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.



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



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 <u>Verify License Details</u> button to complete step 1 of the Provider Portal account registration process.

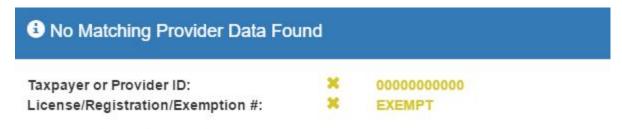
If a match is found for the submitted information, the following message will display:



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

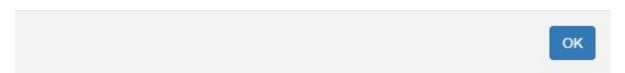
If the information is correct, click the <u>Yes</u> button. On the next screen, the registration information will be populated by the system, with the exception of User Information.

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

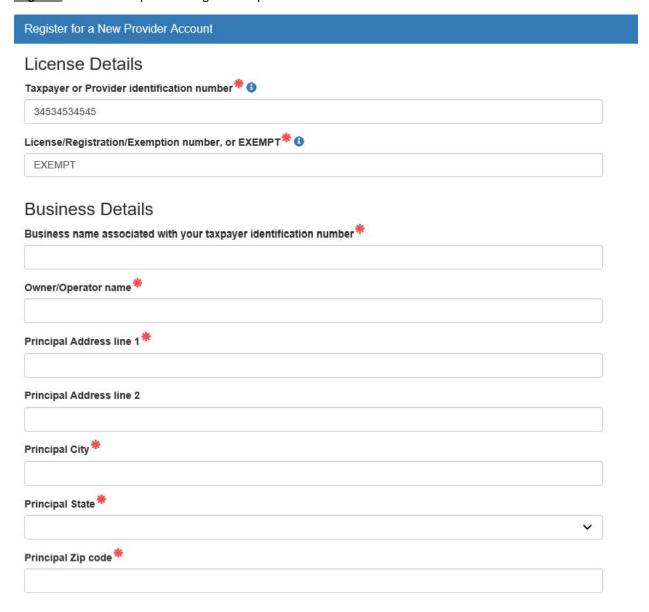


We were not able to find matching provider site or principal business data to the specified taxpayer/license information. If you are a new provider, this situation is to be expected.

If you have reason to expect that your information should be in our provider system, please re-enter your license information and try again or contact your early learning coalition for assistance.



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.



Location Details Doing Business As name (DBA)* Provider type* Legal status* Contact person phone number* Physical Address of Facility Facility address is the same as principal address. Address line 1* Address line 2 City**

Florida

Zip code*

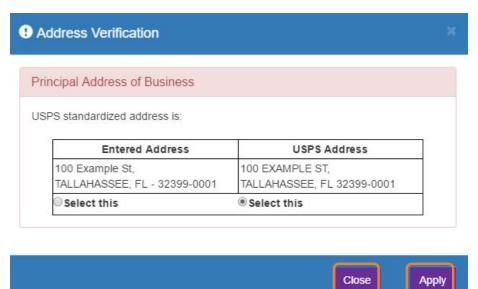
County of physical location[♣]

-please select a value--

User Information First name * Middle name Last name * Account user name (must be a valid email address) * Confirm account user name * Password (must contain at least 8 characters) *

Register

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



Click the <u>Select this</u> radio button to accept the standardized United States Postal Service (USPS) address or the Entered Address if the USPS Address is not found. Then, click the <u>Apply</u> button to continue. If the Provider Portal user clicks the <u>Close</u> 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

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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.