## **Provider Portal Signup**

The Early Learning Coalition of Lake County now has the provider portal up and running and it is accessible through any Internet connection for electronically processing monthly attendance, uploading daily sign in/out sheets, uploading doctor/parent notes, SR eligibility information, VPK vouchers, CCR&R information & updates, Provider Contracts, Provider Payments etc.

As many people at your child care facility as you choose may have rights to the provider portal but be advised that whoever has rights to the portal has access to all information stored on the portal in reference to your center.

**Important Note:** You must scan the paper copies of your sign in sheets and any doctor/parent notes into the computer and upload to the portal.

**Facility Name** 

Please provide the names and email addresses of the users at your center you want to grant access permission to the provider portal.

User Name

User Name

User Name

Email Address

By signing below you agree to the access you have granted to your appointed users listed above.

Person Completing Form for Provider



Email Address

Email Address

Date