

Hello and welcome to the Child Care and Early Education Portal!

Whether coming to the portal from the link on the DCF website or the KDHE website, this is the Home page for the Provider Portal.

When using the portal for the first time, you will start on this page to register as a new user.

When you return to the portal in the future, you will start here to login to your user account.

If you are planning to apply as a KDHE licensed provider and you have not read the Online Application Instructions, please STOP and read the document before proceeding.

The instructions are especially important if there are two individuals that own the facility for which you are submitting an application or if you are an authorized representative for a business, for example a Corporation, Limited Liability Company, Unified School District, or Government agency.

When you are ready, select the link to Register as a User and let's get started!

On the registration screen, enter the requested information for each of the fields. Note the "helper text" for the User ID, Password, and Phone and Fax number fields.

Remember to secure and save your User ID and Password for future use.

If you or the business you represent do not own a currently licensed child care facility, select 'No' for the question regarding a current license, then select "Next".

After reading the Usage Terms, select the "I Agree" button.

Select the "Finish" button and wait while the system creates your user account.

This process might take a minute or so.

You might see a spinning "busy" or "wait" cursor disc on the tab.

Congratulations! As a registered user, you may now submit an application for a new facility!

Before selecting one of the links to start an application, please review the Important information in the center of your screen to determine if the computer you are using meets the operating system and internet browser requirements necessary for users to complete an online application.

Please also review the instructions for the specific type of application you plan to submit.

To view the instructions, select the (more KDHE info) link or select the (more DCF info) link to review the DCF Child Care Provider Handbook.

To keep these documents available while you are completing the application, it might be helpful to minimize the document(s) by selecting the minimize button in the upper right corner of the screen.

To begin an application, select a link from the left column on the Home page, for example the KDHE Online Child Care Application and wait while the application opens in a new window.

Maximize the window to view the entire screen.

Before you start the application, there is another link to the application instructions.

Select [Click here to begin](#).

Answer the questions about the type of application.

Choose the program type for the facility and select if you would like to enroll with DCF as a child care provider.

On this screen, there is also another link to the DCF Child Care Provider Handbook.

Enter the information about your child care facility.

Notice the links at the top of the screen.

You may select a link to review or make changes to your entries, return to your application after reviewing/making changes, and to save your entries in the application. It is a good idea to save often.

To keep from losing your entries on the current screen, select [Next](#) at the bottom of the screen before selecting one of the above links.

While completing the application, you may [Save](#) at any time. Again, it is a good idea to save often. Then select [Continue](#).

Select the link to [Review or Make Changes](#).

Selecting one of the blue screen headers takes you to that page to make necessary changes.

Once all changes are made, select [Back to my Application](#), then select [Click here to continue to return to your application](#).

You may also [Save and close the application](#), if needed. You may then login and continue the application when you are ready.

To close the application, after saving, select the "X" in the upper right corner of the window.

When you are ready to continue your application, start on the Home page and select the same link in the left column that you selected when you first started, then select [Click here to continue](#). The application will continue from where you left off.

Caution: To ensure your entries are not lost while completing your application, Save and close the application window before attempting to return to the Provider Portal or navigate to another site.

Enter the facility mailing and phone number information and select Next.

If an Alternate and/or Fax number is not entered, a reminder message will display.

Click Next again to continue. These are not required fields so you can go to the next screen if there is not an alternate or fax number for the facility.

The fields on the Owner Physical Address screen will vary depending on the ownership type for the facility.

If you are an individual owner and a Social Security number is not entered, a warning message will be displayed.

By not completing the Social Security Number field, the processing of the application may be delayed.

Enter the Social Security number if the field is blank. Select Next.

If you selected to enroll with DCF, the DCF Headquarters Information and Other Fees screens will be displayed.

Enter the requested information. Select Next to continue.

On the Current Affiliates screen, add each person affiliated with the facility.

On the following screens, a page will populate for each new person added.

Enter all requested identifying information. Note - the Affiliate name will be displayed at the top of the page.

Any fields that are not applicable must be left blank.

Select Next.

Note – If a Social Security Number is not provided, a warning message will be displayed that this may delay the process.

Enter the Social Security Number if available and select Next.

The detailed information screens for affiliates are followed by the KBI/DCF Screening page. All questions require an answer.

Select Next.

Carefully read each question on the KDHE Agreements screen. All questions are required to be answered.

Select Next.

If you selected to enroll with DCF, the DCF Notifications and Agreements screen will display.  
Select Next.

Once the application is signed, you cannot go back and make any changes.

Save your application and select the Review or Make Changes link to review your application for accuracy and make any necessary changes.

When you have entered all of the data for the application, have reviewed it for accuracy and added your signature, click the Submit button on the final screen.

Note: Once you sign your application, you cannot go back and make any changes to the application.

Notice the instructions to click Submit only once.

Clicking the Submit button more than once will result in an error.

When your application has successfully been submitted, the Assessment Summary screen will display.

Read this screen carefully as it includes important information about where your application will be processed, how to pay the KDHE fees, and/or submit attachments if applicable.

When you have finished reading the Assessment Summary, close the window by clicking the "X" in the upper right-hand corner of your screen.

When you return to the Provider Portal, select the link to Pay KDHE Fee / View My Applications.

The link will take you to the Applications Tab, which is used to view a list of all online applications that have been started, saved, and/or submitted, including the Confirmation Number, Type of Application, Date Submitted, and KDHE and DCF Application Status for each.

You may then select a specific application to submit Attachments; attachments must be attached prior to paying the fees, to pay Fees, to print Application Summary, or to cancel.

Depending on the information you want to view, by selecting the "Up" or "Down" arrow to the right of the column title, each of the available columns can be sorted either in ascending or descending order.

For example, you can sort by "Submitted Date" to quickly find the most recent application submitted, or sort by "Application Type" to find all of the applications of a specific type.

You may add Attachments in the Applications Tab.

Note: Additional documentation is required for Child Care Center, Preschool, School Age Program, and Drop In Program initial applications. Please review "Required Documentation".

Mailing required documentation instead of submitting electronically may delay processing of the application.

Include your business name and facility address on the correspondence.

Maintain a copy of all submitted documentation.

To add an Attachment, first choose the correct application from the list.

Select and click on the Attachments button.

Select the New button.

Select the Browse button to locate the attachment.

Select the attachment.

Select Open.

Note the attachment is now displayed in the "Attachment Name" field.

Once an attachment is saved, it cannot be modified or removed.

Comments can be added in the "Comments" box.

To pay the KDHE fees, first select the correct application from the list on the Applications Tab.

If you plan to pay the fees immediately after submitting the application, it might be necessary to wait while the application is being saved to the system and the Application Summary is being prepared.

Once the KDHE Status for the application displays "Awaiting Payment", you may pay the appropriate fees.

It may be necessary to refresh the screen by selecting another tab and then returning to the Applications tab.

With the correct application selected, select the "Pay Fees" button.

A new window will open.

Enter all required billing information.

Select "Continue".

Enter all required credit card information.

Select "Continue".

If you receive an "Error- Invalid Payment", do not submit again.

By selecting continue again, your payment may be duplicated. For Assistance please call 785-296-1270.

If the payment was approved, the application has been submitted.

A notification email will be sent to the address given when registering as a user.

\*\*If the payment is declined, use a different credit card or contact your credit card company.

This is not a KDHE system, so we are unable to assist with declined cards.

To print a copy of your application, click on the "KDHE Application Summary" link from the Applications tab.

The summary will print as a PDF document.

The ability to Cancel a specific application is available if needed. When a Renewal or Modify Affiliates application is started, the facility and the affiliates data is refreshed with the current KDHE data available for that specific facility.

Best practice is to Cancel an application that you have started but do not intend to finish, for example if you accidentally start the wrong type of application for a facility.

When the correct application is selected, select the "Cancel" button.

A pop-up message will display when the application has been canceled.

Click on [Manage My Facilities and Affiliates] any time to update your affiliate list or check the status of your application.

For assistance with the online application, please call 785-296-1270.