "02/28/2025", and an application status of "Pending with TPL". A "Delete" button is located to the right of this row.

Applicant Name	USMLE ID	MyIntealth ID	Track Code	AP Differences	Sponsorship End Date	Application Status
Angelica Roger			Categorical		02/28/2025	Pending with TPL

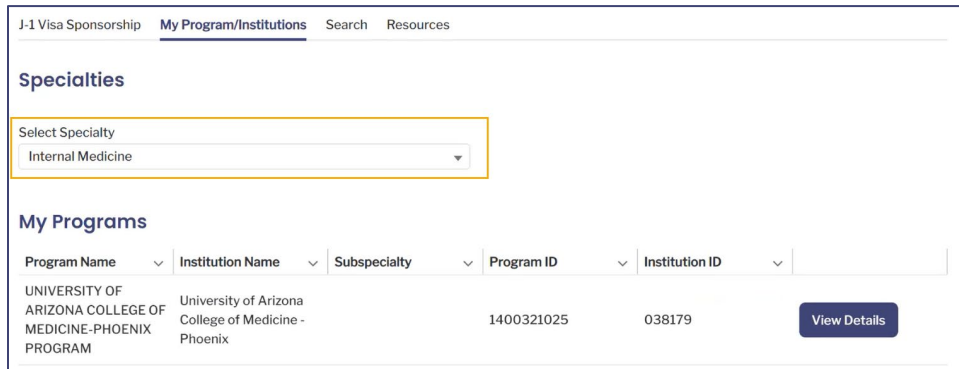
- Step 5.** A notification appears stating that the **Appointment Profile** was successfully submitted.



The screenshot shows a notification message in a green box with a white checkmark icon. The text of the notification reads "Successfully Submitted". The notification is positioned over a form field that contains the text "Name of Institution / Organization: (Hospital/Medical Center directly paying J-1 physician)".

## 1.1.4 Upload Documents to an Appointment Profile

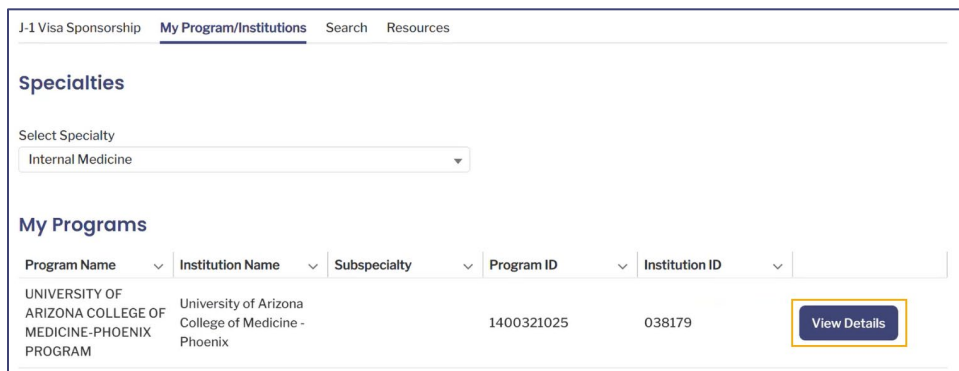
**Step 1.** On the **My Services** page, under the **My Programs/Institutions** tab, select a specialty from the drop-down menu. The list of programs associated to that specialty appears below.



The screenshot shows the 'My Program/Institutions' page. At the top, there are navigation tabs: 'J-1 Visa Sponsorship', 'My Program/Institutions' (selected), 'Search', and 'Resources'. Below this is the 'Specialties' section with a 'Select Specialty' dropdown menu. The dropdown is open, showing 'Internal Medicine' as the selected option. Below the specialties is the 'My Programs' section, which contains a table of programs. The table has columns for Program Name, Institution Name, Subspecialty, Program ID, and Institution ID. A 'View Details' button is visible next to the first program entry.

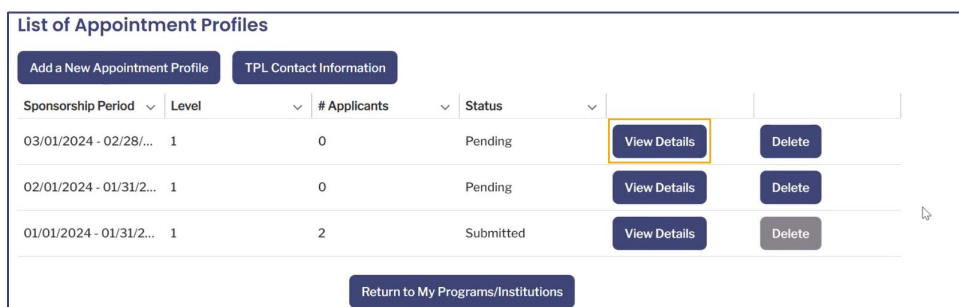
Program Name	Institution Name	Subspecialty	Program ID	Institution ID	
UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE-PHOENIX PROGRAM	University of Arizona College of Medicine - Phoenix		1400321025	038179	<a href="#">View Details</a>

**Step 2.** Under the **My Programs** section, click **View Details** for the program with the associated **Appointment Profile**.



This screenshot is identical to the previous one, but the 'View Details' button in the 'My Programs' table is highlighted with a yellow box, indicating the next step in the process.

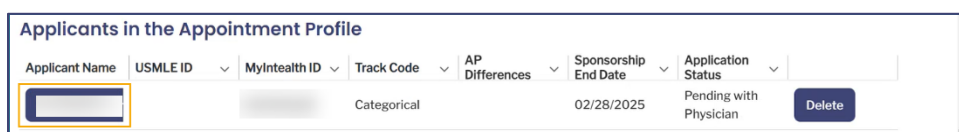
**Step 3.** A page with the **Program Information** and **List of Appointment Profiles** appears. Under the **List of Appointment Profiles** section, click **View Details** for the **Appointment Profile** to which you would like to upload documents.



The screenshot shows the 'List of Appointment Profiles' page. At the top, there are two buttons: 'Add a New Appointment Profile' and 'TPL Contact Information'. Below this is a table with columns for Sponsorship Period, Level, # Applicants, Status, and buttons for 'View Details' and 'Delete'. The first row's 'View Details' button is highlighted with a yellow box. At the bottom, there is a 'Return to My Programs/Institutions' button.

Sponsorship Period	Level	# Applicants	Status		
03/01/2024 - 02/28/...	1	0	Pending	<a href="#">View Details</a>	<a href="#">Delete</a>
02/01/2024 - 01/31/2...	1	0	Pending	<a href="#">View Details</a>	<a href="#">Delete</a>
01/01/2024 - 01/31/2...	1	2	Submitted	<a href="#">View Details</a>	<a href="#">Delete</a>

**Step 4.** In the **Applicants in the Appointment Profile** section, click the **Applicant Name** for whom you plan to upload documents.



The screenshot shows the 'Applicants in the Appointment Profile' page. At the top, there are navigation tabs: 'Applicants in the Appointment Profile' (selected), 'Search', and 'Resources'. Below this is a table with columns for Applicant Name, USMLE ID, MyIntealth ID, Track Code, AP Differences, Sponsorship End Date, Application Status, and a 'Delete' button. The 'Applicant Name' column is highlighted with a yellow box.

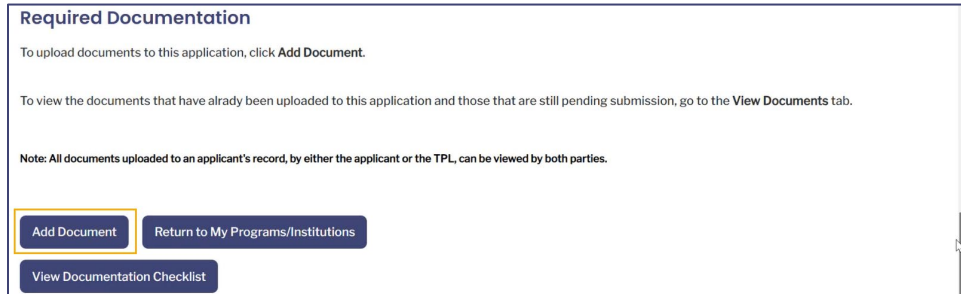
Applicant Name	USMLE ID	MyIntealth ID	Track Code	AP Differences	Sponsorship End Date	Application Status	
[Redacted]			Categorical		02/28/2025	Pending with Physician	<a href="#">Delete</a>

**Step 5.** A page with the **Program Information** and **Applicant Information** appears. Scroll

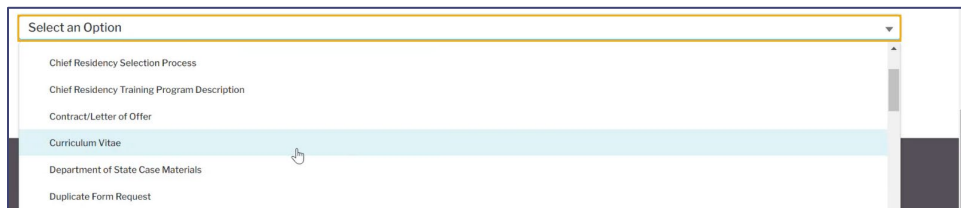
down to the bottom of the page, and click **View and Upload Documents**.



**Step 6.** On the **Upload Documents** tab, under the **Required Documentation** section, click **Add Document**.

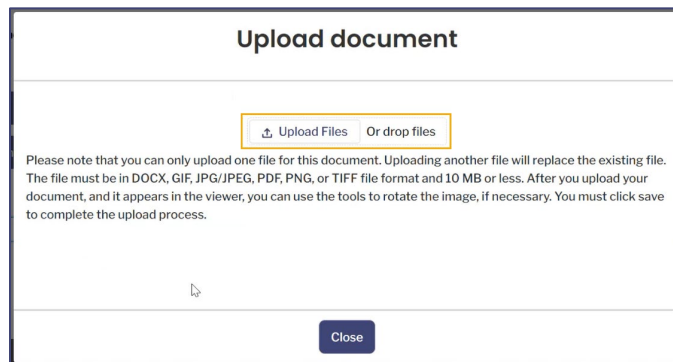


**Step 7.** **Select an Option** from the drop-down menu below.

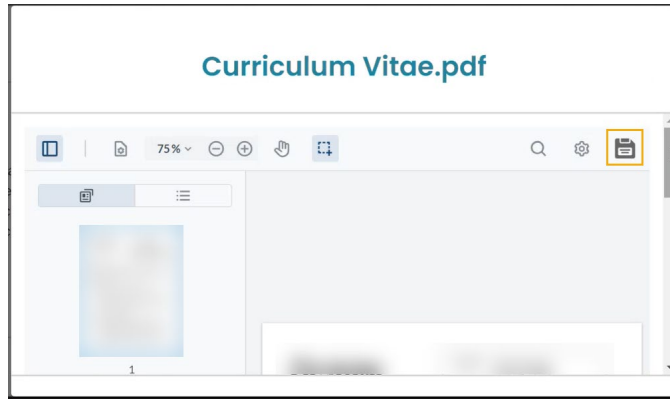


**Step 8.** The **Upload document** pop-up appears. Follow the instructions below to upload a document:

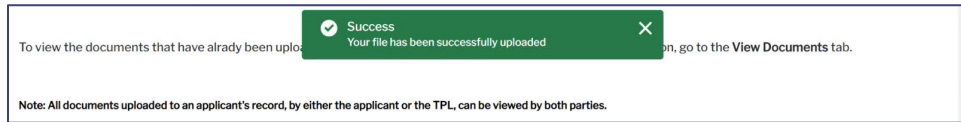
a. Click the **Upload Files** button, and select the appropriate file.



b. A preview of the file appears. Click **Save** (disk icon).



- c. A **Success** notification appears stating that the file has been successfully uploaded. You may repeat the previous steps if there is additional documentation to upload.



## 1.1.5 View Application Deficiencies

**Step 1.** On the **My Services** page, under the **My Programs/Institutions** tab, select a specialty from the drop-down menu. The list of programs associated to that specialty appears below.

J-1 Visa Sponsorship **My Program/Institutions** Search Resources

### Specialties

Select Specialty  
Internal Medicine

### My Programs

Program Name	Institution Name	Subspecialty	Program ID	Institution ID	
UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE-PHOENIX PROGRAM	University of Arizona College of Medicine - Phoenix		1400321025	038179	<a href="#">View Details</a>

**Step 2.** Under the **My Programs** section, click **View Details** for the program with the associated **Appointment Profile**.

J-1 Visa Sponsorship **My Program/Institutions** Search Resources

### Specialties

Select Specialty  
Internal Medicine

### My Programs

Program Name	Institution Name	Subspecialty	Program ID	Institution ID	
UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE-PHOENIX PROGRAM	University of Arizona College of Medicine - Phoenix		1400321025	038179	<a href="#">View Details</a>

**Step 3.** A page with the **Program Information** and **List of Appointment Profiles** appears. Under the **List of Appointment Profiles** section, click **View Details** for the **Appointment Profile** you would like to review.

List of Appointment Profiles

[Add a New Appointment Profile](#) [TPL Contact Information](#)

Sponsorship Period	Level	# Applicants	Status		
03/01/2024 - 02/28/...	1	0	Pending	<a href="#">View Details</a>	<a href="#">Delete</a>
02/01/2024 - 01/31/2...	1	0	Pending	<a href="#">View Details</a>	<a href="#">Delete</a>
01/01/2024 - 01/31/2...	1	2	Submitted	<a href="#">View Details</a>	<a href="#">Delete</a>

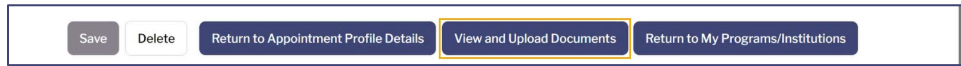
[Return to My Programs/Institutions](#)

**Step 4.** In the **Applicants in the Appointment Profile** section, click the **Applicant Name** for whom you plan to view application deficiencies.

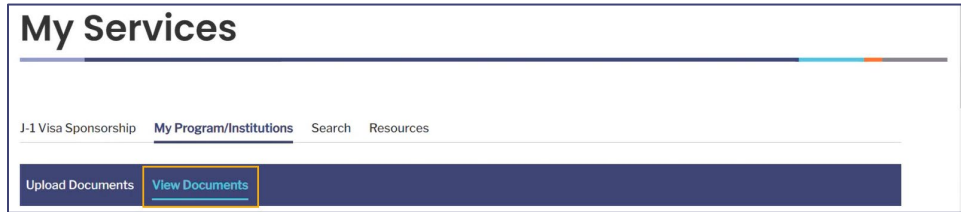
Applicants in the Appointment Profile

Applicant Name	USMLE ID	MyIntealth ID	Track Code	AP Differences	Sponsorship End Date	Application Status	
[Redacted]			Preliminary		01/31/2024	Complete	<a href="#">Delete</a>
[Redacted]			Categorical		01/31/2024	Incomplete	<a href="#">Delete</a>

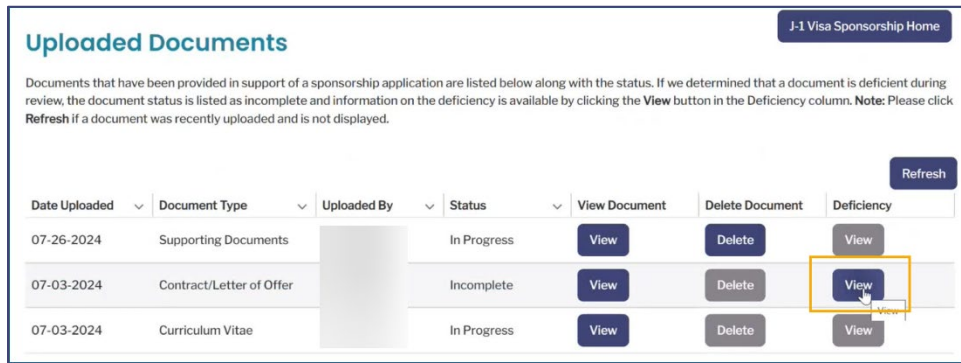
**Step 5.** A page with the **Program Information** and **Applicant Information** appears. Scroll down to the bottom of the page, and click **View and Upload Documents**.



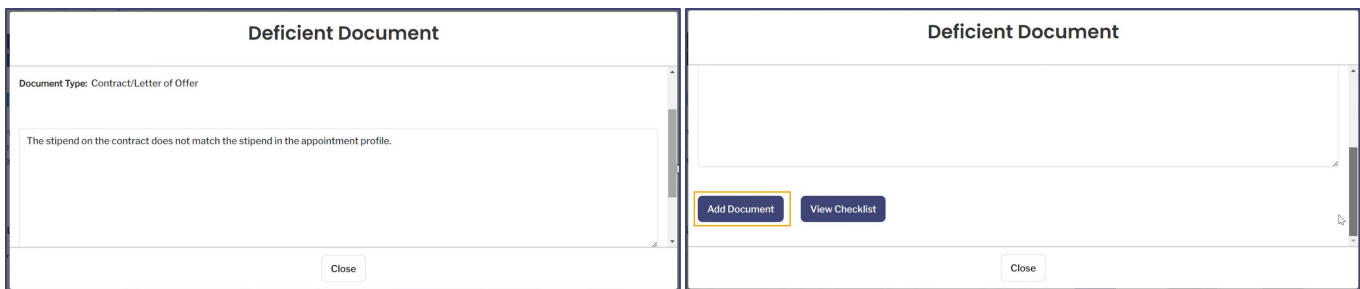
**Step 6.** Click the **View Documents** tab.



**Step 7.** Under the **Uploaded Documents** section, if there is an issue with a particular document, the **View** button under the **Deficiency** column will be active. Click **View** to research and resolve the issue.



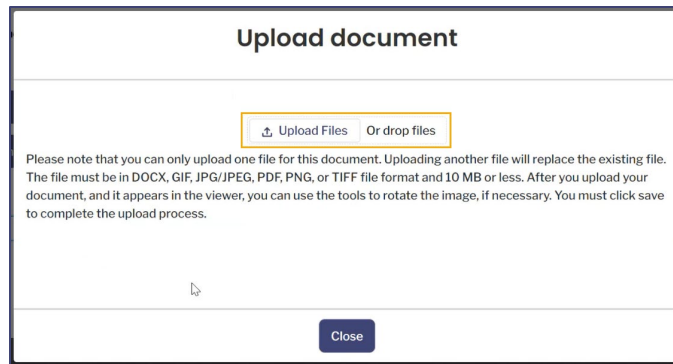
**Step 8.** A **Deficient Document** pop-up appears. Review the reason for the deficiency, and if applicable, click **Add Document** to upload the correct file.



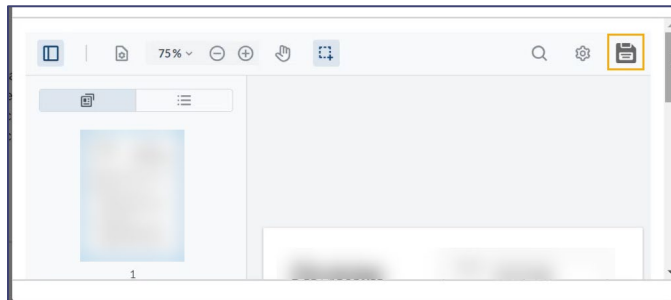
**Step 9.** Follow normal instructions for uploading documentation. If any other action is required to resolve the deficiency, please take the appropriate action(s).

- a. Click the **Upload Files** button, and select the appropriate file.





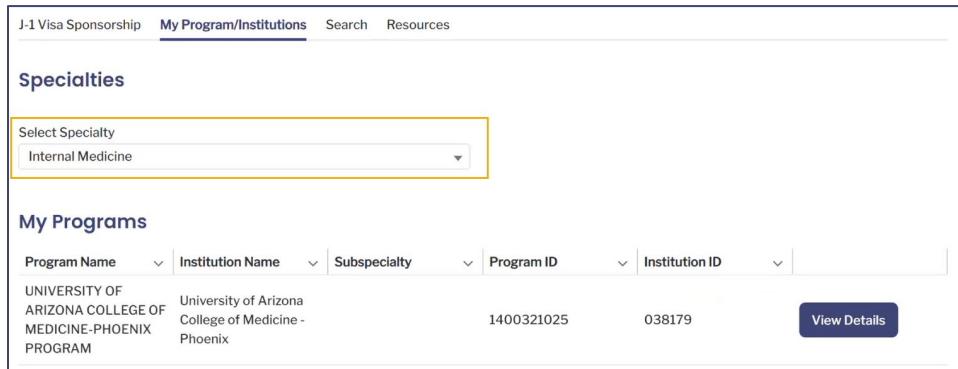
- b. A preview of the file appears. Click **Save** (disk icon).



- c. A **Success** notification appears stating that the file has been successfully uploaded. You may repeat the previous steps if there is additional documentation to upload.

## 1.1.6 Update an Applicant's Appointment Profile Details

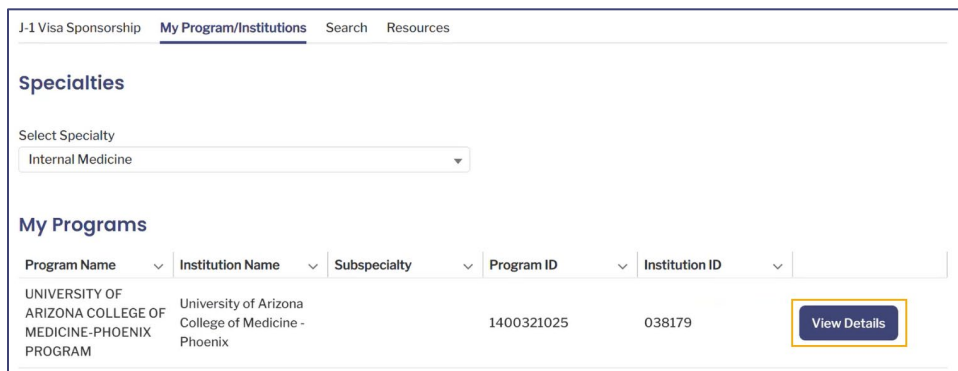
**Step 1.** On the **My Services** page, under the **My Programs/Institutions** tab, select a specialty from the drop-down menu. The list of programs associated to that specialty appears below.



The screenshot shows the 'My Program/Institutions' page. At the top, there are navigation tabs: 'J-1 Visa Sponsorship', 'My Program/Institutions' (selected), 'Search', and 'Resources'. Below this is the 'Specialties' section with a 'Select Specialty' dropdown menu. The dropdown is open, showing 'Internal Medicine' as the selected option. Below the specialties is the 'My Programs' section, which contains a table of programs. The table has columns for Program Name, Institution Name, Subspecialty, Program ID, and Institution ID. A 'View Details' button is located to the right of the first row in the table.

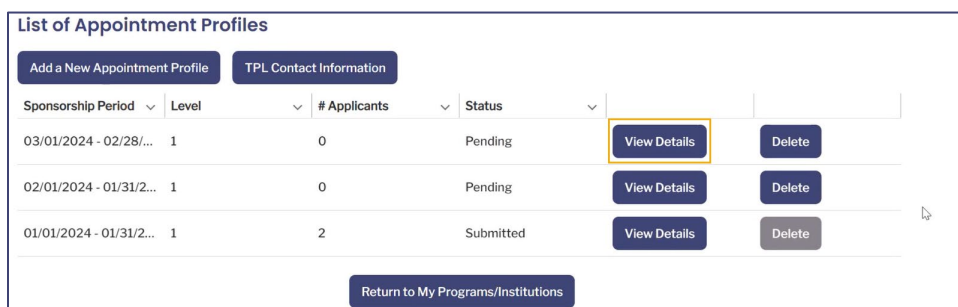
Program Name	Institution Name	Subspecialty	Program ID	Institution ID	
UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE-PHOENIX PROGRAM	University of Arizona College of Medicine - Phoenix		1400321025	038179	<a href="#">View Details</a>

**Step 2.** Under the **My Programs** section, click **View Details** for the program with the associated **Appointment Profile**.



This screenshot is identical to the previous one, but the 'View Details' button in the 'My Programs' table is highlighted with a yellow box, indicating it should be clicked.

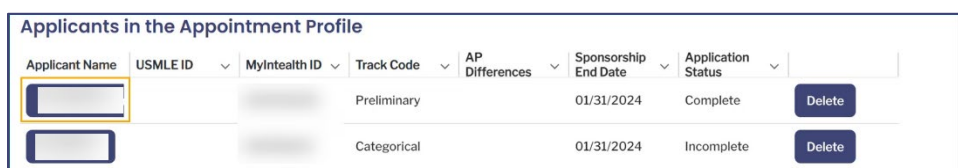
**Step 3.** A page with the **Program Information** and **List of Appointment Profiles** appears. Under the **List of Appointment Profiles** section, click **View Details** for the **Appointment Profile** you would like to update.



The screenshot shows the 'List of Appointment Profiles' page. At the top, there are two buttons: 'Add a New Appointment Profile' and 'TPL Contact Information'. Below these is a table with columns for Sponsorship Period, Level, # Applicants, Status, and two buttons: 'View Details' and 'Delete'. The 'View Details' button for the first row is highlighted with a yellow box. At the bottom of the page, there is a 'Return to My Programs/Institutions' button.

Sponsorship Period	Level	# Applicants	Status		
03/01/2024 - 02/28/...	1	0	Pending	<a href="#">View Details</a>	<a href="#">Delete</a>
02/01/2024 - 01/31/2...	1	0	Pending	<a href="#">View Details</a>	<a href="#">Delete</a>
01/01/2024 - 01/31/2...	1	2	Submitted	<a href="#">View Details</a>	<a href="#">Delete</a>

**Step 4.** In the **Applicants in the Appointment Profile** section, click the **Applicant Name** for the **Appointment Profile** you plan to update.



The screenshot shows the 'Applicants in the Appointment Profile' page. It features a table with columns for Applicant Name, USMLE ID, MyIntealth ID, Track Code, AP Differences, Sponsorship End Date, Application Status, and a 'Delete' button. The 'Applicant Name' column for the first row is highlighted with a yellow box.

Applicant Name	USMLE ID	MyIntealth ID	Track Code	AP Differences	Sponsorship End Date	Application Status	
[Redacted]			Preliminary		01/31/2024	Complete	<a href="#">Delete</a>
[Redacted]			Categorical		01/31/2024	Incomplete	<a href="#">Delete</a>

**Step 5.** Under the **Applicant Information** section, manually update any active fields that require an update.

Track Code: Preliminary  
Start Date: 1/1/2024  
End Date: 1/31/2024  
(Orientation, if paid, must be reflected as start date)

Track Code: Preliminary  
Start Date: 1/1/2024  
End Date: 2/29/2024  
(Orientation, if paid, must be reflected as start date)

**Step 6.** Click **Save**.

Save Delete Return to Appointment Profile Details View and Upload Documents Return to My Programs/Institutions

**Step 7.** A **Success** notification appears stating that an **Online Request Case** was submitted.

Name of Institution / Organization: (Hospital/Medical Center directly paying J-1 physician)  
Success Online Request Case submitted

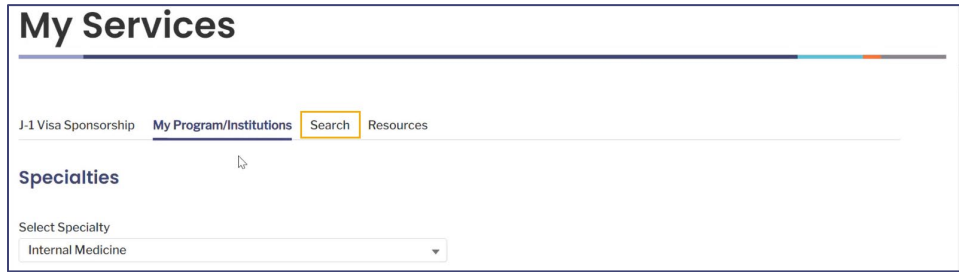
**Step 8.** The **Change Request** is shown under the edited field(s) and is subject to review by Intealth before the change is implemented.

Track Code: Preliminary  
Start Date: 1/1/2024  
End Date: 1/31/2024  
Change Request: 02/29/2024  
(Orientation, if paid, must be reflected as start date)

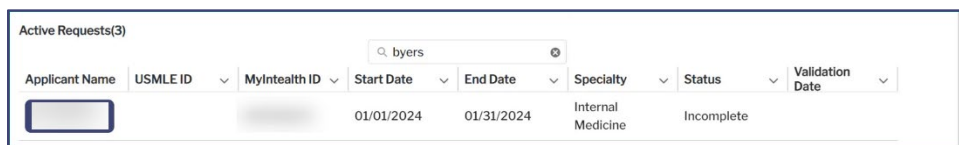
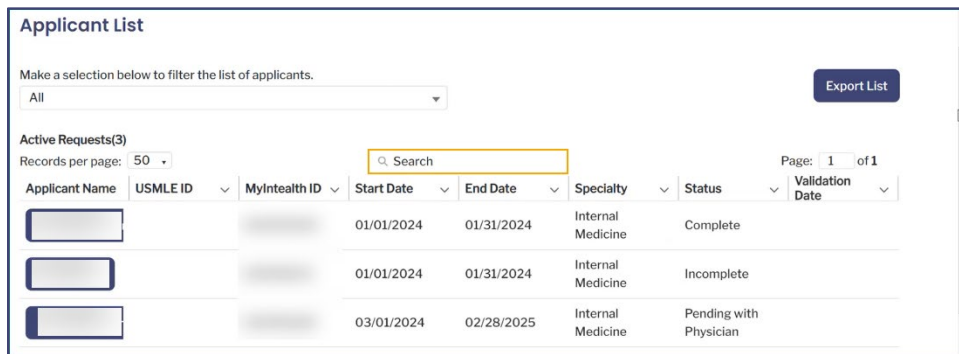
- a. If necessary, TPLs may be required to upload additional documentation that confirms the reason for changing the **Appointment Profile** information.
- b. If additional documentation is required, refer to the [Upload Documents to an Appointment Profile](#) section for instructions.

## 1.1.7 Search for Applicants

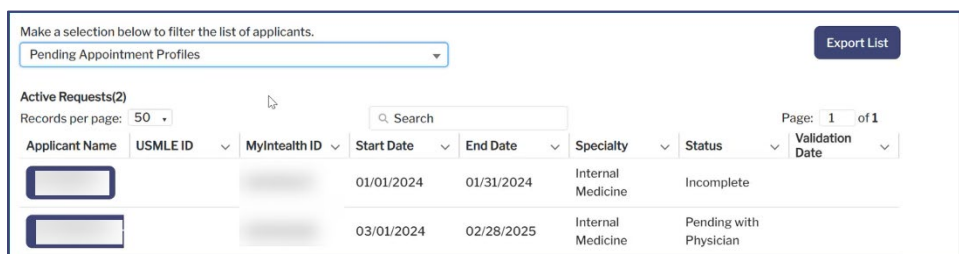
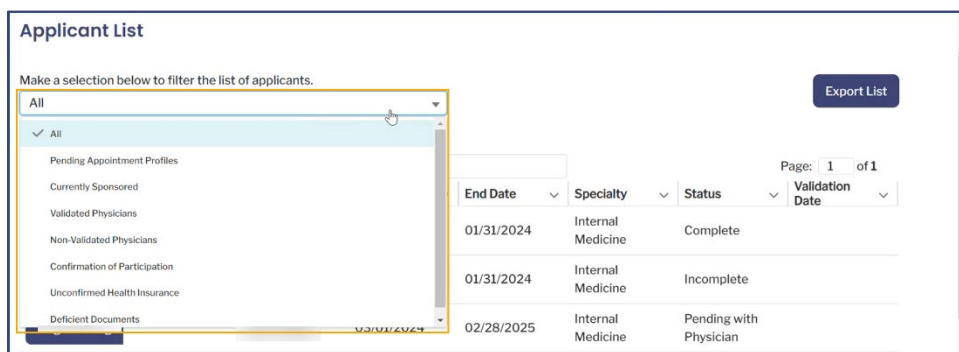
**Step 1.** On the **My Services** page, click the **Search** tab.



**Step 2.** An **Applicant List** appears below. To search for a specific applicant, enter the applicant's name, USMLE ID, or MyIntealth ID into the **Search** bar.



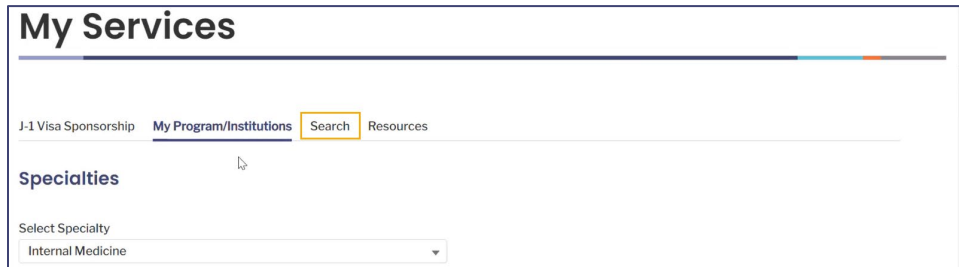
**Step 3.** To filter the list of applicants further, you may also utilize the drop-down menu and select the appropriate option.



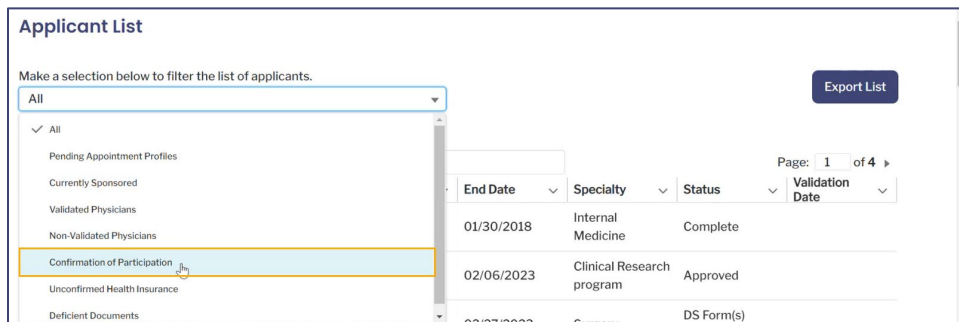
## 1.1.8 Confirm the Active Participation of J-1 Physicians

It is important to note that the TPL is responsible for monitoring the on-going and active participation of J-1 physicians, and these steps are periodically required at different times of the year.

**Step 1.** On the **My Services** page, click the **Search** tab.

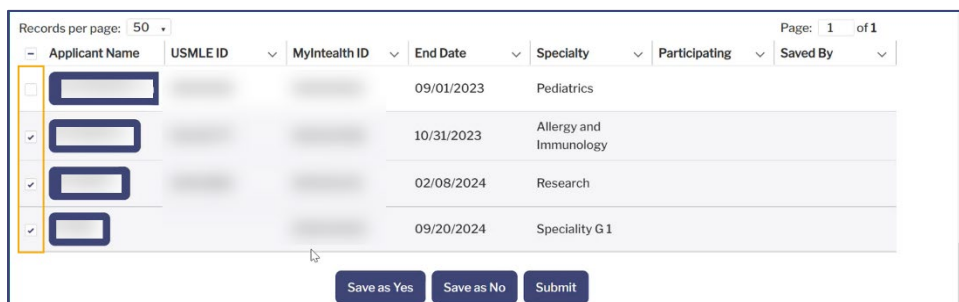


**Step 2.** Select **Confirmation of Participation** from the drop-down menu.



**Step 3.** A list of **Active Participants** appears below. To confirm whether the applicant is actively participating, follow the instructions below:

a. Click the checkbox near the **Applicant Name**. (You may select more than one applicant at a time.)



b. If the selected applicant(s) are actively participating, click **Save as Yes**. If the selected applicant(s) are not actively participating, click **Save as No**.

Records per page: 50 Page: 1 of 1

<input type="checkbox"/>	Applicant Name	USMLE ID	MyIntealth ID	End Date	Specialty	Participating	Saved By
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	09/01/2023	Pediatrics		[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	10/31/2023	Allergy and Immunology		[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	02/08/2024	Research		[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	09/20/2024	Speciality G 1		[Redacted]

Save as Yes Save as No Submit

c. The **Participating** column updates accordingly as the selections are saved.

Records per page: 50 Page: 1 of 1

<input type="checkbox"/>	Applicant Name	USMLE ID	MyIntealth ID	End Date	Specialty	Participating	Saved By
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	09/01/2023	Pediatrics		[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	10/31/2023	Allergy and Immunology	Yes	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	02/08/2024	Research	Yes	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	09/20/2024	Speciality G 1	Yes	[Redacted]

Save as Yes Save as No Submit

d. Once all selections have been made and reviewed, click **Submit**. Please note that selections cannot be changed after they have been submitted.

Records per page: 50 Page: 1 of 1

<input type="checkbox"/>	Applicant Name	USMLE ID	MyIntealth ID	End Date	Specialty	Participating	Saved By
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	09/01/2023	Pediatrics	No	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	10/31/2023	Allergy and Immunology	Yes	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	02/08/2024	Research	Yes	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	09/20/2024	Speciality G 1	Yes	[Redacted]

Save as Yes Save as No Submit

**Step 4.** The selected applicants now appear in the **Submitted Participants** section.

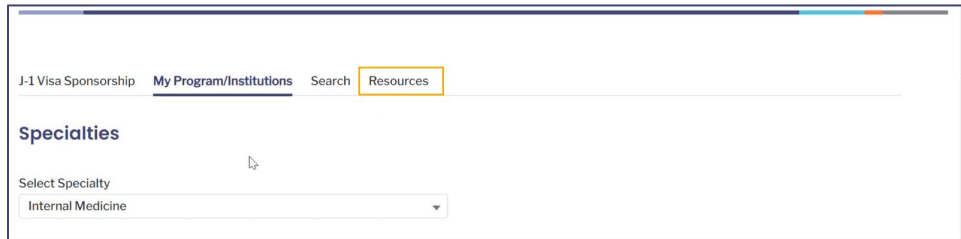
Submitted Participants(4)

Records per page: 50 Page: 1 of 1

	Applicant Name	USMLE ID	MyIntealth ID	End Date	Specialty	Participating	Submitted By
1	[Redacted]	[Redacted]	[Redacted]	09/01/2023	Pediatrics	No	[Redacted]
2	[Redacted]	[Redacted]	[Redacted]	10/31/2023	Allergy and Immunology	Yes	[Redacted]
3	[Redacted]	[Redacted]	[Redacted]	02/08/2024	Research	Yes	[Redacted]
4	[Redacted]	[Redacted]	[Redacted]	09/20/2024	Speciality G 1	Yes	[Redacted]

## 1.1.9 Access Resources

**Step 1.** On the **My Services** page, click the **Resources** tab.



**Step 2.** On the **Resources** page, there are a list of hyperlinked resources and **Sponsorship Application Checklists** available to view and download, including training videos that walkthrough the TPL-related user guide sections.

