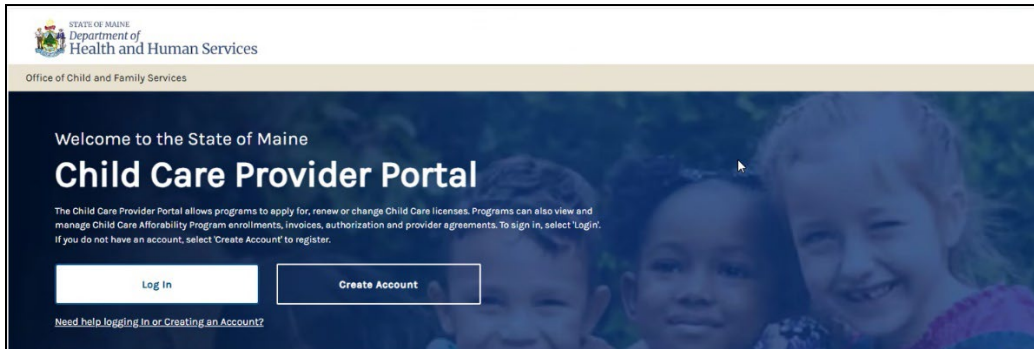


# Create a Provider Portal Account

## 1. Select **Create Account**.




User Tip: If accessing the portal through Maine.gov, you will be directed to the Child Care Provide Portal image below. If you are accessing through the link provided in an email, you will be directed to the Log In screenshot below.



## Log In

Email Address \*

Password \*

I'm not a robot  reCAPTCHA  
Privacy - Terms

Forgot Your [Password?](#)

---

Are you a new user? [Create Account](#)

Multi Factor Authentication (MFA) Help? Click [here](#)

2. Select whether you have an **Invite Code**. (For this example, we will not have an Invite Code.)



User Tip: You will only have an Invite Code if you are invited via email to create a Provider Portal account. If you are an existing Program/Provider and do not have an Invite Code, contact your Licensing Specialist or Financial Resource Specialist.

3. Select whether you are a **new Program** or requesting access for an existing one.

**Create Account**

To access the State of Maine's Child Care Provider Portal, enter the information below to register for an account.

Fields marked with (\*) are mandatory and must be filled out

Do you have an invite code?\*

No

Select one of the following:\*

I am interested in becoming a new licensed Program

4. Complete the **Personal Information Section**. (The email address must be specific to you and not a multi person or business email address used by multiple people)
5. Select **Submit**.

**Personal Information**

First Name\*

Last Name\*

Email Address\*

Phone\*

(XXX) XXX-XXXX

Date of Birth\*

MM/DD/YYYY

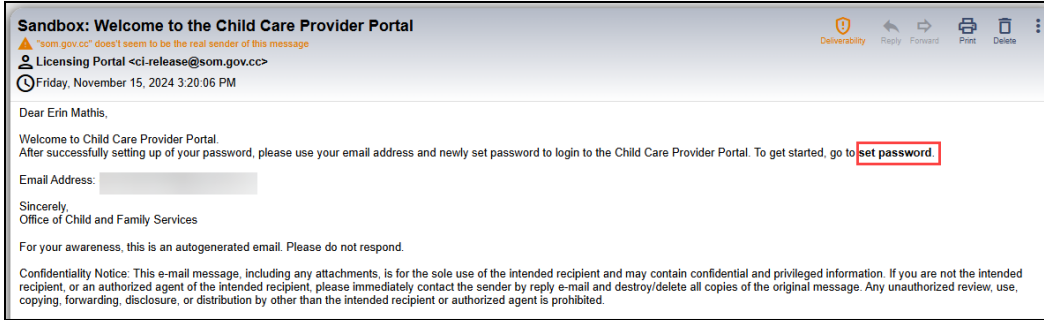
Last 4 of SSN\*

Note: Only Program Owners and Program Owner/Program Directors can self register. Program Directors and Staff Admins should not use this page to register themselves to Provider Portal. Program Directors and Staff Admins will be added to the program by their Owners.


CANCEL Submit

6. Navigate to the **email account used during the registration process**.
7. Search for the **“Welcome to Child Care Provider Portal” email**. (Be sure to check your junk or spam folder if it is not in the inbox.)


8. Select the **Set Password** link.



9. Complete the **New Password and Confirm New Password** fields.

 User Tip: Please ensure the password has at least 8 characters, 1 uppercase letter, 1 lowercase letter, and 1 number.

Select **Change Password**.

 User Tip: Once the password is created, you will be directed to the Provider Portal Home Screen where you can enter your email address and password to login.

### Change Your Password

Enter a new password for  Make sure to include at least:

- ✓ 8 characters
- ✓ 1 uppercase letter
- ✓ 1 lowercase letter
- ✓ 1 number

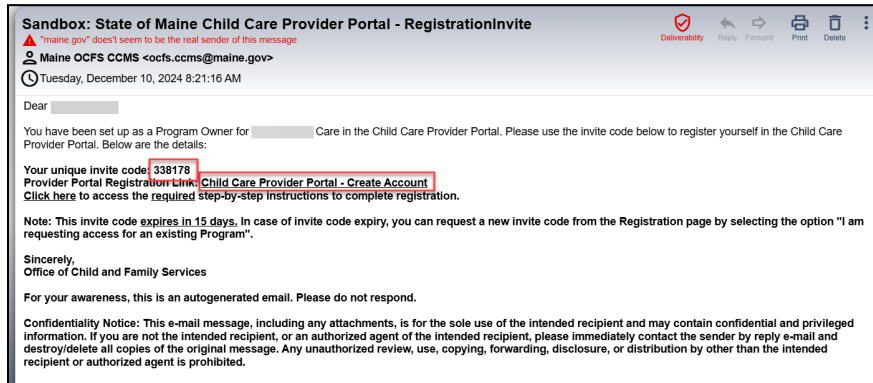
\* New Password  Good

\* Confirm New Password  Match

Password was last changed on 2/14/2024, 6:37 AM.

# Access Email with Provider Portal Invite Code

1. You will receive an invite code to create a Provider Portal account. Creating an account through the Invitation Code will link the Provider Portal Account to the existing Program/Provider account. *Access the Email.*
2. **Select the Provider Portal Registration Link to Create a Provider Portal Account.**



3. *Complete the Create Account Form.*
4. **Select Submit**

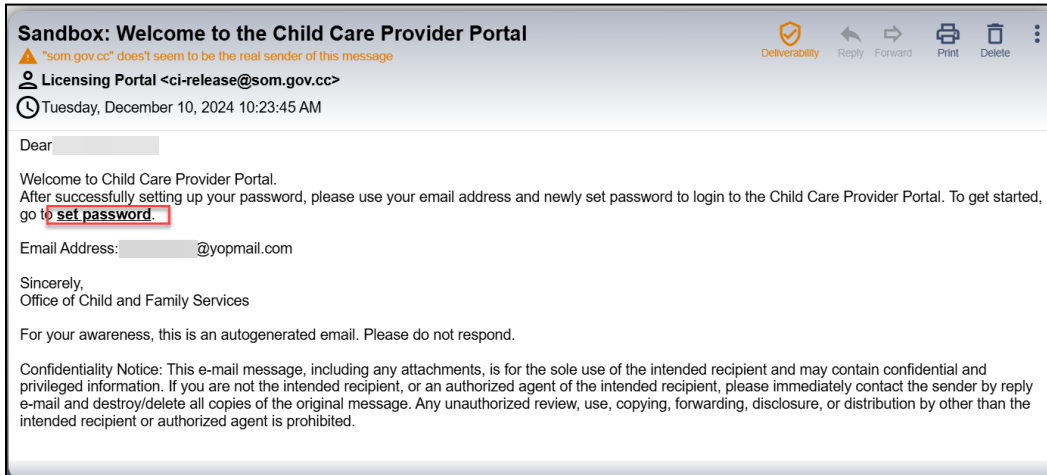


User Tip: To Register for the Portal, you will respond Yes to the Do you have an invite code? question.

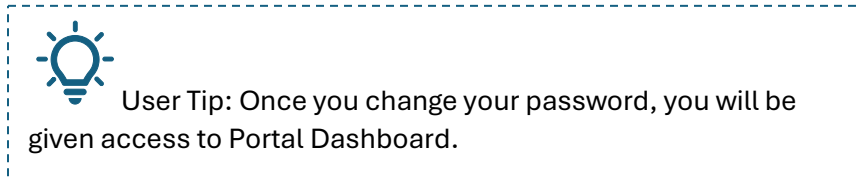
The screenshot shows the "Create Account" form with the following fields and elements:


- Header: "Create Account"
- Introductory text: "To access the State of Maine's Child Care Provider Portal, enter the information below to register for an account."
- Instruction: "Fields marked with (\*) are mandatory and must be filled out"
- Form fields:
  - "Do you have an invite code?\*" dropdown menu with "Yes" selected.
  - "Invite Code\*" text input field.
  - "Email Address\*" text input field.
- Verification: "I'm not a robot" checkbox with a CAPTCHA image.
- Buttons: "CANCEL" and "Submit" (highlighted with a red box).

5. Access the **Welcome to the Child Care Provider Portal Email** to Complete Registration by Setting Password (will be delivered to the Registered Email).
6. Select **Set Password** Link to get Started.



7. Complete **Change your Password Form**.
8. Select **Change Password**.





### Change Your Password

Enter a new password for [redacted]@yopmail.com.provider. Make sure to include at least:

- ✓ 8 characters
- ✓ 1 uppercase letter
- ✓ 1 lowercase letter
- ✓ 1 number
- ✓ 1 special character ⓘ

\* New Password

..... Good

\* Confirm New Password

..... Match

**Change Password**

## 9. Access Provider Portal Dashboard.

The screenshot displays the State of Maine Child Care Provider Portal Dashboard. At the top left, the logo for the State of Maine Department of Health and Human Services is visible, along with the text "Office of Child and Family Services". A user profile icon and a notification bell are in the top right corner. A dark blue navigation sidebar on the left contains the following menu items: "My Dashboard", "Program Demographics", "Manage Users", "Child Care Affordability Program", "Document Management", and "Provider Calendar".

The main content area features a "Welcome, [redacted]" message and a brief introduction: "Welcome to the State of Maine's Child Care Provider Portal Home Page. From this home page, you can start a licensing application, manage any tasks, upload documentation and utilize our FAQ page for support." Below this is a "Child Care" summary card showing "Program Number: 0001795" and "Program Physical Address: 2 Cedar Way, Portland, KENNEBEC, ME, 04410-0411".

An "Overview" section is divided into two columns. The left column, "Child Care Affordability Program Details", lists: Status (Exempt), Start Date (12/07/2024), and End Date (07/02/2027). The right column, "Program Contact Details", lists: Email and Primary Phone. A link for "Provider Demographics" is located below the overview.

On the right side, a "Message Center" widget shows "View your tasks and messages" with counts for "Tasks" and "Unread" (both 0), "New Notices" (0), "Due this week Notifications" (0), and "High priority" (0). Below this is a "Licensing Resources" section with links for "How to become a Licensed Provider", "Licensing Rule Book", "Child Care Provider Forms", and "Center Checklist".