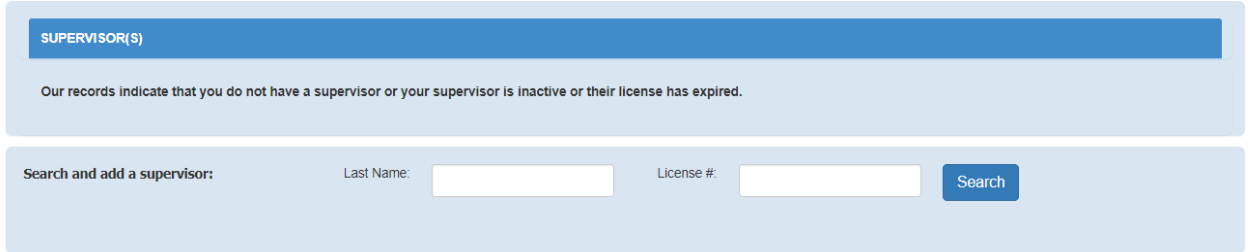
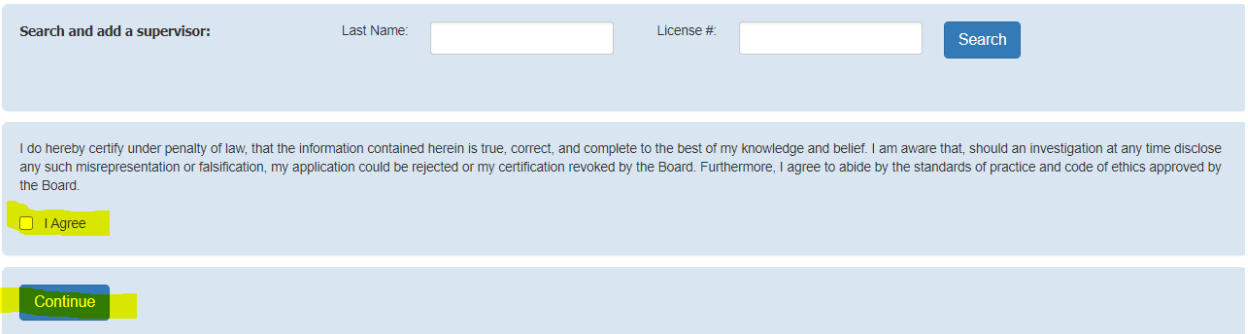


**To add a new supervisor/supervisee:**

1. Log in to eservices <https://oop.ky.gov/DPLServices/Login.aspx>
2. Select the supervision link on the right hand side of the main menu
3. Select your ADC credential
4. Search for your new supervisor/supervisee using their last name & license number



5. Answer the questions prompted by the system
6. Sign your name electronically
7. When the system takes you back to the screen where your supervisors/supervisees are listed, it is important to scroll down and click **I AGREE** and **CONTINUE** to finalize your entry.



8. You will know that you have completed this request when you receive a **transaction complete receipt**. The status will change from **pending submission** to **pending supervisee/supervisor review**.
9. Your new supervisee or supervisor will then log in to their account to sign off on the request, following the same sequence above, before it will be sent to the Board for review at the next scheduled monthly meeting.
10. Once your supervisee/supervisor reviews and approves the request, the status will change to **pending Board review**.