



Welcome to the Broward Provider Web Portal

The Broward Provider Portal allows childcare providers with internet access the ability to submit their application for a School Readiness and/or Voluntary Prekindergarten agreement online. The information for each provider is secure and viewable only by entering your User ID and password.

The Broward Provider Portal is managed by the Early Learning Coalition of Broward County. Please contact your Coalition System Specialists listed below for any questions and assistance.

****NAMES BELOW WILL BE RELEASED APRIL 20th. Any questions during TESTING phase need to be directed to providerportal@elcbroward.org**

Vacant Position (Providers A-F)*

954-720-XXXX

name@familycentral.org

Vacant Position (Providers P-Z)*

954-720-XXXX

name@familycentral.org

Vacant Position (Providers G-O)*

954-720-XXXX

name@familycentral.org

Vacant Position (School & Family Child Care Providers)

954-720-XXXX

name@familycentral.org

** If you are a Family Child Care Provider your System Specialist is designated by your last name.*

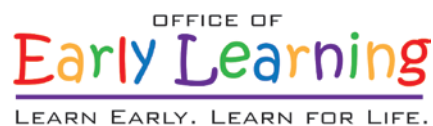
**If you are a Child Care Center your System Specialist is designated by the first name of your license.*



BROWARD PROVIDER PORTAL USER MANUAL

Created: March 24, 2015

Funded by:



The A. D. Henderson Foundation, Inc.

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1.0 INTRODUCTION

This user guide provides information about the features and use of the screens on the Broward Child Care Provider Portal, referred to as the Provider Portal.

1.1 About This Guide

Purpose

This user guide provides a basic description of the use and features of screens used in the Portal.

Use of this Guide

This user guide provides step-by-step instructions for site navigation. It provides detailed screen information and instructions for accessing and completing screens needed to submit a childcare agreement application.

Graphics

The graphic illustrations in this guide are screen captures that show all of the provider portal screens required to submit a childcare agreement application. The entries seen in the illustrations in this guide are not actual provider data.

1.2 About the Broward Child Care Provider Portal

The Provider Portal is an online web based application designed for providers to create and submit their childcare agreement application(s) online. It also allows the provider to upload documents required to support their agreement application(s). All the screens on the Provider Portal use drop-down menus and point-and-click techniques to provide an easy-to-use method for providers.

2.0 PORTAL BASIC INFORMATION

2.1 Accessing the Provider Portal

The provider must have access to the internet in order to use the Provider Portal. Once connected to the internet, please follow the steps below:

1. Open your internet or web browser (i.e., Internet Explorer, Google Chrome, Firefox, etc.).
2. Type the **TEST site's** Provider Portal web address into the URL bar at the top of the screen: elcbroward.bluejeanware.org



3. Press the Enter key. The website opens at the Login Screen.

2.2 Creating an Account

If this is the first time accessing the portal, you must create a User Name and Password. The following are step by step instructions for creating a new account.

CREATE ACCOUNT

Username (email)

Re-enter Username

Free email address are available through [Yahoo](#) or [Google](#)

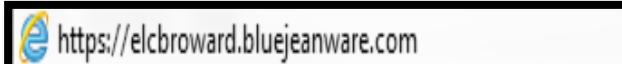
Password

Re-enter Password

The following information will be used to verify your Provider status.

Provider Id


Provider Extension

1. Open the **TEST** portal login screen

2. On the right side of the screen find "Create Account"
3. Enter User Name (email address)
4. Re-enter your User Name
5. Create a password. Passwords are required to be at least 7 characters in length. They must contain characters from 3 of the following 4 categories:
 - Upper case letters,
 - Lower-case letters,
 - Numbers 0-9, and
 - Non-alphanumeric characters such as \$, #, *.**Remember passwords are case sensitive*
6. Re-enter your password
7. Enter your provider ID. This is either your EIN (Employer Identification Number) or SSN (Social Security Number), which can both be found on your W-9 form.
8. Enter your provider extension. This information can be found on your attendance sheets. If you do not know this information, please contact your Coalition System Specialist.

Attestation: The undersigned represents and warrants that he/she has full and complete authority to access and submit information on behalf of the entity listed below.

Name of the Child Care Business

Title

Select one... 

First Name

Last Name

Phone Number

Email address to be used for communications by the Coalition

Enter a Security Question and Answer to be used in case of password reset.

Security Question (Create your own)

Security Question Answer

Do not register again if you have previously used the site. Use the reset password link in the Login panel if you need to reset your password!

CREATE ACCOUNT

9. Below the provider extension you will see an attestation which states: The undersigned represents and warrants that he/she has full and complete authority to access and submit information on behalf of the entity listed below.

10. Enter the Name of the Child Care Business.

11. Select a title.
Please note: Only an Owner, Director, or Authorized Representative of the childcare site can create a Login Account.

12. Enter your first name.

13. Enter your last name.

14. Enter your phone number

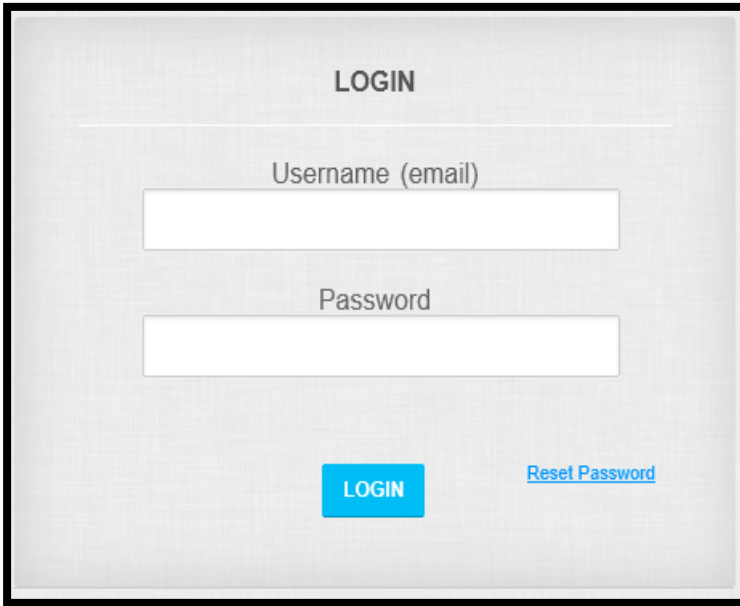
15. Enter your e-mail address to be used by the Coalition for future communication

16. Enter a security question.
You can use any question. It is recommended you use a question that ONLY you will be able to answer.

17. Enter the answer for your security question.

18. Select the blue "Create Account" button.
**Review all the information for accuracy*
**User accounts can only be created one time*

2.3 Logging in



LOGIN

Username (email)

Password

LOGIN [Reset Password](#)

1. Open the **TEST** portal login screen



2. On the left side of the screen find "Login"

3. Enter User Name (email address)

4. Enter your password

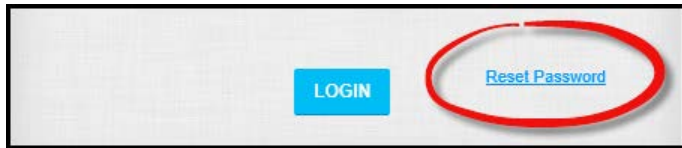
**Remember passwords are case sensitive*

5. Select the blue "Login" button.

For security reasons, if an incorrect password is entered too many times in a row, you will be locked out of the portal. If a lockout occurs, you will need to contact your coalition system specialist.

- If you forget your password, click on the reset password link.

2.4 Resetting your Password



Select the reset password link on the bottom right hand side of the login window

RESET ACCOUNT PASSWORD
X

Username (email)

Please provide the following information to verify a Provider site assigned to your account.

Provider Id

Provider Extension

Please provide a new password and retype to verify.

New Password

Re-enter New Password

1. Enter User Name (email address)

2. Enter your provider ID.
This is either your EIN (Employer Identification Number) or SSN (Social Security Number), which can both be found on your W-9 form.

3. Enter your provider extension.
This information can be found on your attendance sheets. If you do not know this information, please contact your Coalition System Specialist.

4. Create a password. Passwords are required to be at least 7 characters in length. They must contain characters from 3 of the following 4 categories:

- Upper case letters,
- Lower-case letters,
- Numbers 0-9, and
- Non-alphanumeric characters such as \$, #, *.

**Remember passwords are case sensitive*

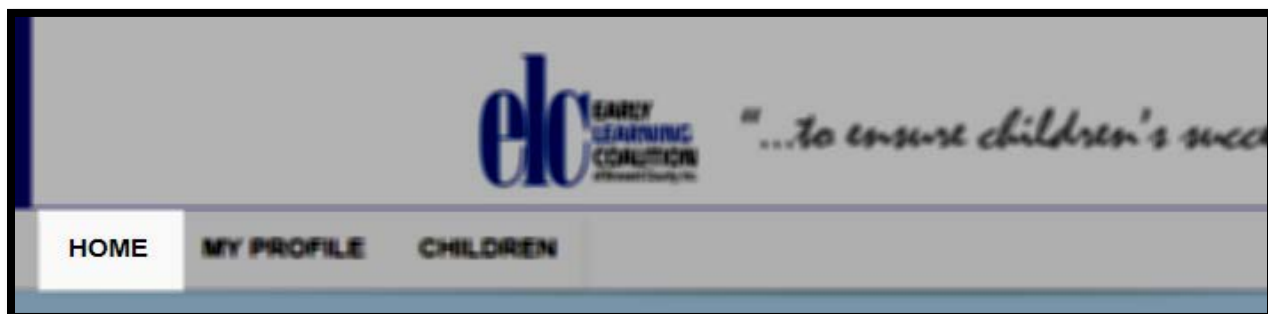
5. Re-enter your password

6. Select the blue "Reset Password" button.
**Review all the information for accuracy*
**User accounts can only be created one time*

3.0 Agreement Applications

3.1 The Home Screen

The Home Screen can be accessed at any time by clicking the “Home” button at the top of your screen.



➤ Select Agreement Type Window

In this window you will see an icon for each type of application

- School Readiness
- Voluntary Pre-Kindergarten



➤ Downloadable Documents Window

This window contains supporting documents for providers

Downloadable Documents

➤ Helpful Information Links Window

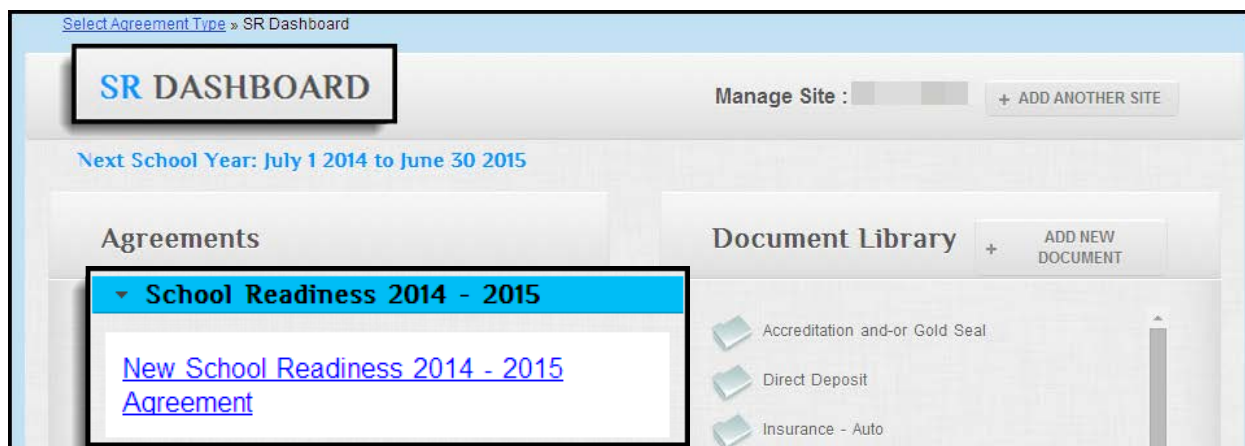
This window has links to other web pages that are useful to providers

Helpful Information Links

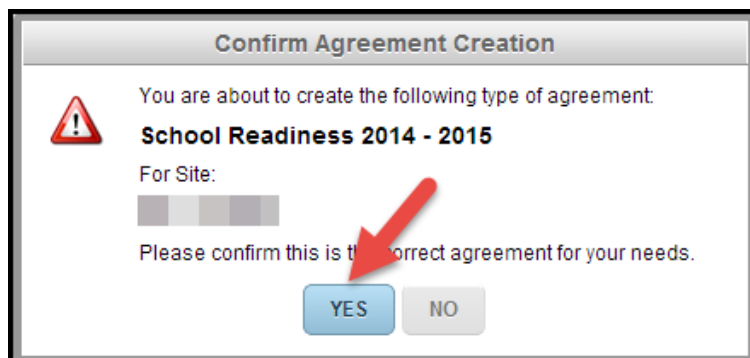
3.2 New School Readiness Agreement

Starting on the Home Screen you will select the “School Readiness” icon. This example will be for a School Readiness agreement application.

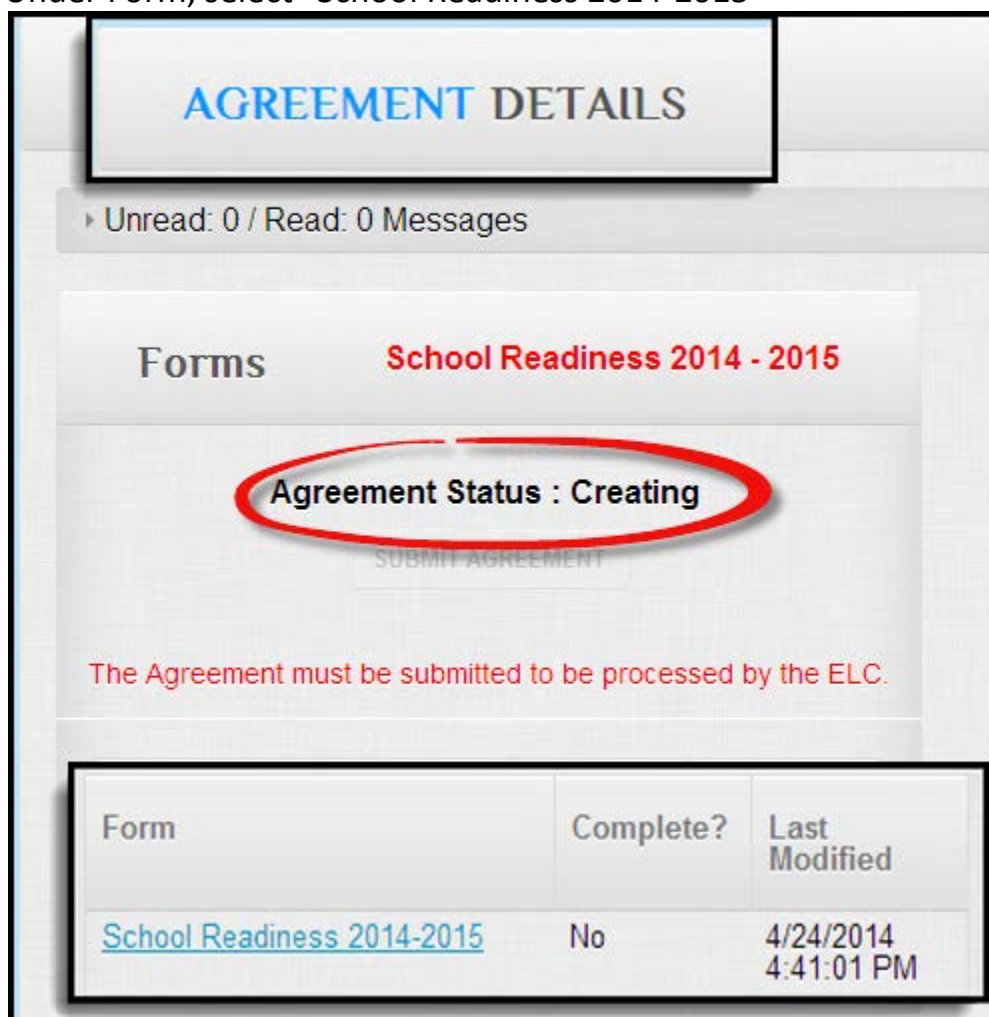
1. After selecting the School Readiness icon you will be taken to the School Readiness dashboard
2. Select “New School Readiness 2014-2015 Agreement” or “New School Readiness 2015-2016 Agreement”



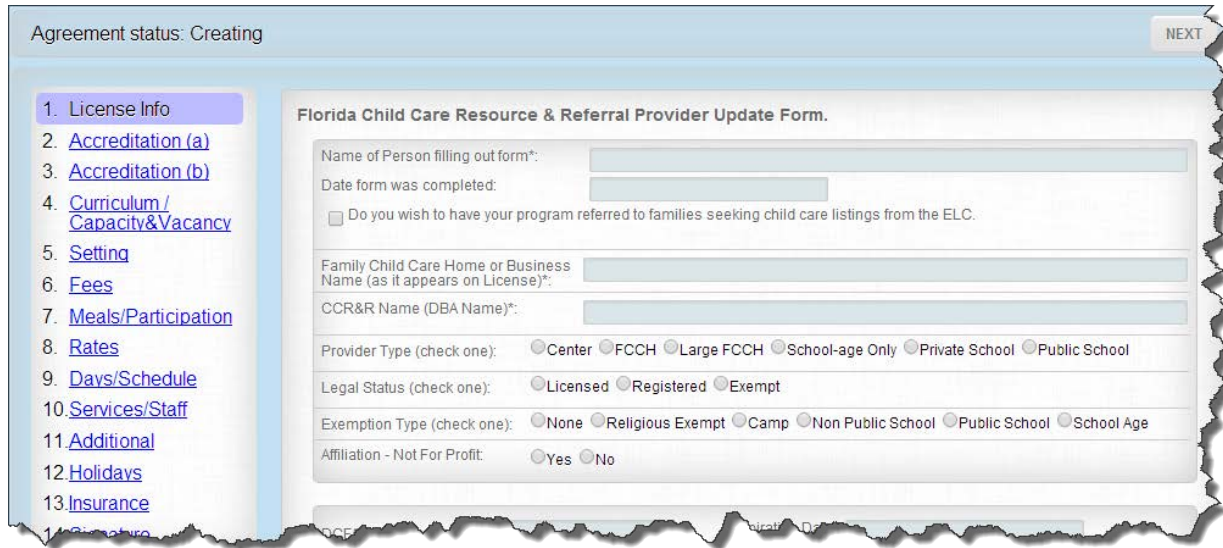
3. A window will appear and ask you to verify that this is the agreement you wish to create.
4. Select “Yes”



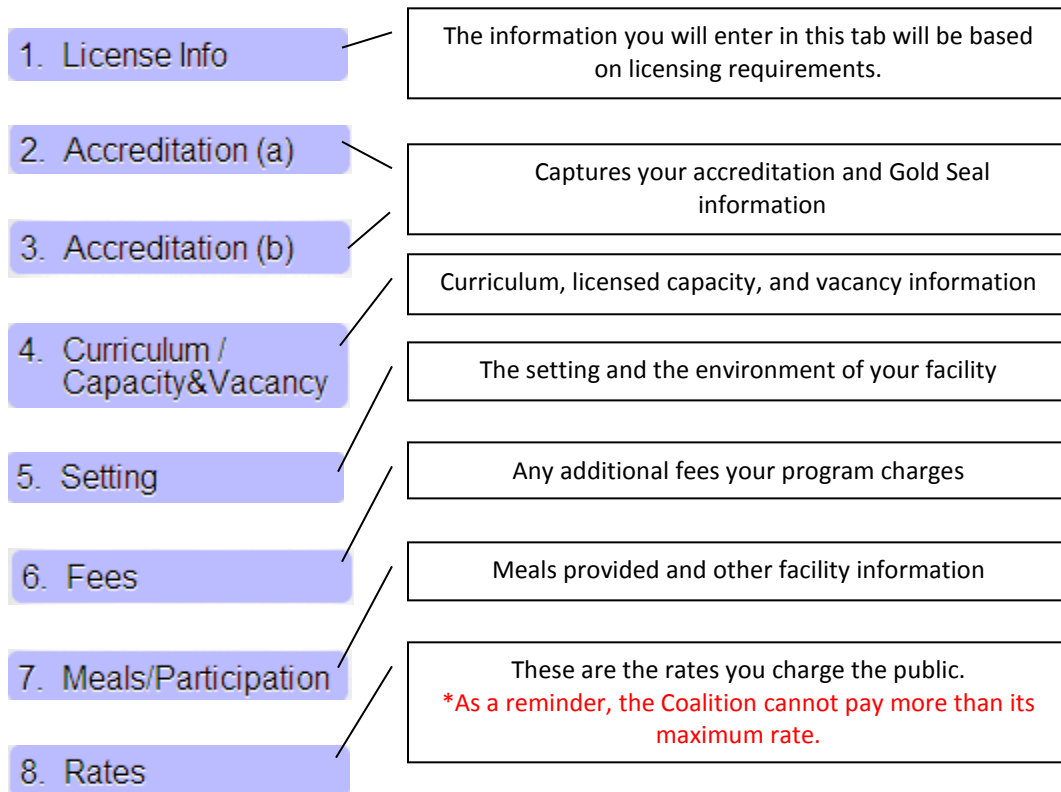
5. This will bring you to the Agreement Details screen.
6. The Agreement status will say "Creating"
7. Under Form, select "School Readiness 2014-2015"



8. This will bring you to the first page in the application.



9. Fill out the agreement page by page. To move onto the next tab, click “Next” at the top of the screen.



9. Days/Schedule	Information about your program’s operating hours and schedule
10. Services/Staff	Is for extra services you may provide and for staff education
11. Additional	Additional information including financial assistance and transportation
12. Holidays	This tab has 6 pre-populated designated holidays. Also, if applicable, it has room for up to 6 additional reimbursed “floating” holidays. Non-reimbursable closures are also entered here.
13. Insurance	Insurance information: general liability, which is required Auto and worker’s compensation, if applicable
14. Signature	

Prior to entering your electronic signature please view the printable form for accuracy. Then review the contract terms and conditions. Once you have read the “electronic signature statement” click the acknowledgement box. In the Signature of Authorized representative field, please enter your first and last name. Enter your title and then the date.

View Printable Form
View Contract Terms and Conditions

When you enter your name and click the acknowledge electronic signature check box this contract will be electronically signed as per Florida statute 668.004, Force and effect of electronic signature. Unless otherwise provided by law, an electronic signature may be used to sign a writing and shall have the same force and effect as a written signature.

I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct. As the responsible agent/person for the agency listed herein, I agree to the terms and conditions as listed in the link above.

✔ Acknowledged by electronic signature

Signature of Authorized Representative:

Title:

Date:

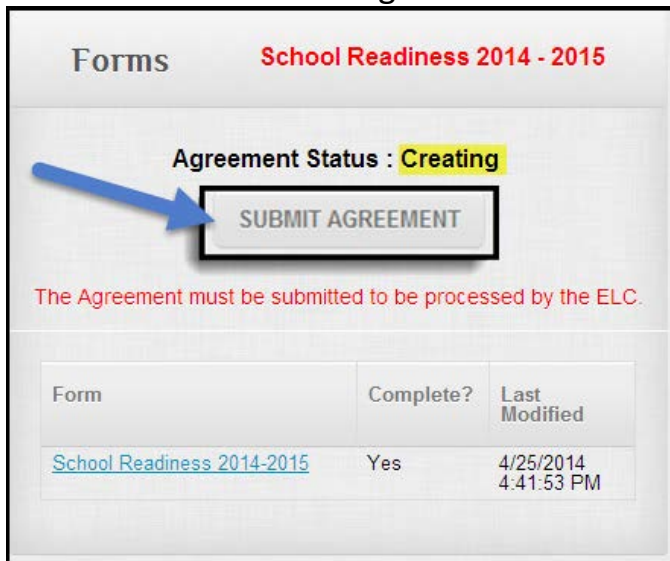
10. Scroll to the top of the screen and select Save and Close.

Agreement status: Creating

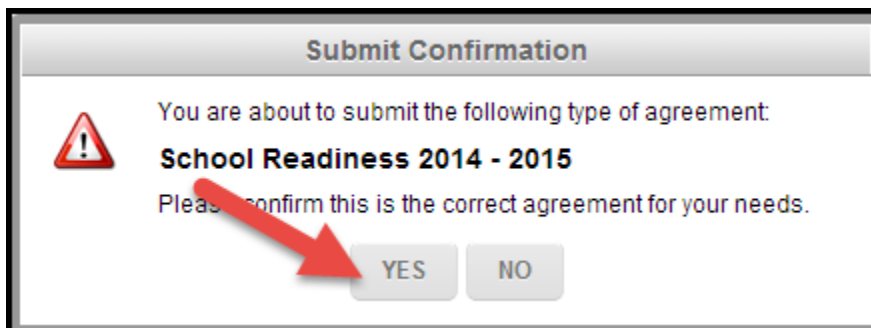
11. This will bring you back to the Agreement Detail Screen.

12. The Agreement Status still says “Creating” and you will see a gray button titled “Submit Agreement.”

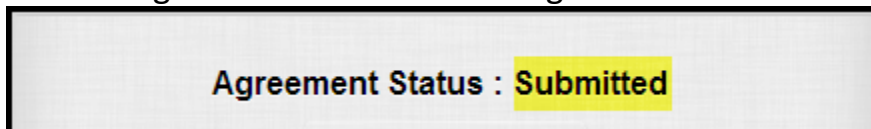
13. Select the “Submit Agreement” button.



14. In the “Submit Confirmation” window select “Yes.”



15. The Agreement Status will change to “Submitted.”

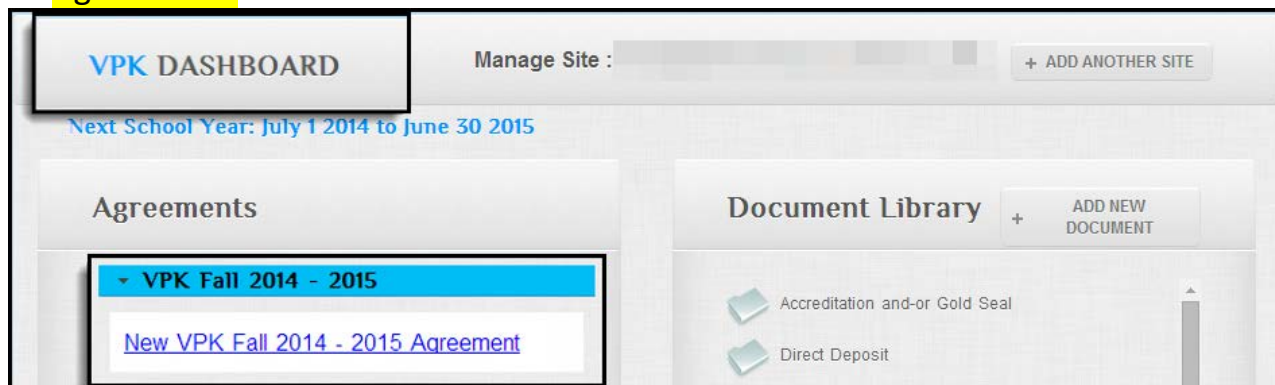


16. Upload all of your supporting documentation into the document library (Section 3.4)

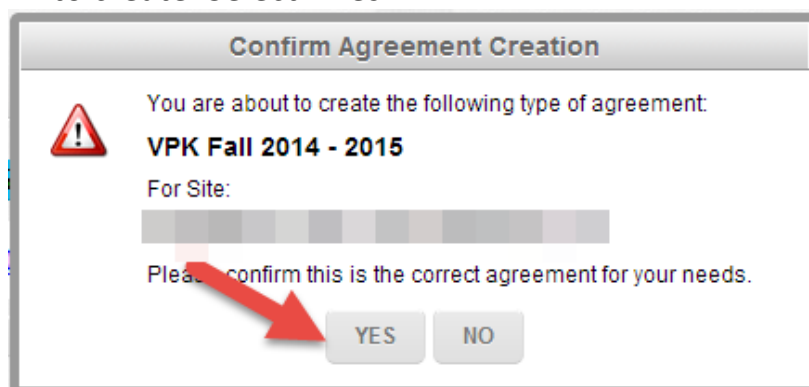
***Contracts are not fully executed until the Agreement Status says certified.**

3.3 New Voluntary Pre-Kindergarten Agreement

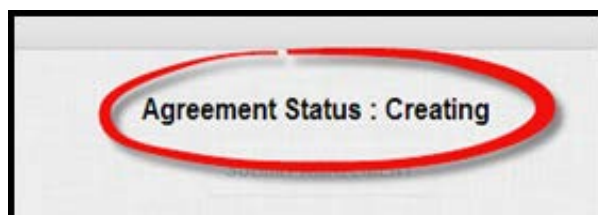
1. Start on the Home Screen
2. Select the icon that says VPK. This will bring you to the VPK Dashboard.
3. Select “New VPK Fall 2014-2015 Agreement” or “New VPK 2015-2016 Agreement”



4. A window will appear and ask you to verify that this is the agreement you wish to create. Select “Yes”



5. This will bring you to the Agreement Details screen.
6. Scroll down to Agreement status which should say “Creating.”



7. Under FORMS you will see 5 forms. In order to submit your application you must complete all 5 forms.

Form	Complete?	Last Modified
OEL-VPK 10	No	4/28/2014 11:13:28 AM
OEL-VPK 11A 📄	No	4/28/2014 11:13:28 AM
OEL-VPK 11B 📄	No	4/28/2014 11:13:28 AM
OEL-VPK 20	No	4/28/2014 11:13:28 AM
VPK Guidelines	No	4/28/2014 11:13:28 AM

8. First Click OEL-VPK 10.


[OEL-VPK 10](#)

This will open a fill-able VPK 10 form. The VPK 10 form is for licensing and director requirements.

AGREEMENT FORM OEL-VPK 10

Close Form Save Changes Download as a PDF Page 1 of 1

EDIT MODE


 Florida's Office of Early Learning
VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM
STATEWIDE PROVIDER REGISTRATION APPLICATION

Program Year: 2014 - 2015
 New Application No Change
 Updated Application & Date:

I. PRIVATE PROVIDER/ PUBLIC SCHOOL INFORMATION Type or print in black or blue ink

1. Provider Name (as on DCF license or accreditation certificate):		
2. Employer Identification Number (EIN)	3. DCF Identification Number or Exemption Number	
4. Address of VPK Site (number and street)		
5. City	6. County Palm Beach	7. Zip Code
8. Daytime Phone Number	9. Fax Number	10. Email Address (VPK site)
11. Mailing Address (if different from VPK Site) <input type="checkbox"/> Same as VPK Site		
12. City	13. State	14. Zip Code
15. Owner or School District Staff	16. Owner Corporate Name (if applicable)	17. Daytime Phone Number

NOTE - See the Privacy Act Statement concerning EINs and Social Security Numbers on page 2 of the instructions accompanying this application.

Before signing the forms please read the electronic signature statement, and then click the “By Electronic Signature” box.

I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct. If any of this information changes, I understand that the provider must submit updated information to the coalition in writing within 14 days of the change. I also understand that the provider is encouraged to submit updated information before a change is implemented as the provider may be out of compliance with the requirements of the VPK Program if the changes are implemented before the coalition approves of the changes.

32. Signature of Authorized Representative <input checked="" type="checkbox"/> By Electronic Signature	33. Date
34. Print Name of Authorized Representative	35. Daytime Phone Number

OFFICIAL USE ONLY

Process Agent	Date	Process Manager	Date
---------------	------	-----------------	------

9. When you are finished, select the Save Changes button

Close Form Save Changes Download as a PDF

10. If any fields were missed a window will be displayed asking you to complete the required fields.

11. This will bring you back to the Agreement Details Screen.

12. Next, click OEL-VPK 11A.



The VPK 11A form is for instructor credentials.

AGREEMENT FORM OEL-VPK 11A

Close Form Save Changes Download as a PDF Page 1 of 1

EDIT MODE

Florida's Office of Early Learning
Voluntary Prekindergarten Education Program
Class Registration Application - Instructors

New Application
 Updated Application & Date:
 No Change

Provider Name:		Program Year: 2014 - 2015		Employer Identification Number:	
1. Class ID: F	2. Legal Name:	3. Calendar:	4. Type:	5. Credential:	6. Curriculum:
		7: SSN ¹ :	8. Cert:	9. Degree:	10. Start Date:
					End Date:
					Date Changed:

Before signing the form please read the electronic signature statement. Then click the “By Electronic Signature” box.

I certify that:

- Each instructor listed above has submitted an attestation of good moral character, has provided documentation to be maintained in the files of the PROVIDER/DISTRICT and the COALITION documenting that the individual has undergone a Level 2 background screening within the previous five (5) years in accordance with section 435.04, F.S., including a federal (Federal Bureau of Investigation), state (Florida Department of Law Enforcement), and local (county of the instructor’s residence) screening which demonstrates that the individual is not ineligible to act as a VPK instructor; and is not ineligible to teach in a public school because the instructor’s educator certificate has been suspended or revoked;
- Each credentialed instructor listed above has the credentials and emergent literacy training required for the VPK program; and
- To the best of my knowledge and belief, the information provided is true and correct. If any information changes, the provider will notify the coalition within 14 days. Changes implemented prior to receipt of coalition approval may result in noncompliance with VPK requirements.

11. Signature of Authorized Representative: <input checked="" type="checkbox"/> By Electronic Signature	12. Date:
13. Print Name of Authorized Representative:	14. Daytime Phone Number:

- When you are finished, select the Save Changes button.
- If any fields were missed a window will be displayed asking you to complete the required fields.
- This will bring you back to the Agreement Details Screen.
- If you need more room on your VPK 11A click the yellow button next to the OEL-VPK 11A form.



- This will open a new OEL-VPK 11A form.
- Next Click OEL-VPK 11B.



The VPK 11B form records all of your VPK Class Calendars.

AGREEMENT FORM OEL-VPK 11B

Close Form Save Changes Download as a PDF Page 1 of 1

EDIT MODE

Florida's Office of Early Learning
Voluntary Prekindergarten Education Program
Class Registration Application - Calendars

New Application
 Updated Application & Date:
 No Change

Provider Name: _____ Program Year: 2014 - 2015 Employer Identification Number: _____

Class Calendar (enter letter):		Class Calendar (enter letter):	
Program Type:	Start Date:	End Date:	Program Type:
<input checked="" type="checkbox"/> School Year (540 hours)			<input checked="" type="checkbox"/> School Year (540 hours)
<input type="checkbox"/> Summer (300 hours)			<input type="checkbox"/> Summer (300 hours)
VPK Days Per Week	Times of VPK Instruction		VPK Days Per Week
<input type="checkbox"/> Monday			<input type="checkbox"/> Monday
<input type="checkbox"/> Tuesday			<input type="checkbox"/> Tuesday
<input type="checkbox"/> Wednesday			<input type="checkbox"/> Wednesday


Before signing the form please read the electronic signature statement. Then click the “By Electronic Signature” box.

I certify that to the best of my knowledge and belief, the information provided is true and correct. If any information changes, the provider will notify the coalition within 14 days. Changes implemented prior to receipt of coalition approval may result in noncompliance with VPK requirements.

By signing this document, you are certifying the statement immediately above the signature line as true.

Signature of Authorized Representative: _____ By Electronic Signature Date: _____

Print Name of Authorized Representative: _____ Daytime Phone Number: _____

19. When you are finished, select the Save Changes  button.
20. If any fields were missed a window will be displayed asking you to complete the required fields.
21. This will bring you back to the Agreement Details Screen.
22. If you need more room on your VPK 11B click the yellow button next to the OEL-VPK 11B form.



This will open a new OEL-VPK 11B form.

23. Next click OEL-VPK 20.



The VPK 20 form is your State of Florida Voluntary Pre-Kindergarten Education Program Statewide Provider Agreement.

Before signing the form, please read the document fully and enter any applicable information into the fields. Then click the “By Electronic Signature” box.

24. When you are finished select the Save Changes  button.

25. If any fields were missed a window will be displayed asking you to complete the required fields.

26. This will bring you back to the Agreement Details Screen.

27. Next click VPK Guidelines. [VPK Guidelines](#)

This document outlines the procedures for making changes to your VPK program. Before signing the form please read the document fully.

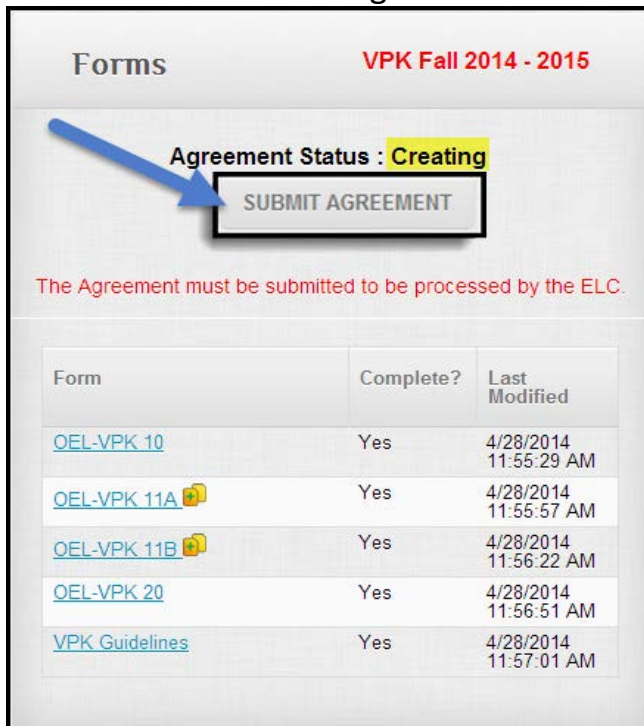
28. When you are finished, select the Save Changes  button.

29. If any fields were missed a window will be displayed asking you to complete the required fields.

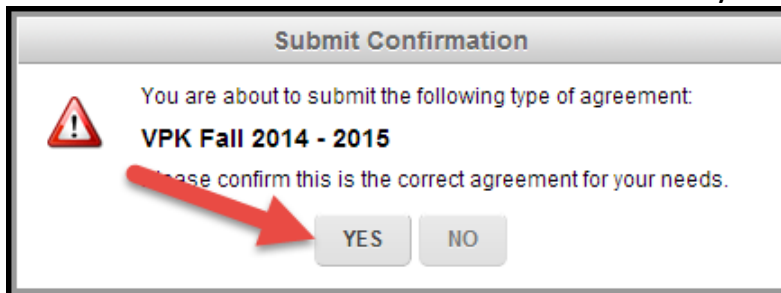
30. This will bring you back to the Agreement Details Screen.

31. You will notice that the Agreement Status is still “Creating,” but now you will be able to see a gray button “Submit Agreement”.

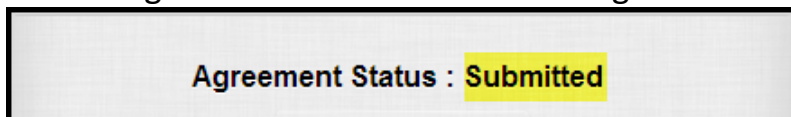
32. Select the “Submit Agreement” button.



33. In the submit confirmation window select “yes.”



34. The Agreement Status will now change to Submitted.



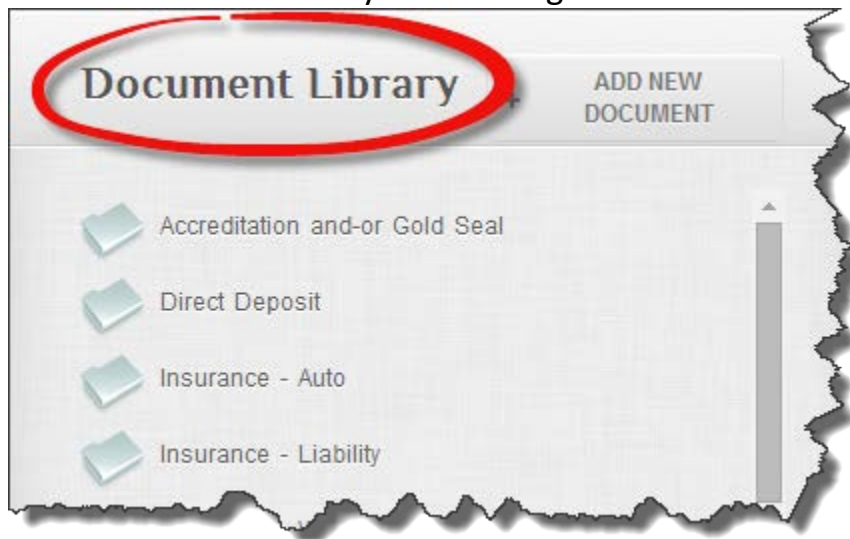
35. Upload all of your supporting documentation into the document library (Section 3.4).

***Contracts are not fully executed until the Agreement Status says certified.**

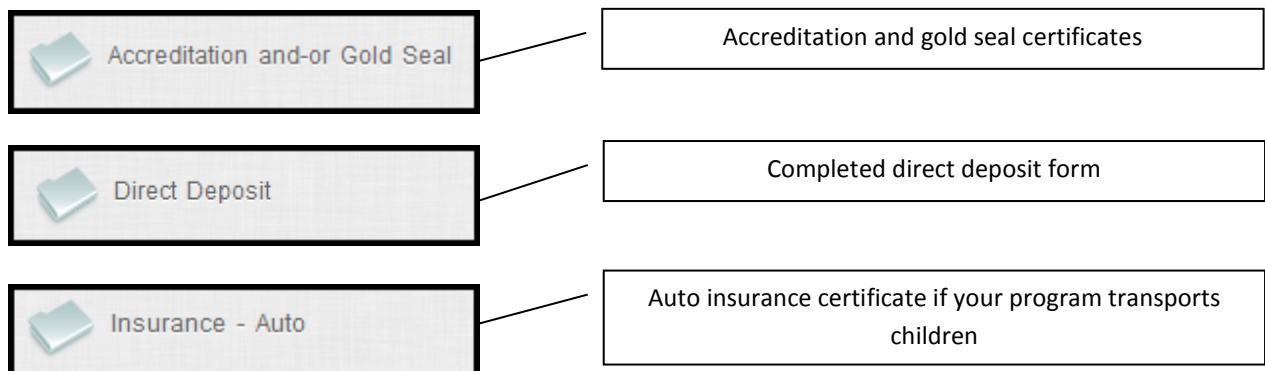
3.4 Uploading Documents

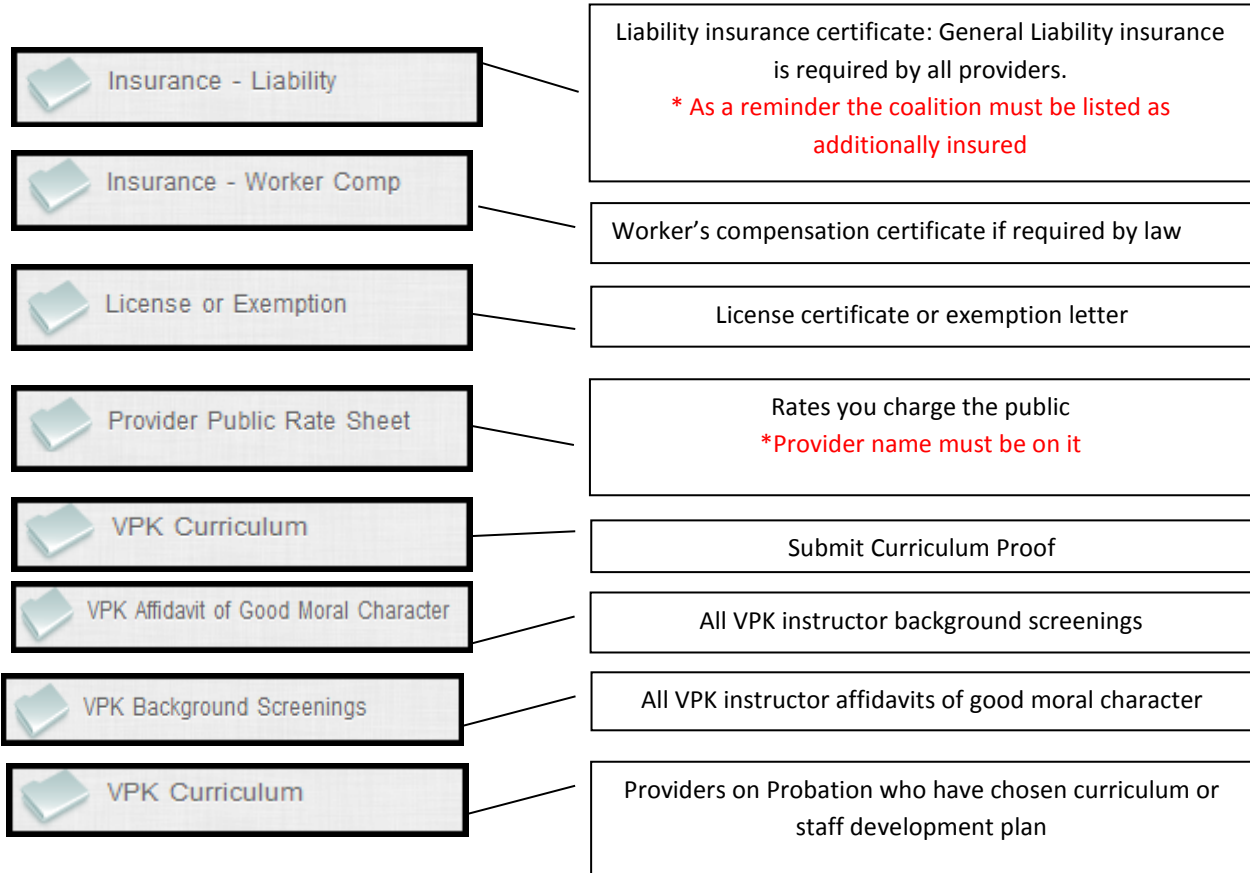
Start on your home screen. The document library can be accessed from any agreement application. For example, if you upload any documents with your School Readiness Agreement Application or your VPK Agreement Application.

1. First select your agreement type.
2. This will bring you to the agreement dashboard.
3. The document library is on the right side of the screen

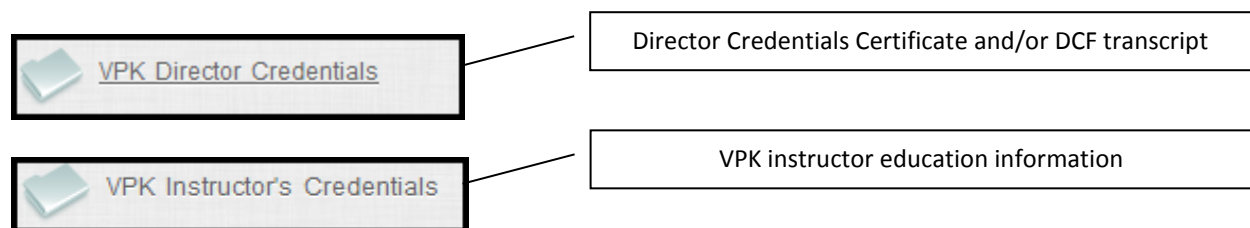


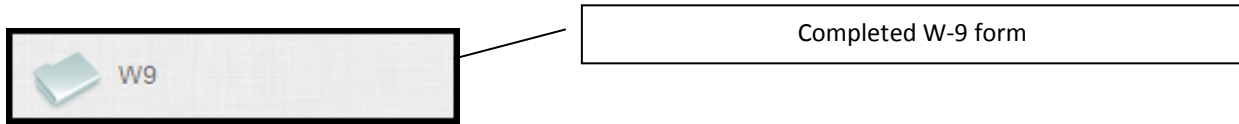
4. Each folder is for a specific type of document to upload required by the agreements.





- VPK Provider: If you have chosen to purchase an approved curriculum it must be the package that is listed on the Florida Office of Early Learning's website. Providers must show proof of purchase and proof that staff have participated in training by the publisher. To do this, upload a receipt and certificate from the training for at least one staff member.
- If you have chosen the staff development plan you must upload the transcripts for the VPK Director, Lead, and Assistant instructors documenting that all of the required staff development trainings have been completed.

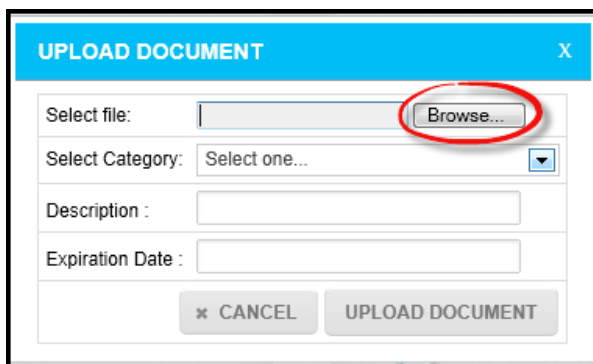




5. Select the “Add New Document” button.

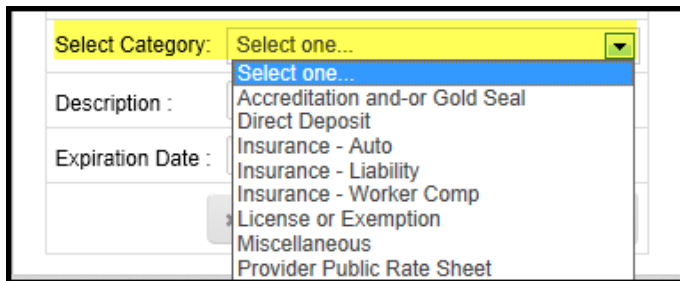


6. To find the document on your computer select “Browse.”



7. Select the file, and click the “open” button at the bottom of the search window

8. Select the folder you wish to upload the document in by using the “Select Category” drop down menu.



9. Please enter a document description and expiration date, if applicable

10. To finish, select the “Upload Document” button



11. You will now see that the folder you uploaded a document in is black. This means there is at least one document in the folder.
12. If you would like to view the document you uploaded click on the name of the folder.
13. All documents uploaded in that folder will be listed.

3.5 Accessing an Agreement in Creating mode, or Submitted mode

1. From your home screen click the desired agreement icon (SR or VPK).
2. The status of your agreement will be displayed.
3. If an agreement is in “Creating,” “Submitted,” or “Rejected” mode you can make changes to it.

*You can always upload documents into the document library.

4. Click “View the Agreement Details.”



5. For School Readiness click the blue link at the bottom of the screen. For Voluntary Pre-Kindergarten click on the form you wish to view or edit.

3.6 Agreement Status Definitions

- **Creating:** Provider is in the process of completing an initial application
- **Submitted:** Provider has submitted the agreement to the Coalition for review
- **Reviewing:** Coalition is reviewing the agreement, provider can no longer make changes

- **Reviewed:** Coalition’s review found no errors or missing information on its initial review and is sent for certification
- **Rejected:** Coalition’s review found errors or missing information and sent the application back to the provider for editing.
- **Certified:** Agreement has been certified and executed by the coalition.
- Documents can be uploaded into the document library during any status of the agreement. Including, after the agreement has been certified.

3.7 Flow Chart

1. Provider creates an agreement
2. Provider submits agreement
3. Coalition reviews agreement (provider can no longer make changes)
4. Coalition accepts for certification or rejects the agreement back to the provider.
 - a. If rejected the provider makes changes and re-submits
5. If the application is complete it will be certified
6. If the application is not complete it will either go back to the provider for re-submission or continue to be reviewed by the coalition
 - a. Once the agreement is complete it will be certified
 - b. Only when the agreement is certified can children be paid for

- ---- SEE CHART BELOW - - - -

