

OFFICE OF  
**Early Learning**  
LEARN EARLY. LEARN FOR LIFE.



# EFS MODERNIZATION

Provider Portal User Guide  
Version 1.1

October 27, 2016

# Table of Contents

- Document Overview ..... 2
  - Purpose of this Document ..... 2
  - Intended Audience..... 2
  - Assistance..... 2
- Accessing the Provider Portal ..... 3
- Creating a Provider Portal Account..... 3
- Provider Portal Returning User ..... 7
  - Log on Process ..... 7
  - Password Recovery ..... 8
  - Change Password Process..... 9
- Provider Dashboard ..... 11
  - Managing Sites..... 11
  - Managing Users ..... 14
  - Broadcast Messages..... 19
  - My Inbox ..... 20
  - Frequently Used Links..... 20
- Completing the Provider Profile ..... 21
  - Requesting Assistance..... 21
    - Step 1 – General..... 24
    - Step 2 – Business..... 24
    - Step 3 – Contact..... 25
    - Step 4 – Services ..... 25
    - Step 5 – Curriculum..... 26
    - Step 6 – Fees & Discounts..... 26
    - Step 7 – Hours of Operation ..... 27
    - Step 8 – Staffing & Capacity..... 27
    - Step 9 – Private Pay Rates..... 28
    - Step 10 – Closures Calendar ..... 28
    - Step 11 – Documents ..... 29
    - Step 12 – Review..... 29
    - Step 13 – Sign & Certify ..... 32
- Managing a Profile as a Provider Portal User ..... 33

Provider Dashboard .....	33
Managing Documents .....	34

## 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](mailto: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)

Enter User Name

Not yet registered?  
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\*

License/Registration/Exemption number, or EXEMPT\*

Verify License Details

Already registered?  
Click [here](#) to log in with your existing account information.

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:** [redacted] 4 Kids Academy  
**Doing Business As name:** [redacted] 4 KIDS ACADEMY  
**Owner name:** SARINA [redacted]

Is this your provider?

---

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.

---

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:

### Address Verification ✕

 USPS standardized address is **250 MARRIOTT DR TALLAHASSEE FL 32399-6573**

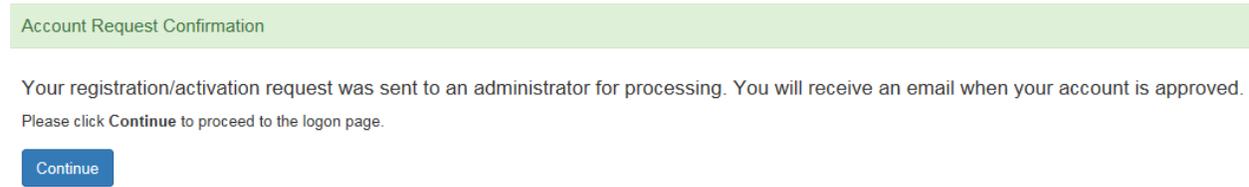
Would you like to use this address instead of entered address?

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:



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/>

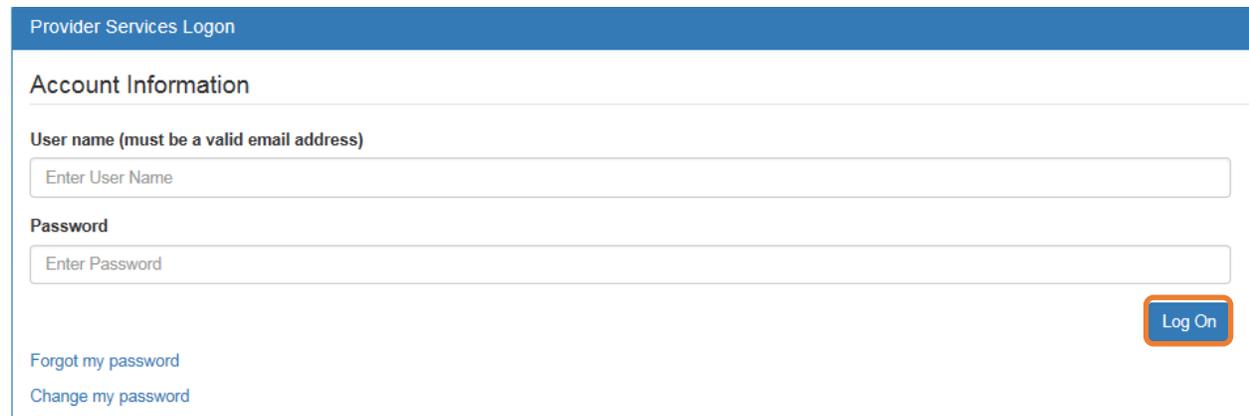
**Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.**

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

## Provider Portal Returning User

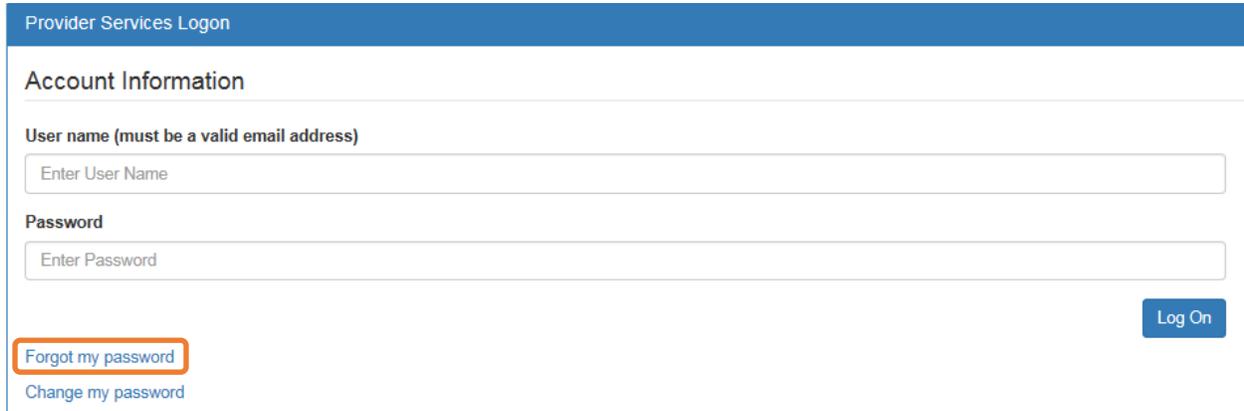
### Log on Process

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.

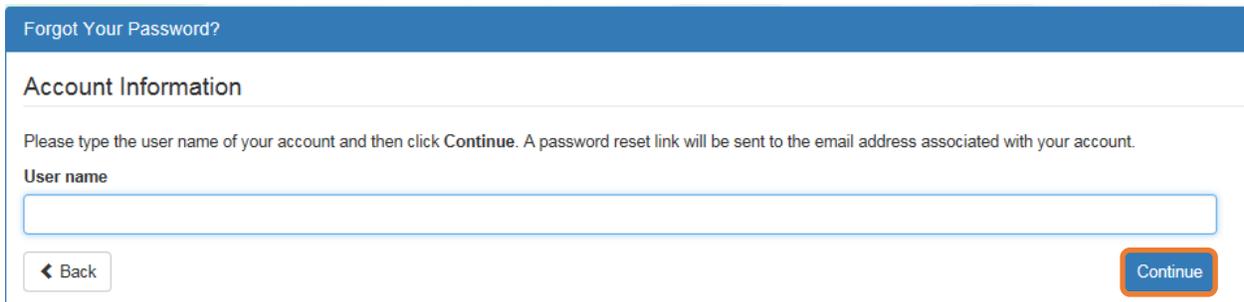


## Password Recovery

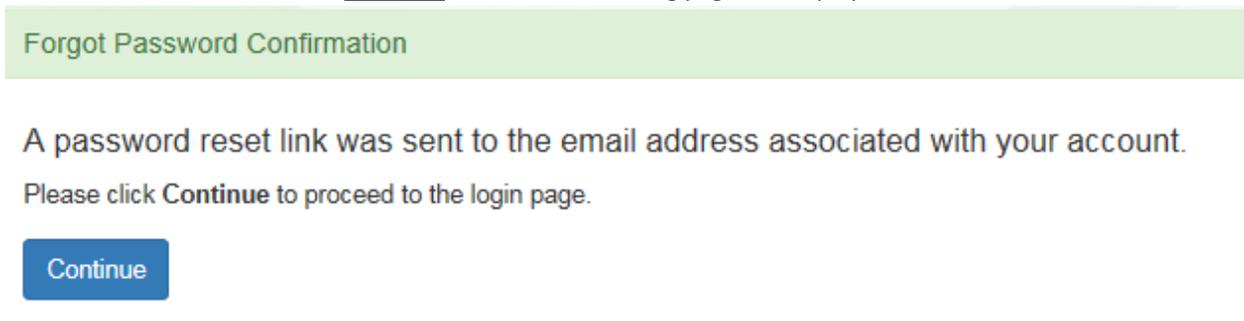
If the Provider Portal user cannot remember the password, the user can click the **Forgot my password** link.



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



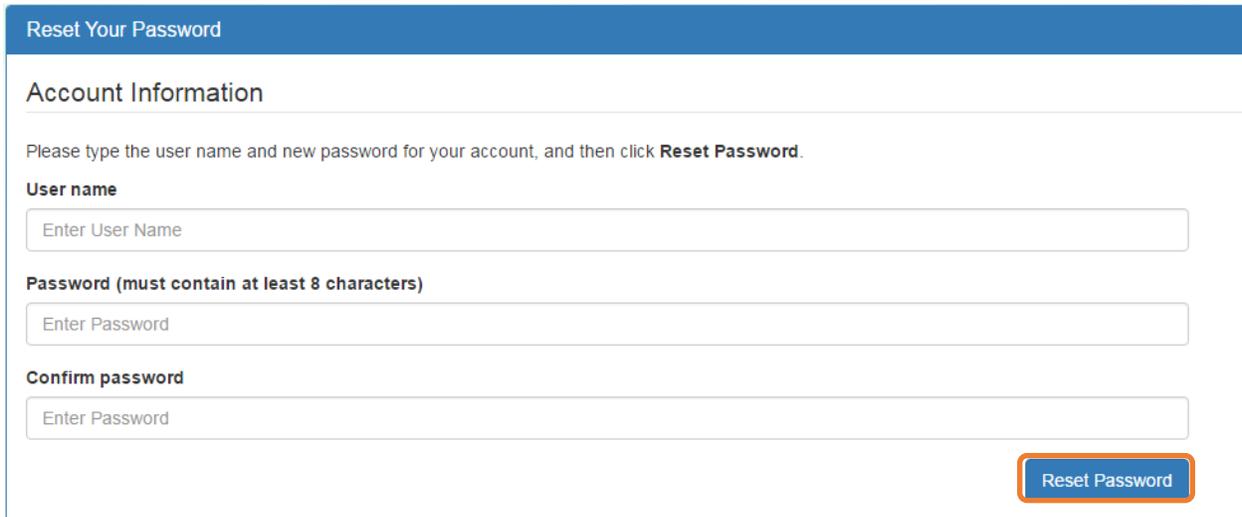
The Provider Portal user must know the email address used for the account. Once the Provider Portal user enters an email address and clicks the **Continue** button, the following page will display:



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

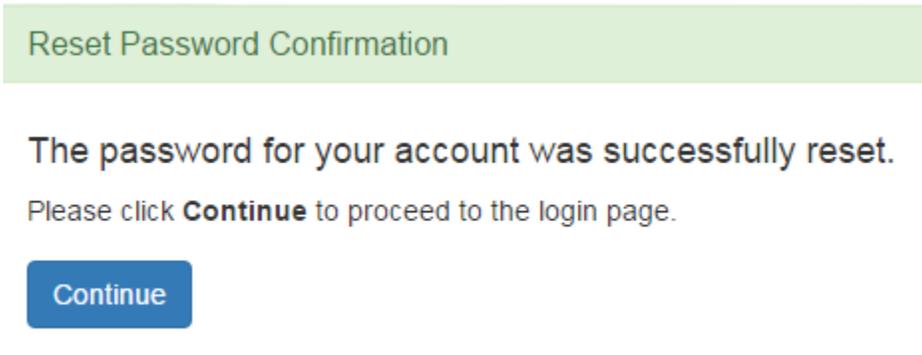
Please reset your password by clicking [here](#).

Once the Provider Portal user clicks the [here](#) link, the following page will display:



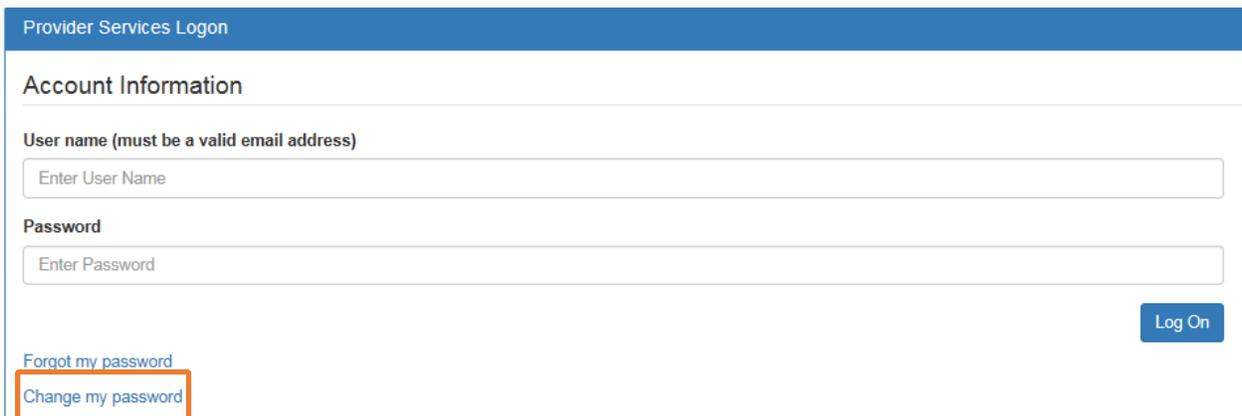
The Provider Portal user must enter the user name (email address), new password and confirm the new password. After entering the required fields, click the [Reset Password](#) button to continue.

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



### Change Password Process

A Provider Portal user can change the password at any point by clicking the [Change my password](#) link.



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**

**Current password**

**New password (must be at least 8 characters)**

**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:

The screenshot shows the Provider Dashboard home page. At the top, there is a navigation bar with 'Home', 'Profile', 'Contracts', and 'Documents' menus, and a 'Hello' greeting on the right. The main content area is divided into several sections: 'Common Tasks' with links for 'Manage Sites', 'Manage Users', 'Manage VPK Applications and Contracts', 'Manage SR Contracts', and 'Manage Instructors, Calendars and Classrooms'; 'Broadcast Messages' with a test message; 'My Inbox' with a notification status; 'Provider Site Summary' with details for 'Jim's House of Learning 3'; and 'Frequently-Used Links' with various resource links.

## 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.

This screenshot is identical to the previous one, but with a red box highlighting the 'Manage All Sites' link in the 'Common Tasks' section.

## Manage Sites

Use this page to add new provider sites and to edit or inactivate 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 administrator if you need additional access.

Location name	License number	Address	Actions
Jim's House of Learning 2	EXEMPT	250 MARRIOTT DR TALLAHASSEE, FL 32301	<a href="#">Edit</a> <a href="#">Manage Users</a>

[Add Site](#)

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\***

**Legal status\***

**Doing Business As (DBA) name\***

**Provider type\***

**Address line 1\***

**Address line 2**

**City\***

**State**

**Zip code\***

**County of physical location\***

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\*

Legal status\*

Doing Business As (DBA) name\*

Provider type\*

Address line 1\*

Address line 2

City\*

State

Zip code\*

County of physical location\*

## Managing Users

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

The screenshot shows a dashboard with a top navigation bar containing 'Home', 'Profile', 'Contracts', 'Documents', and 'Hello'. The main content area is divided into several sections:

- Common Tasks:** Includes links for 'Manage Sites', 'Manage All Sites', 'Manage Users' (highlighted with a red box), 'Manage All Users', 'Manage VPK Applications and Contracts', 'Manage SR Contracts', and 'Manage Instructors, Calendars and Classrooms'.
- Broadcast Messages:** Displays a test message: 'TEST This is a test of the Broadcast Message system. This is only a test. Bold . Underline . Impact .'
- My Inbox:** Shows 'No notifications or alerts to display.'
- Provider Site Summary:** Lists details for 'Jim's House of Learning 3', including Business name, Doing business as, Provider ID (8438), License number, and SSN / Federal ID number.
- Frequently-Used Links:** Lists various educational resources like 'Bright Beginnings', 'Core Competencies', and 'VPK Provider Readiness Rate Website'.

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 administrator if you need additional access.

The screenshot shows the 'Manage All Users' page for 'Jim's House of Learning 2'. It features a table with the following data:

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

Below the table is an 'Add User' button.

### 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

To add a user, click the **Add User** 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 administrator if you need additional access.

Jim's House of Learning 2

User name	Role	Name	Actions
oeldemonstration+3@gmail.com	Business Administrator	Jim Ledbetter	<input type="button" value="Edit"/> <input type="button" value="Inactivate"/>

### 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\*

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\***

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

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 \***

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

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](mailto: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\*

### Permissions

<input checked="" type="checkbox"/>	Attach Profile Documents
<input checked="" type="checkbox"/>	Create Banking Information
<input checked="" type="checkbox"/>	Create Calendar
<input checked="" type="checkbox"/>	Create Profile
<input checked="" type="checkbox"/>	Create SR Contract
<input checked="" type="checkbox"/>	Create VPK Contract
<input checked="" type="checkbox"/>	Edit Banking Information
<input checked="" type="checkbox"/>	Edit Calendar
<input checked="" type="checkbox"/>	Edit Profile
<input checked="" type="checkbox"/>	Edit Site
<input checked="" type="checkbox"/>	Edit SR Contract
<input checked="" type="checkbox"/>	Edit VPK Contract
<input checked="" type="checkbox"/>	Manage ASQ
<input checked="" type="checkbox"/>	Manage Document Library
<input checked="" type="checkbox"/>	Manage Messages and Notifications
<input checked="" type="checkbox"/>	Manage Other
<input checked="" type="checkbox"/>	Modify and Submit SR Attendance Rosters
<input checked="" type="checkbox"/>	Modify and Submit VPK Attendance Rosters
<input checked="" type="checkbox"/>	Reports
<input checked="" type="checkbox"/>	Review Attendance Rosters

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

## Manage All Users

Use this page to add, edit, and inactive 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 administrator if you need additional access.

Jim's House of Learning 2			
User name	Role	Name	Actions
oeldemonstration+3@gmail.com	Business Administrator	Jim Ledbetter	<input type="button" value="Edit"/> <input type="button" value="Inactivate"/>

## 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.

The screenshot shows the Provider Dashboard interface. At the top, there is a navigation bar with 'Home', 'Profile', 'Contracts', and 'Documents' menus, and a 'Hello' greeting. The main content area is divided into several sections:

- Common Tasks:** Includes links for 'Manage Sites', 'Manage Users', 'Manage VPK Applications and Contracts', 'Manage SR Contracts', and 'Manage Instructors, Calendars and Classrooms'.
- Broadcast Messages:** This section is highlighted with an orange box and contains a message titled 'TEST This is a test of the Broadcast Message system. This is only a test. Bold . Underline . Impact .'. The text 'Bold . Underline . Impact .' is formatted with bold, underline, and impact styles.
- My Inbox:** Displays 'No notifications or alerts to display.'
- Provider Site Summary:** A table showing details for 'Jim's House of Learning 3', including Business name, Doing business as, Provider ID (8438), License number, and SSN / Federal ID number.
- Frequently-Used Links:** Lists various resources like 'Bright Beginnings', 'Core Competencies', 'DCF Provider Training', 'Early Learning Performance Funding Project', 'Provider Portal User Guide', and 'VPK Provider Readiness Rate Website'.



## 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.

The screenshot shows the 'Jim's House of Learning 3 Profile' page. At the top right, it says 'Current Status: Incomplete'. A navigation bar includes tabs for 'General', 'Business', 'Contact', 'Services', 'Curriculum', 'Fees & Discounts', 'Hours of Operation', 'Staffing & Capacity', 'Private Pay Rates', 'Closures Calendar', 'Documents', 'Review', and 'Sign & Certify'. The 'Request Assistance' button is highlighted with an orange box. Below the navigation bar, the 'General' section contains several questions and dropdown menus:

- 1. Do you want to have your program referred to families seeking child care listings?  Yes  No
- 2. Do you want to complete a contract to participate in the School Readiness Program?  Yes  No
- 3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?  Yes  No
- 4. Do you want to complete a contract to receive local funding?  Yes  No
- 5. Business Ownership Type: Other Entity
- 6. Legal Status: Exempt
- 7. Exemption Details:
  - Exempt Number: EXEMPT
  - Expiration Date: 11/05/2016
  - Exemption Reason: Informal
  - Master School ID (MSID):

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

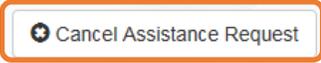
The 'Request Profile Assistance' dialog box is shown. It contains a blue information box with the text: 'You are requesting assistance from the early learning coalition with your Provider Profile. You will not be able to make changes to your profile while the coalition is reviewing your request.' Below this is a text area with the prompt: 'Briefly describe the issue that you need assistance with.' At the bottom right, there are 'Submit' and 'Cancel' buttons, with 'Submit' highlighted in orange.

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

The 'Message From Office of Early Learning' dialog box is shown. It contains a blue information box with the text: 'The early learning coalition has received your request for assistance. Someone will review your request and contact you by telephone, email, fax, or mail when your request is ready to be processed. Contact your local [Early Learning Coalition](#) if you need immediate assistance.' At the bottom right, there is an 'Ok' button.

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 

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.

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.



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 **Profile** dropdown menu from the Provider Dashboard.

The screenshot shows the Provider Dashboard interface. At the top, there is a navigation bar with 'Home', 'Profile' (highlighted with an orange box), 'Contracts', and 'Documents'. The main content area is divided into several sections: 'Common Tasks' with links for 'Manage Sites', 'Manage Users', 'Manage VPK Applications and Contracts', 'Manage SR Contracts', and 'Manage Instructors, Calendars and Classrooms'; 'Broadcast Messages' with a test message; 'My Inbox' with 'No notifications or alerts to display.'; 'Provider Site Summary' with details for 'Jim's House of Learning 3'; and 'Frequently-Used Links' with various educational resources.

Then, click **Provider Profile**.

This close-up shows the 'Profile' dropdown menu. The 'Profile' button is highlighted with a grey background. Below it, the 'Provider Profile' option is highlighted with an orange box.

## 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.

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

General

1. Do you want to have your program referred to families seeking child care listings?  Yes  No

2. Do you want to complete a contract to participate in the School Readiness Program?  Yes  No

3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?  Yes  No

4. Do you want to complete a contract to receive local funding?  Yes  No

5. Legal Status  
Licensed

6. License Details  
License Number: e132 Expiration Date: License Type:

7. Provider Type  
Center

8. Are you a Gold Seal provider?  Yes  No

9. Are you an accredited provider?  Yes  No

Next

## Step 2 – Business

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

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

Business

1. Business Name Associated with Your Taxpayer Identification Number  
Text Educational Services

2. Doing Business as Name (DBA)  
Text Educational Services

3. Taxpayer Identification Number  
123456789123456789

4. Do you have multiple sites or physical locations?  Yes  No

5. Physical Address of Business  
Address Line 1: 250 MARRIOTT DR Address Line 2: City: TALLAHASSEE State: Florida ZipCode: 32301  
\*Altering this address may trigger USPS verification

6. Mailing Address  
 Mailing address is same as physical address.  
Address Line 1: 250 MARRIOTT DR Address Line 2: City: TALLAHASSEE State: Florida ZipCode: 32301  
\*Altering this address may trigger USPS verification

7. Payment Mailing Address  
 Payment mailing address is same as mailing address above.  
Address Line 1: 250 MARRIOTT DR Address Line 2: City: TALLAHASSEE State: Florida ZipCode: 32301  
\*Altering this address may trigger USPS verification

Back

Next

## 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.

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

Contact

1. Site/Location Email Address

2. Business

Business Telephone Number Fax Number

Phone Type

Select Type

3. Owner

Name of Owner Owner Telephone Number

Test Educational Services

Phone Type

Select Type

4. Director

Name of Director Director Telephone Number

Phone Type

Select Type

5. VPK Director

Name of VPK Director VPK Director Telephone Number

Phone Type

Select Type

6. Owner's Designee or Contact Person

Name of Designee/Contact Designee/Contact Telephone Number

Phone Type

Select Type

Back Next

## Step 4 – Services

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

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

Services

1. Age of Children for which Care is Provided

Minimum Age Maximum Age

Months Months

2. Programs Offered (select all that apply)

3. About My Program (select all that apply)

4. Languages Spoken by Staff (select all that apply)

5. Other Spoken Languages

6. Meals (select all that apply)

7. Transportation (select all that apply)

8. Do you currently implement a character development program?

Yes  No

9. Is your program equipped to care for children with special needs?

Yes  No

10. Is your facility wheelchair-accessible?

Yes  No

11. Does your program/facility offer therapeutic services to children?

Yes  No

12. Do you participate in a quality rating system?

Yes  No

13. Affiliation - Not for Profit

Yes  No

14. Military Child Care

Yes  No

Back Next

## 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
Gea 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
InvestGators Club	4	2010
InvestGators 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.

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.

The screenshot shows the 'Facility Hours of Operation' form. At the top, there is a navigation bar with tabs: General, Business, Contact, Services, Curriculum, Fees & Discounts, Hours of Operation (selected), Staffing & Capacity, Private Pay Rates, Closures Calendar, Documents, Review, and Sign & Certify. Below the navigation bar, the form has a dropdown menu for 'Enhanced Schedule (select all that apply)'. The main section is titled '2. What are your daily hours of operation? (select all that apply)'. It contains a list of days from Sunday to Saturday. Each day has a checkbox, a '24 hours' checkbox, and two time input fields labeled 'Open' and 'Close', both with a default value of '12:00 AM'. A 'Back' button is located at the bottom left, and a 'Next' button is at the bottom right.

## 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.

The screenshot shows the 'Staffing and Capacity' form. At the top, there is a navigation bar with tabs: General, Business, Contact, Services, Curriculum, Fees & Discounts, Hours of Operation, Staffing & Capacity (selected), Private Pay Rates, Closures Calendar, Documents, Review, and Sign & Certify. Below the navigation bar, the form has a section titled '1. Staff-to-Child Ratio in Your Program'. It contains a table with four columns: 'Care Level', 'Teachers in Classroom', 'Children in Classroom', and 'Group Size'. The rows include Infant, 1 YR Old, 2 YR Old, 3 YR Old, 4 YR Old, 5 YR Old, Elementary School Age, Middle School Age, and VPK Class. Each cell in the table has a text input field with a default value of '0'. Below this table is a section titled '2. Training/Educational Credentials in Your Program'. It contains a table with two columns: 'Training/Education Type' and 'Number of Staff'. The rows include 'FCCH 30 HOUR TRAINING', '40 HR INTRO CHILD CARE', and 'AAJAS NONCHILD RELATED'. Each cell in this table has a text input field with a default value of '0'. Below this table are seven numbered questions with text input fields: '3. What is the total number of staff who work directly with the children that are in care at your program/facility?', '4. What is your total licensed capacity?', '5. What is your infant licensed capacity?', '6. What is your actual capacity?', and '7. How many private-pay children are in your program?'. A 'Back' button is located at the bottom left, and a 'Next' button is at the bottom right.

## 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:

	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							

## 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

July 2017							August 2017							September 2017							October 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1	5	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
2	3	4	5	6	7	8	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
9	10	11	12	13	14	15	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
16	17	18	19	20	21	22	27	28	29	30	31	24	25	26	27	28	29	30	22	23	24	25	26	27	28		
23	24	25	26	27	28	29								28	29	30	31	29	30	31	29	30	31				
30	31																										

November 2017							December 2017							January 2018							February 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	25	26	27	28		
							31																				

March 2018							April 2018							May 2018							June 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7		1	2	3	4	5				1	2			
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30	27	28	29	30	31	27	28	29	30	31	24	25	26	27	28	29	30		

## 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.

## 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	99999999999999999999999999999999	
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	

Contact

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

2. Training/Educational Credentials in Your Program

3. What is the total number of staff who work directly with the children that are in care at your program/facility?

4. What is your total licensed capacity?

5. What is your infant licensed capacity?

6. What is your actual capacity?

7. How many private-pay children are 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

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

1
1
1
1
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.

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

★ Profile Certification And Submittal

By signing this form I certify that:

- I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct.
- If any of the information listed changes, I understand that I must log into my provider portal account and update my information within 14 days of the change.
- I also understand that if I make changes prior to the coalition approving them, I may be out of compliance with the requirements of the VPK and or SR programs.

Authorized Electronic Signature

Full Name:

Check box to certify by electronic signature

Submission date: 9/21/2016

Submit

Back

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

You Have Successfully Completed and Submitted your Provider Profile!

Your early learning coalition will process your profile.  
Please check your email for important information about your profile.

You can click on the button below to return to the home page.

Return to home page

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

## Document Library Management

[FAQ]

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	<a href="#">Download</a>	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

<b>Change Folder:</b>	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>Accreditation and / or Gold Seal</li> <li>Insurance Auto</li> <li>Insurance Liability</li> <li>Insurance-Worker Comp</li> <li style="background-color: #0070C0; color: white;">License or Exemption</li> <li>Miscellaneous</li> <li>Monthly Adjustment Request</li> <li>Monthly Classroom Transfer Forms</li> <li>Monthly Extended Absence Request</li> <li>Monthly Outstanding Parent Fee</li> <li>Monthly Reimbursement Report</li> <li>Monthly Sign in-out Sheet</li> <li>Monthly VPK Child Withdrawal Forms</li> <li>Provider Public Rate Sheet</li> <li>Sign In / Out Sheets</li> <li>Uncategorized</li> <li>Unemployment Insurance</li> <li>VPK Affidavit of Good Moral Character</li> <li>VPK Background Screenings</li> <li>VPK Curriculum</li> <li>VPK Director Credentials</li> <li>VPK Enrollment Certificates</li> <li>VPK Instructor's Credentials</li> <li>W9</li> </ul> </div>	<b>Date Created:</b> 08/14/2016
<b>Total Files:</b>		<a href="#" style="border: 1px solid orange; padding: 2px 5px;">Rename File</a>
<b>Folder Detail - Lice</b>		
File Name		Uploaded By
<i>No files found for this folder.</i>		

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

#### Rename File ✕

---

**Select Folder:**

**Select File:**

**New File Name:**

## 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