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.

![EPREP Portal](image)

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.