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Early Learning
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EFS MODERNIZATION

Provider Portal User Guide
Version 1.1

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Document Revision History

Document Version	Date	Author	Revision
1.0	10/18/16	Jim Ledbetter	Final
1.1	10/27/16	Jim Ledbetter	Final

Document Overview

This document provides a step-by-step guide to navigate the Provider Portal.

Purpose of this Document

The purpose of this document is to give providers a reference document to successfully navigate and perform business processes included in Release 1.0 of the Provider Portal.

Intended Audience

The intended audience for this document includes provider staff responsible for completing and maintaining Provider Portal registrations.

Assistance

If you have questions about any of the material in this user guide or about any processes not covered by this guide, please contact the Office of Early Learning Service Desk at Service.Desk@oel.myflorida.com or (850) 717-8600.

Accessing the Provider Portal

The link to access the Provider Portal is https://providerservices.floridaearlylearning.com.

Creating a Provider Portal Account

First-time Provider Portal users must register for an account to access the Provider Portal. Provider Portal users with multiple provider sites should begin by registering only one site location. This could be the provider's primary, flagship or main location. Once a Provider Portal account registration request is approved for one provider site, the provider user will be able to create accounts for additional sites after logging on to the Provider Portal.

Provider Services Logon	
Account Information	
User name (must be a valid email address)	**Not yet registered?**
Enter User Name	Click here to register a new provider account.
Password	
Enter Password	
	Log On
Forgot my password	
Change my password	

Click the **here** link to start the new account registration process and the following page will display:

Register for a New Provider Account	
License Details	
Taxpayer or Provider identification number*	**Already registered?**
	Click here to log in with your existing account information.
License/Registration/Exemption number, or EXEMPT*	
Verify License Details	

A Provider Portal user must enter the taxpayer identification number (from the provider), the provider identification number (from the early learning coalition) and the Department of Children and Families (DCF) license, registration, exemption number or type the word "EXEMPT". Providers may enter "EXEMPT" if they do not have an exemption number from DCF.

The Provider Portal user must click the **Verify License Details** button to complete step 1 of the Provider Portal account registration process.

If a match is found for the submitted information, the following message will display:

Provider Data Found

We found the following Provider data which corresponds to the license information that you entered. If we've correctly identified your provider, click Yes to pre-fill sections of the registration form. Otherwise, click No and try again with different license information.

Business name:	4 Kids Academy
Doing Business As name:	4 KIDS ACADEMY
Owner name:	SARINA

Is this your provider?

Yes No

If the information is not correct, click the **No** button and contact the local early learning coalition.

If the information is correct, click the **Yes** button. On the next screen, the registration information will be populated by the system, with the exception of User Information.

If a match is not found for the provider information, the following message will display:

No Matching Provider Data Found

We were not able to find existing Provider data that corresponds to the specified license information. If you are a new provider, this situation is to be expected. However, if you have reason to think that your information is in our system, please re-enter your license information and try again.

OK

After filling in the required information (noted with a red asterisk *), the Provider Portal user must click the **Register** button to complete the registration process.

Register for a New Provider Account

License Details

Taxpayer or Provider identification number*

123456789123456789

License/Registration/Exemption number, or EXEMPT*

e132

Business Details

Business name associated with your taxpayer identification number*

Owner/Operator name*

Location Details

Doing Business As name (DBA)*

Provider type*

Legal status*

Contact person phone number*

Physical Address of Facility

Address line 1*

Address line 2

City*

State

Florida

Zip code*

County of physical location*

--please select a value--

User Information

First name *

Middle name

Last name *

Suffix (Jr., Sr., etc.)

Account user name (must be a valid email address) *

Confirm account user name *

Password (must contain at least 8 characters) *

Confirm password *

Register

After filling in the required information (noted with a red asterisk *), the Provider Portal user must click the **Register** button to complete the registration process.

After clicking the **Register** button, the following message may display:

ℹ **Address Verification**   ✕

ℹ USPS standardized address is **250 MARRIOTT DR TALLAHASSEE FL 32399-6573**
Would you like to use this address instead of entered address?

No   Yes

Click the **Yes** button to accept the standardized United States Postal Service address. If the Provider Portal user clicks the **No** button, the user will be taken back to the previous screen to re-enter the address information.

Once the Provider Portal user submits an account request, the following page will display:

Account Request Confirmation

Your registration/activation request was sent to an administrator for processing. You will receive an email when your account is approved.
Please click **Continue** to proceed to the logon page.

Continue

The Provider Portal user should access the email address used in the account and find the email sent by **DONOTREPLY@oel.myflorida.com**.

Hello Jim Ledbetter,

You are receiving this email because someone registered this email address for an account in Florida's statewide early learning Provider Portal. You will receive an email that will notify you how to proceed after your request is processed by your local early learning coalition.

ELC of the Big Bend Region
(866) 973-9030
http://www.elcbigbend.org/

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

If the registration request is approved, the following email will be sent by **DONOTREPLY@oel.myflorida.com**.

Hello Jim Ledbetter,

The Provider Portal registration request you submitted for Jim's House of Learnin' 2 has been approved. You may now log on to the Provider Portal with the user name and password you registered with.

ELC of the Big Bend Region
(866) 973-9030
http://www.elcbigbend.org/

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

The Provider Portal user can log on to the Provider Portal at https://providerservices.floridaearlylearning.com.

Provider Portal Returning User

Log on Process

Provider Portal users who have already created a user account can log on from the Provider Services welcome page by entering the user name and password created during the account process. Click the **Log On** button to continue.

Provider Services Logon

Account Information

User name (must be a valid email address)

Enter User Name

Password

Enter Password
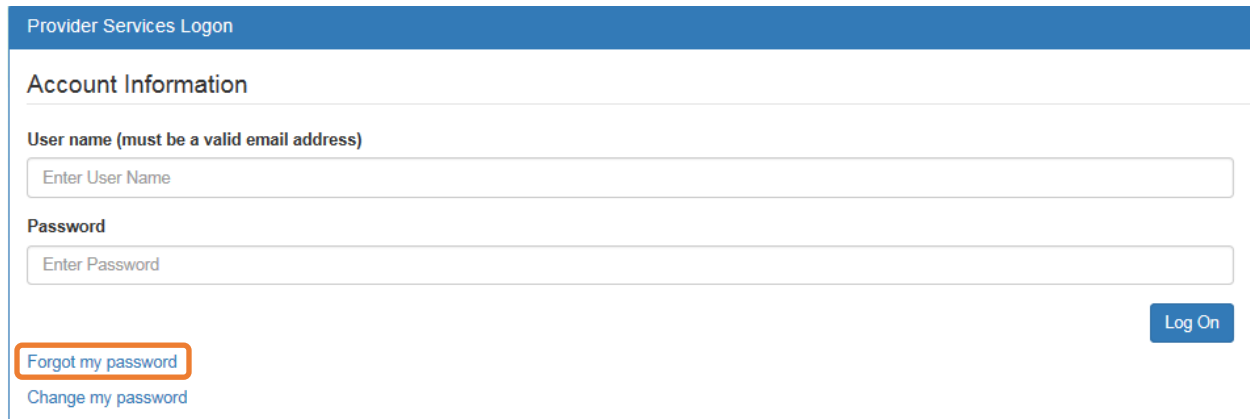
Log On
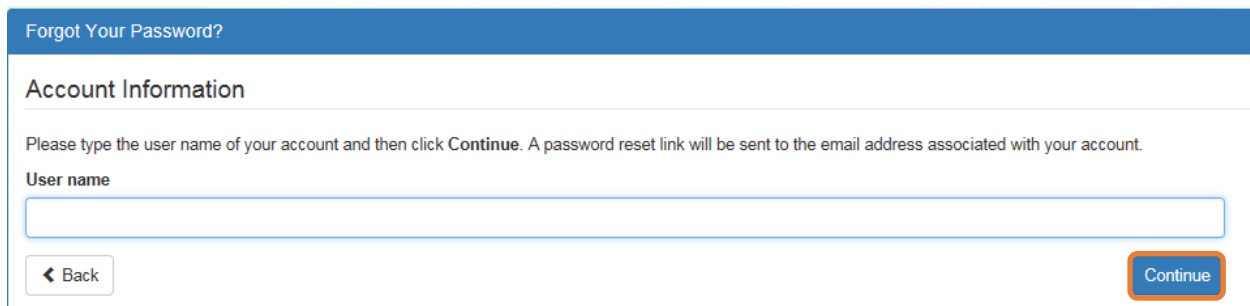
Forgot my password

Change my password

Password Recovery

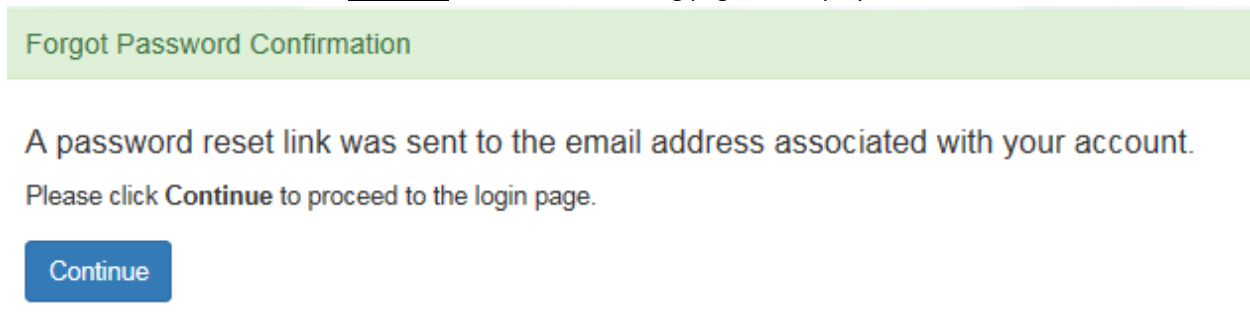If the Provider Portal user cannot remember the password, the user can click the **Forgot my password** link.

Provider Services Logon

Account Information

User name (must be a valid email address)

Enter User Name

Password

Enter Password

Log On

Forgot my password

Change my password

Clicking the **Forgot my password** link will display the following page:

Forgot Your Password?

Account Information

Please type the user name of your account and then click **Continue**. A password reset link will be sent to the email address associated with your account.

User name

◄ Back   Continue

The Provider Portal user must know the email address used for the account. Once the Provider Portal user enters an email address and clicks the **Continue** button, the following page will display:

Forgot Password Confirmation

A password reset link was sent to the email address associated with your account.

Please click **Continue** to proceed to the login page.

Continue

The Provider Portal user should then access the email account used for the account and find the email sent by **DONOTREPLY@oel.myflorida.com**.

Please reset your password by clicking here.

Once the Provider Portal user clicks the **here** link, the following page will display:

Reset Your Password

Account Information

Please type the user name and new password for your account, and then click **Reset Password**.

User name

Enter User Name

Password (must contain at least 8 characters)

Enter Password

Confirm password

Enter Password

Reset Password

The Provider Portal user must enter the user name (email address), new password and confirm the new password. After entering the required fields, click the **Reset Password** button to continue.

If the Provider Portal user successfully changes the password, the following page will display:

Reset Password Confirmation

The password for your account was successfully reset.

Please click **Continue** to proceed to the login page.

Continue

Change Password Process
A Provider Portal user can change the password at any point by clicking the **Change my password** link.

Provider Services Logon

Account Information

User name (must be a valid email address)

Enter User Name

Password

Enter Password

Log On

Forgot my password
Change my password

Clicking the **Change my password** link will display the following page:

Change Password

Account Information

Please type your account information below and click **Change Password**.

User name

Enter User Name

Current password

Enter Current Password

New password (must be at least 8 characters)

Enter New Password

Confirm new password

Confirm New Password

Change Password

The Provider Portal user must enter the User name (email address), current password, new password and confirm the new password. After entering the required fields, click the **Change Password** button to continue.

If the Provider Portal user successfully changes the password, the following page will display:

Password Change Completed

The password for your account was successfully changed.

Please click **Continue** to proceed to the login page.

Continue

Provider Dashboard

After logging on to the Provider Portal, the following page will display:

Managing Sites

Providers with multiple site locations can use this feature to manage additional sites. Click the **Manage All Sites** link to add new provider sites.

After clicking the **Add Site** button, the following message will display:

Add New Site

To add a new site for your business, first type the license, registration, or exemption number of the new site, and then click Verify License to verify that the license number is available for use with the system.

License/Registration/Exemption number, or EXEMPT✳

[   ]   [Verify License]

[Save] [Cancel]

If the new provider site matches, the location information will be pre-populated.

Edit Site

License/Registration/Exemption number, or EXEMPT✳
[X10POC   ]

Legal status✳
[Exempt   ⌄]

Doing Business As (DBA) name✳
[HEAVEN'S LITTLE   ]

Provider type✳
[Center   ⌄]

Address line 1✳
[620 N   Ave]

Address line 2
[   ]

City✳
[Lakeland]

State
[Florida]

Zip code✳
[33801]

County of physical location✳
[Polk   ⌄]

[Save] [Cancel]

If the new provider site does not match, the location information must be entered by the Provider Portal user.

Add New Site

To add a new site for your business, first type the license, registration, or exemption number of the new site, and then click Verify License to verify that the license number is available for use with the system.

License/Registration/Exemption number, or EXEMPT*

| 8 | | Verify License |

Legal status*

| | ⌄ |

Doing Business As (DBA) name*

| |

Provider type*

| | ⌄ |

Address line 1*

| |

Address line 2

| |

City*

| |

State

| Florida |

Zip code*

| |

County of physical location*

| | ⌄ |

| Save | Cancel |

Managing Users

Click the **Manage All Users** link to edit, add, and inactivate provider site users.

To edit the role of a Provider Portal user, click the **Edit** button.

Manage All Users

Use this page to add, edit, and inactivate users of any of the provider sites for which you have the necessary administrative access.

If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site adminstrator if you need additional access.

Jim's House of Learning 2

User name	Role	Name	Actions
oeldemonstration+3@gmail.com	Business Administrator	Jim Ledbetter	Edit Inactivate

Add User

Provider User Roles:

- Business Administrator – Able to edit the provider profile, add provider sites and users, submit profiles and profile updates, and create contracts. This role would typically be assigned to an owner.
- Site Administrator – Able to add provider users for a site, but cannot create a new site. This role would typically be assigned to a principal or director.
- User – Able to perform administrative tasks based on permissions granted by the Business Administrator or Site Administrator. This role would typically be assigned to teachers and aides.

After changing the role, click the **Save** button to continue.

Edit User Permissions

Make the desired changes to the user's role and permissions, and then click Save.

Role*

Business Administrator
Site Administrator
User

Save   Cancel

To add a user, click the **<u>Add User</u>** button.

Manage All Users

Use this page to add, edit, and inactivate users of any of the provider sites for which you have the necessary administrative access.

If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site adminstrator if you need additional access.

Jim's House of Learning 2

User name	Role	Name	Actions
oeldemonstration+3@gmail.com	Business Administrator	Jim Ledbetter	Edit Inactivate

Add User

Add New User

To add a new user to your site, first type the user name (email address) of the new user, and then click Check User Name to see if the user is already registered with the system.

User name*

[   ]   Check User Name

Save   Cancel

In the User name field, the Provider Portal user will enter the email address of the new user. If the user already has an account in the Provider Portal, the user role must be selected. Click the **Save** button to continue.

Add New User

To add a new user to your site, first type the user name (email address) of the new user, and then click Check User Name to see if the user is already registered with the system.

User name *

| oeldemonstration+5@gmail.com | Check User Name |

The specified user account already exists in the system, so no further account information is needed. Select the role and permissions for the new user, and then click Save.

Role *

Business Administrator
Site Administrator
User

Save   Cancel

In the user name field, the Provider Portal user will enter the email address of the new user. If the user does not exist in the system, the user's information and role must be entered. Click the **Save** button to continue.

Add New User

To add a new user to your site, first type the user name (email address) of the new user, and then click Check User Name to see if the user is already registered with the system.

User name*

| oeldemonstration+7@gmail.com | Check User Name |

The specified user account does not yet exist in the system. Please complete the form below, and then click Save.

Password*

Confirm password*

First name*

Middle name

Last name*

Role*

Business Administrator
Site Administrator
User

Save   Cancel

Once the new user has been added, an email will be sent to the new user by **DONOTREPLY@oel.myflorida.com**.

Hello Jamie Ledbetter,

You are receiving this message because you have been given permission to access Jim's House of Learning 2 with your user account in Florida's statewide early learning Provider Portal.

You may now log on to the Provider Portal with your user name and password to get started.

If you do not have your current user name or password, contact Jim Ledbetter at oeldemonstration+3@gmail.com for your log in information.

ELC of the Big Bend Region
(866) 973-9030
http://www.elcbigbend.org/

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

The User role has a set of permissions that can be individualized for each User. Each option is unchecked by default and must be checked to add to the User. Click the **Save** button to continue.

Edit User Permissions

Make the desired changes to the user's role and permissions, and then click Save.

Role*

User ⌄

Permissions

✔	Attach Profile Documents
✔	Create Banking Information
✔	Create Calendar
✔	Create Profile
✔	Create SR Contract
✔	Create VPK Contract
✔	Edit Banking Information
✔	Edit Calendar
✔	Edit Profile
✔	Edit Site
✔	Edit SR Contract
✔	Edit VPK Contract
✔	Manage ASQ
✔	Manage Document Library
✔	Manage Messages and Notifications
✔	Manage Other
✔	Modify and Submit SR Attendance Rosters
✔	Modify and Submit VPK Attendance Rosters
✔	Reports
✔	Review Attendance Rosters

Save   Cancel

To inactive a user, which will remove the user from the site, click the **Inactivate** button.

Broadcast Messages

The Broadcast Messages section of the Provider Dashboard will display all messages sent by the local early learning coalition to all providers in the coalition service area. Click the message title to see the full text of the message.

My Inbox

The My Inbox section of the Provider Dashboard displays messages sent by the local early learning coalition to a specific provider. Click the message title to see the full text of the message.

Frequently Used Links

The Frequently Used Links section of the Provider Dashboard has links to web pages with information about statewide provider requirements, training and services.

Completing the Provider Profile

After registering as a provider, the next step is to complete the Provider Profile.

Requesting Assistance

If a Provider Portal user needs assistance filling out any information in the Provider Profile, click the **Request Assistance** button.

Then, complete the field, briefly describing the need for assistance. Click the **Submit** button to send the request.

After clicking **Submit**, the following message will display:

The Provider Portal User will not be able to edit the application once the request for assistance is submitted.

The request for assistance can be cancelled by the Provider Portal user by clicking the **Cancel Assistance Request** button.

Jim's House of Learning 3 Profile   ⊕ Cancel Assistance Request

If a Provider Portal user cancels the assistance request, the following message will display and the user will complete the field, briefly describing the reason for cancelling the request. Click the **Submit** button to continue.

⊕ Cancel Assistance Request   ✕

> You have selected to cancel your request for assistance prior to the early learning coalition reviewing it.

💬 Please provide the reason for your cancellation.

[   ]

                                                        Submit   Cancel

After cancelling the request, the following message will display:

ⓘ   Message From Office of Early Learning   ✕

> The profile assistance request to your early learning coalition has been canceled. You are now able to edit your profile.

                                                                     Ok

A Provider Portal user must fill out all information in each tab, and click the **Next** button to continue filling out the provider profile information. Click the **Back** button to return to the previous tab.

Tool tips, indicated by the ⓘ symbol, are available to provide useful information to Provider Portal users about specific terms in the Provider Profile. Click the ⓘ to see the message.

To complete the Provider Profile, click the **<u>Profile</u>** dropdown menu from the Provider Dashboard.

Then, click **<u>Provider Profile</u>**.

Step 1 – General

The General tab collects basic information about the provider, including provider types and whether or not there is interest in contracting with the early learning coalition to provide School Readiness or Voluntary Prekindergarten (VPK) Education services.

Step 2 – Business

The Business tab collects business information about the provider, including business name and address information.

Step 3 – Contact

The Contact tab collects contact information for the provider. The Provider Portal user is required to enter contact information for staff responsible for different aspects of the business in the red fields.

Step 4 – Services

The Services tab collects information on the ages of the children in provider care, as well as different provider services.

Step 5 – Curriculum

The Curriculum tab collects information about the provider's curriculum. A provider may choose multiple curricula from the list. If the provider is a school readiness provider, an approved curriculum must be chosen. If no approved curricula are being used by the provider, the Provider Portal user should select "Other." If a provider does not see their curricula listed, choose "Other" and indicate the name of the curriculum used.

Curriculum	Age Range	Edition/Year
Baby Doll Circle Time	Birth - 3	2012
Beyond Centers & Circle Time	3 and 4	2nd edition/2007
Beyond Cribs & Rattles	Birth - 2	1st edition/2005
Complete Program for Early Literacy Success - Level Two	4	1st edition/2012
Core Knowledge Preschool Program	3 and 4	2013
Creative Curriculum for Family Child Care	Birth - 4	2nd edition/2009
Creative Curriculum for Infants, Toddlers & 2s	Birth - 2	2nd edition/2011
Creative Curriculum for Preschool	3 and 4	5th edition/2010
DLM Early Childhood Express	4	2011
Early Literacy and Learning Model Plus (ELLM)	4	2nd edition/2012
Edu 1st VESS Curriculum	Birth - 4	1st edition
Empowered Child	3 and 4	5th edition/2011-13
FLEX Goddard Pre-k	Birth - 4	1st edition
Footsteps for Fours	4	2nd edition/2009
Foundations for Success	Birth - 2	2012
Frog Street Pre-K	3	1st edition/2013
Frog Street Summer	4	2014
Frog Street Toddler	18 mos - 2	1st edition/2014
Funshine Online	Birth - 4	2014
Galileo Pre-K Online	3 and 4	2014
Gee Whiz Digital Curriculum for Family Care Providers	Birth - 4	2013
Get Set for School	4	2012
Highscope Preschool Curriculum	3 and 4	1st edition/2012
Innovations: The Comprehensive Infant, Toddler Preschool Curriculum	Birth - 4	1st edition/2000-2004
InvestiGators Club	4	2010
InvestiGators Club Just for Threes	3	2010
Journey	3 and 4	2nd edition/2013
Kiddie Academy Life Essentials	Birth - 4	2007-13
Kids R Kids	Birth - 4	2013
Knowledge Universe Early Foundations Discovery Infants	Birth - 18mos	2004
Knowledge Universe Early Foundations Discovery Preschool	18 mos - 2	2004
Knowledge Universe Early Foundations Prekindergarten	4	2013
Knowledge Universe Early Foundations Preschool	3	2013
Knowledge Universe Early Foundations Toddlers	8mos - 18mos	2004

Step 6 – Fees & Discounts

The Fees & Discounts tab collects information about fees the provider assesses the parent. The Provider Portal user should enter all applicable fees but is not required to input any fees or discounts if none exist.

Fees and Discounts

1. Fees in Addition to Weekly Rates

Description	Amount	Frequency	Per Child / Per Family
Annual	$ 0		
Application/Registration	$ 0		
Diapers	$ 0		
Early Drop Off	$ 0		
Extended Stay	$ 0		
Insurance	$ 0		
Late Payment	$ 0		
Late Pick-Up	$ 0		
Meals/Snacks	$ 0		
Returned Check	$ 0		
School Age	$ 0		
Supplies/Materials	$ 0		
Waiting List Registration	$ 0		

2. Family Discounts Offered (select all that apply)

3. Other Family Discounts ⓘ

Back   Next

Step 7 – Hours of Operation

The Hours of Operation tab collects information on the type of schedules offered for care. The Provider Portal user must click the checkbox next to the desired day of the week before inputting hours of operation for that day. The default hours of operation for each day are 6:00 a.m.– 6:00 p.m.

Step 8 – Staffing & Capacity

The Staffing & Capacity tab collects information on how many children the facility will or can care for. These questions are asked by age group. For each care level, the Provider Portal user should enter the highest number of teachers and children for all classrooms for each care level. This tab does not calculate staff-to-child ratios, but stores staffing and capacity numbers for local early learning coalition review.

Step 9 – Private Pay Rates

The Private Pay Rates tab collects information on the provider's private pay rate based on unit of care and care level. In order to complete the table, the Provider Portal user must fill out each of the dropdowns at the top of the page. For example, if the provider selects Infant in the "Unit of Care" dropdown, Full Time Weekly Rate in the "Care Level" dropdown and $100 in the "Weekly Rate" dropdown, the table will populate $100 in the first cell of the table.

An **x** will appear in any cell in the table that is not applicable based on the provider's profile.

| General | Business | Contact | Services | Curriculum | Fees & Discounts | Hours of Operation | Staffing & Capacity | Private Pay Rates | Closures Calendar | Documents | Review | Sign & Certify |

Weekly Private Pay Rates

Enter your weekly private pay rate for each Unit of Care and Care Level.

Unit Of Care: Care Level: Weekly Rate: [Update]

	Infant	1 YR Old	2 YR Old	3 YR Old	4 YR Old	5 YR Old	Elementary School Age	Middle School Age
FULL TIME WEEKLY RATE								
FULL TIME VPK WRAP WEEKLY RATE	x	x	x				x	x
PART TIME WEEKLY RATE								
PART TIME VPK WRAP WEEKLY RATE	x	x	x				x	x
SCHOOL AGE BEFORE SCHOOL WEEKLY RATE	x	x	x	x	x	x		
SCHOOL AGE AFTER SCHOOL WEEKLY RATE	x	x	x	x	x	x		
SCHOOL AGE – BOTH BEFORE & AFTER SCHOOL WEEKLY RATE	x	x	x	x	x	x		
SUMMER CAMP WEEKLY RATE	x							

[Back]   [Next]

Step 10 – Closures Calendar

The Closures Calendar tab collects information on any days the provider will be closed. The Provider Portal user will select all closure days for the provider. Once selected, the date will change from white to blue. The local early learning coalition will determine the total number of reimbursable holidays for the provider.

| General | Business | Contact | Services | Curriculum | Fees & Discounts | Hours of Operation | Staffing & Capacity | Private Pay Rates | Closures Calendar | Documents | Review | Sign & Certify |

Closures Calendar

Using the Calendar below please indicate (select with your mouse) all days your facility will not be offering care for children.

2017 - 2018 Program Year

[Calendar months July 2017 through June 2018]

[Back]   [Next]

Step 11 – Documents

The Documents tab allows the provider to upload documents for local early learning coalition review. Based on provider answers in the provider profile, the Documents tab will display types of documents that may be required by the early learning coalition to enter into a contract to provide School Readiness or VPK services. Provider Portal users may enter up to five documents for each document type.

| General | Business | Contact | Services | Curriculum | Fees & Discounts | Hours of Operation | Staffing & Capacity | Private Pay Rates | Closures Calendar | Documents | Review | Sign & Certify |

Required Contract Documents

Back   Next

Issued License

Upload Document...

Back   Next

Step 12 – Review

After reviewing the information for each section, the Provider Portal user must click the **Next** button to continue.

Click the **+** to expand and the **−** to collapse each section below.   Click the [Button] to navigate back to that section.

Review - Lets make sure we have all your information.

Click the **+** to expand and the **−** to collapse each section below.   Click the [Button] to navigate back to that section.

−   [General]

1. Do you want to have your program referred to families seeking child care listings?	Yes
2. Do you want to complete a contract to participate in the School Readiness Program?	Yes
3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?	Yes
4. Do you want to complete a contract to receive local funding?	No
5. Legal Status	Exempt
6. Exemption Details	
Exempt Number	EXEMPT
Expiration Date	
Exemption Reason	School-Age Program
Master School ID (MSID)	
7. Provider Type	Center
8. Are you a Gold Seal provider?	No
9. Are you an accredited provider?	Yes
9.1 Accreditations	ACCREDITED PROFESSIONAL PRESCHOOL LEARNING ENVIRONMENT

−   [Business]

1. Business Name Associated with Your Taxpayer Identification Number	Jim's House of Learning 2
2. Doing Business as Name (DBA)	Jim's House of Learning 2
3. Taxpayer Identification Number	9999999999999999999999999999
4. Do you have multiple sites or physical locations?	No
5. Physical Address of Business	250 MARRIOTT DR TALLAHASSEE, FL 32301
6. Mailing Address	250 MARRIOTT DR TALLAHASSEE, FL 32301
7. Payment Mailing Address	250 MARRIOTT DR TALLAHASSEE, FL 32301

1. Site/Location Email Address	oeldemonstration+3@gmail.com
2. Business	
Business Telephone Number	(555) 555-5555
Fax Number	
3. Owner	
Name of Owner	Jim Ledbetter
Owner Telephone Number	(555) 555-5555
4. Director	
Name of Director	Jim Ledbetter
Director Telephone Number	(555) 555-5555
5. VPK Director	
Name of VPK Director	Jim Ledbetter
VPK Director Telephone Number	(555) 555-5555
6. Owner's Designee or Contact Person	
Name of Designee/Contact	Not Jim Ledbetter
Designee/Contact Telephone Number	(555) 555-5555

Services

1. Age of Children for which Care is Provided	
Minimum Age	0 Month(s)
Maximum Age	5 Month(s)
2. Programs Offered	After School
3. About My Program	Arts/crafts
4. Languages Spoken by Staff	English
5. Other Spoken Languages	
6. Meals	Afternoon Snack
7. Transportation	No transportation offered
8. Do you currently implement a character development program?	No
9. Is your program equipped to care for children with special needs?	No
10. Is your facility wheelchair-accessible?	No
11. Does your program/facility offer therapeutic services to children?	No
12. Do you participate in a quality rating system?	No
13. Affiliation - Not for Profit	No
14. Military Child Care	No

Curriculum

Curriculum	Age Range	Edition/Year
Other		

Fees And Discounts

1. Fees in Addition to Daily Rate	
2. Family Discounts Offered	None
3. Other Family Discounts	

Hours Of Operation

1. Enhanced Schedule	

2. What are your daily hours of operation?

Sunday	Closed
Monday	6:00 AM to 6:00 PM
Tuesday	Closed
Wednesday	Closed
Thursday	Closed
Friday	Closed
Saturday	Closed

Staffing And Capacity

1. Staff-to-Child Ratio in Your Program

Care Level	Teachers	Children	Group Size
Infant	1	1	1
1 YR Old	0	0	0
2 YR Old	0	0	0
3 YR Old	0	0	0
4 YR Old	0	0	0
5 YR Old	0	0	0
Elementary School Age	0	0	0
Middle School Age	0	0	0
VPK Class	0	0	0

2. Training/Educational Credentials in Your Program

Training/Education Type	Number of Staff
FCCH 30 HOUR TRAINING	1
40 HR INTRO CHILD CARE	1
AA/AS NONCHILD RELATED	1

3. What is the total number of staff who work directly with the children that are in care at your program/facility?	1
4. What is your total licensed capacity?	1
5. What is your infant licensed capacity?	1
6. What is your actual capacity?	1
7. How many private-pay children are in your program?	1

Private Pay Rates

Daily Private Pay Rates		
Unit of Care	**Care Level**	**Daily Rate**
Infant	FULL TIME WEEKLY RATE	$1.00

Closures Calendar

Holiday Date
12/25/2017

Step 13 – Sign & Certify

To submit the Provider Profile, the Full Name must match the name entered in the Provider Profile, the Provider Portal user must click the "Check box to certify by electronic signature" check box and click the **Submit** button.

Once the Provider Portal user submits the Provider Profile, the following page will display:

The Provider Portal user should then find the email sent by **DONOTREPLY@oel.myflorida.com**.

Hello Jim Ledbetter,

The provider profile you completed for Jim's House of Learning 2 was submitted successfully. You will receive an email that will notify you how to proceed after your provider profile is reviewed and processed by your local early learning coalition.

ELC of the Big Bend Region
(866) 973-9030
http://www.elcbigbend.org/

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

Managing a Profile as a Provider Portal User

Provider Dashboard
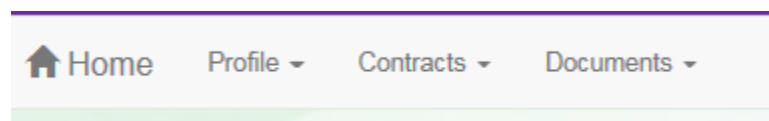
After a provider is active, a Provider Portal User can edit the Provider Profile, by clicking the Profile dropdown menu and then clicking the **Provider Profile** button.
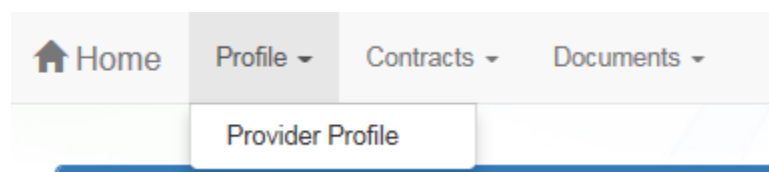
The contracts functionality of the Provider Portal is not yet complete, but once it has been added, Provider Portal users will be able to manage school readiness and VPK contracts from the Provider Dashboard.
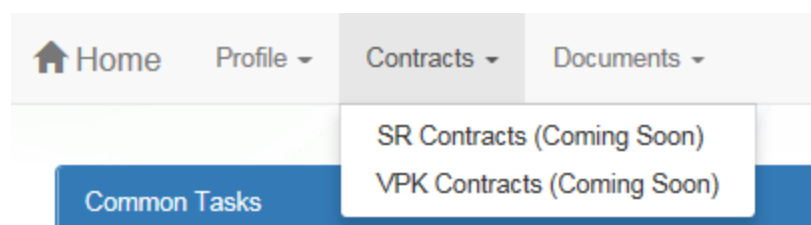
Provider Portal users can click the Documents dropdown menu to access the Document Library Management function and view and upload documents for coalition review.
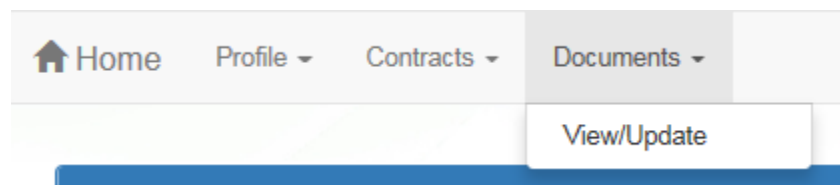
Managing Documents

Documents can be added to the Provider Profile through the Document Library Management function for coalition review. The folder list within the Document Library is standard for all providers, but coalitions have the ability to re-name or add new folders.

To view or upload documents in a folder, the provider portal user will click the **View Files** or **Upload New File** button, respectively.

Document Library Management
[FAQ]

Folder List

Folder Name	View	Upload	Date Updated	Updated By
Accredition and / or Gold Seal *(1 files)*	View Files	Upload New File	08/14/2016	OELAdmin
Insurance Auto *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
Insurance Liability *(0 files)*	View Files	Upload New File	08/22/2016	oel.fp.qa+01@gmail.com
Insurance-Worker Comp *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
License or Exemption *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
Miscellaneous *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
Monthly Adjustment Request *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
Monthly Classroom Transfer Forms *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
Monthly Extended Absence Request *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
Monthly Outstanding Parent Fee *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
Monthly Reimbursement Report *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
Monthly Sign in-out Sheet *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
Monthly VPK Child Withdrawal Forms *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
Provider Public Rate Sheet *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
Sign In / Out Sheets *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
Uncategorized *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
Unemployment Insurance *(0 files)*	View Files	Upload New File	09/12/2016	OELAdmin
VPK Affidavit of Good Moral Character *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
VPK Background Screenings *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
VPK Curriculum *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
VPK Director Credentials *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
VPK Enrollment Certificates *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
VPK Instructor's Credentials *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin
W9 *(0 files)*	View Files	Upload New File	08/14/2016	OELAdmin

Document Library Management

Change Folder:	Accreditation and / or Gold Seal ⌄	
Total Files:	1	Date Created: 08/14/2016

Folder Detail - Accreditation and / or Gold Seal
Rename File

File Name	Download	Date Uploaded	Uploaded By
Chrysanthemum.jpg	Download	09/20/2016	oeldemonstration+2@gmail.com

Add New File   ✕

Select a document to upload.

- Select the folder from the drop down list to which you would like to upload a file to.
- Click the *Browse...* button to browse your documents and select the one that you want to upload to the folder.
- You may give a description to the file you are uploading.

Upload file to site:

Select Destination Folder ✱ | Accreditation and / or Gold Seal ⌄ |

Select File ✱   Browse...

Attach your document.

Click the *Attach Selected Document* button below to upload the selected document to your selected folder. This will upload a copy of your document and store it in the chosen folder. The upload process may take from several seconds to a *minute*, depending on the size of the document and the speed of you internet connection.

Attach Selected Document

Cancel

Provider Portal users can move within the Document Library by clicking the Change Folder dropdown menu. Files can also be renamed within each folder by clicking the **Rename File** button.

Document Library Management

Accredition and / or Gold Seal	
Insurance Auto	
Insurance Liability	
Insurance-Worker Comp	
License or Exemption	
Miscellaneous	
Monthly Adjustment Request	
Monthly Classroom Transfer Forms	
Monthly Extended Absence Request	
Monthly Outstanding Parent Fee	
Monthly Reimbursement Report	
Monthly Sign in-out Sheet	
Monthly VPK Child Withdrawal Forms	
Provider Public Rate Sheet	
Sign In / Out Sheets	
Uncategorized	
Unemployment Insurance	
VPK Affidavit of Good Moral Character	
VPK Background Screenings	
VPK Curriculum	
VPK Director Credentials	
VPK Enrollment Certificates	
VPK Instructor's Credentials	
W9	

Change Folder:

Total Files: Date Created: 08/14/2016

Folder Detail - Lice   Rename File

File Name   paded   Uploaded By

No files found for this folder.

Enter the new file name in the New File Name field and click the **Save Changes** button to continue.

Rename File   ✕

Select Folder: Accredition and / or Gold Seal   ⌄

Select File: Chrysanthemum.jpg   ⌄

New File Name: [   ]

                              Cancel   Save Changes

Document Library Management
[FAQ]

A Frequently Asked Questions pop-up message is available for the Provider Portal user. Contact the local early learning coalition if additional help is needed.

Frequently Asked Questions ✕

How do I create a new folder?
A: Folders can only be created by your Coalition. In case you need to add files that cannot be assigned to one of the pre-defined folders please put them in the 'Miscellaneous' folder. Call your coalition for further information.

How do I upload files to a folder?
A: Click 'Upload New File' button which will open a dialog box that allows you to upload a file to a folder you select.

If I misspelled a word when naming a file, how can I correct it?
A: Files can be renamed from the 'Folder Details' screen. Click on the 'View Files' button to navigate to the 'Folder Details' screen, here you have to click on the 'Rename File' button that would open a dialog box that allows you to select the Folder and the files within it that you wish to rename.
Note: You can only change the name of an existing file and not its type or extension.

What format does a document have to be in to be uploaded?
A: Any of the following formats are permitted: .bmp, .tiff, .pdf, .jpg, .gif, .png, .doc, .docx, .txt

Is there a size limit on the documents to be uploaded?
A: A file's size cannot exceed 2MB.

Who can I contact for technical assistance?
A: Please call your coalition office for any further assistance. 🖼 coalition map

How could I retrieve an archived file?
A: Please call your coalition office for any further assistance with this.

How can I reduce the size of my document?
A: To reduce the file size of a PDF, print the file using Adobe PDF as the printer, select the smallest file size option under the Default Settings menu and click OK on all open dialog boxes. The PDF is then converted to a smaller file. Upon completion, save the new file.

Close