



# Provider Portal User Guide

Provider Portal User Guide

DPHHS and Northrop Grumman

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# EARLY CHILDHOOD SERVICES BUREAU BEST BEGINNINGS PROVIDER PORTAL USER GUIDE

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## INTRODUCTION

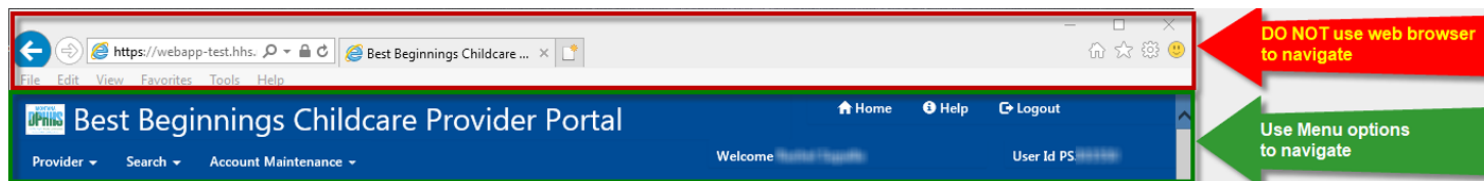
This guide was created for childcare providers to explain and demonstrate the common tasks you can perform on the Early Childhood Services Best Beginnings Child Care Provider Portal.

Tasks that can be performed in the Provider Portal are as follows:

1. Change your Provider Portal Password
2. Change your Provider Portal Email
3. Provider Rights and Responsibilities
  - Sign the Rights and Responsibilities if you are taking Best Beginnings Child Care Scholarship Children
  - View the Rights and Responsibilities document once it has been signed
4. Online Invoicing
  - Decide to participate in online invoicing
  - Decide to no longer participate in online invoicing
5. Search for, View and Submit invoices online *(Must be participating in online Invoicing)*
6. Search for and View Statement of Payment (SOP) online *(Must be participating in online Invoicing)*
7. Sign up to receive email alerts when: *(Must be participating in online Invoicing)*
  - The submittal period for an invoice will expire in 15 days.
  - A child's authorization for coverage will expire in 15 days.
  - A child's authorization for coverage will expire in 3 business days.
8. Assign staff the ability to:
  - View Invoices and the status of invoices
  - Enter attendance details on Invoices *(ONLY DIRECTORS can submit invoices)*
  - View Statements of Payment *(SOPs)*

## NAVIGATION TIPS

1. Do NOT use the Web Browser to Navigate
  - This includes the Forward  and Back  Buttons
2. Use the Menu selections in the Portal to Navigate
  - Provider
  - Search
  - Account Maintenance
  - Home
  - Help
  - Logout



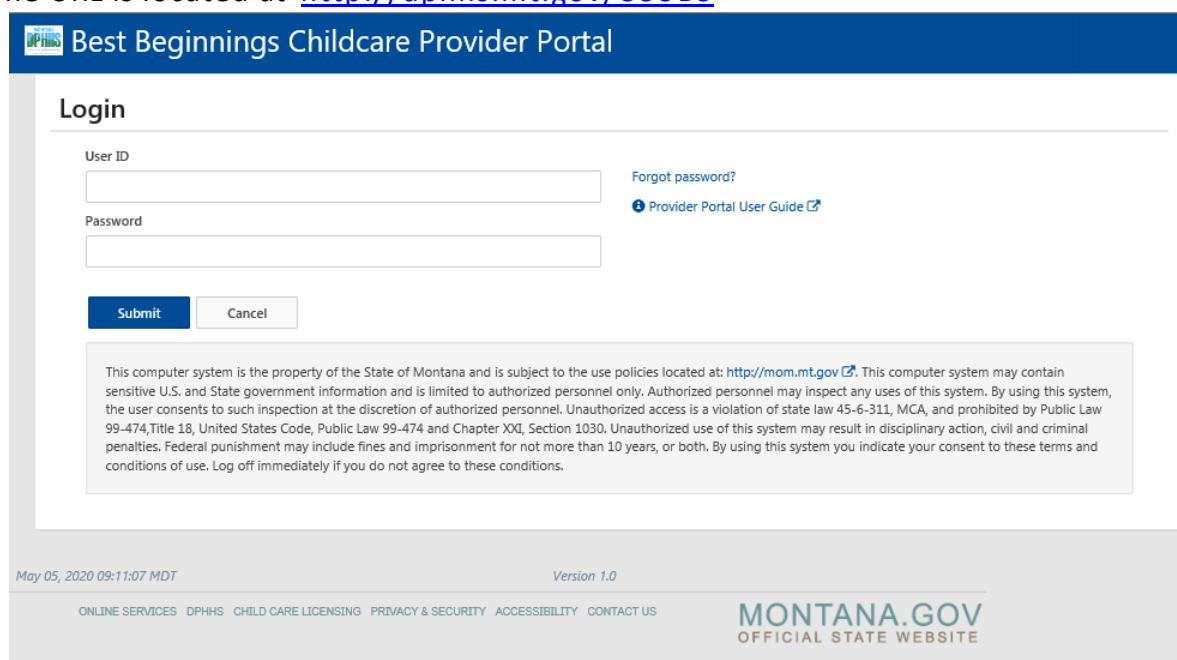
## SIGNING ON

Follow the steps below to get a sign on to the provider portal

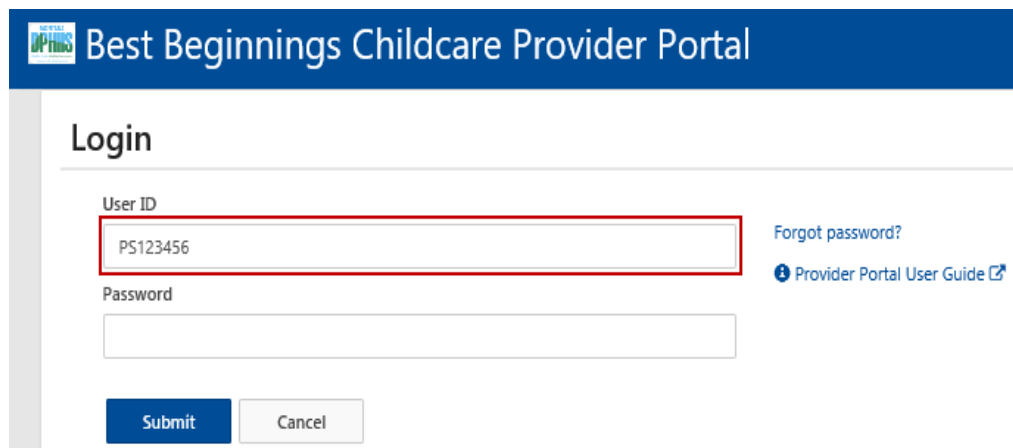
1. Open your web browser (i.e. Internet Explorer).



2. Access the Best Beginnings Provider Portal:
  - The URL is located at <http://dphhs.mt.gov/CCUBS>

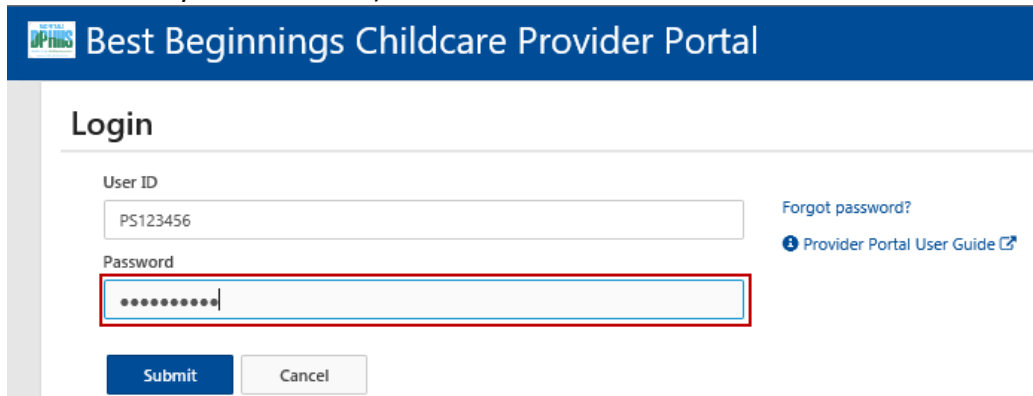
This is a screenshot of the 'Best Beginnings Childcare Provider Portal' login page. The page has a blue header with the portal's name. Below the header is a 'Login' section with two input fields: 'User ID' and 'Password'. To the right of these fields are links for 'Forgot password?' and 'Provider Portal User Guide'. Below the input fields are 'Submit' and 'Cancel' buttons. A large block of text contains a disclaimer about the system's ownership by the State of Montana and the user's consent to terms of use. At the bottom, there is a footer with the date 'May 05, 2020 09:11:07 MDT', the version 'Version 1.0', a list of links (ONLINE SERVICES, DPHHS, CHILD CARE LICENSING, etc.), and the 'MONTANA.GOV OFFICIAL STATE WEBSITE' logo.

3. Type your PS number in the Username field.

This is a second screenshot of the same login page, but with the 'User ID' field highlighted by a red rectangular border. The text 'PS123456' is entered into this field. The rest of the page, including the 'Password' field, buttons, and footer, remains the same as in the previous screenshot.

4. Type your password in the Password field.

**Note:** Check the “Unmask this password” checkbox to cause the characters to display on the webpage after you typed them, as shown below, to verify they are correct.)



Best Beginnings Childcare Provider Portal

### Login

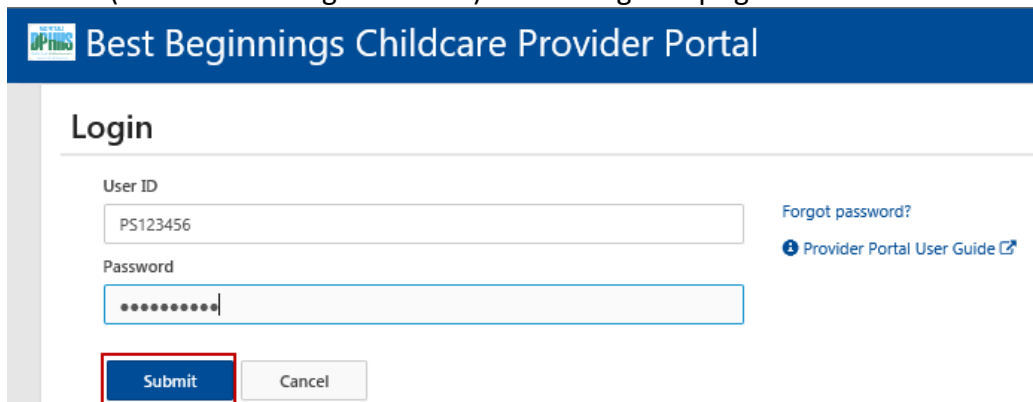
User ID  
PS123456

Forgot password?  
Provider Portal User Guide

Password  
.....

Submit Cancel

5. Press Enter (or click the Login button) on the Sign In page.



Best Beginnings Childcare Provider Portal

### Login

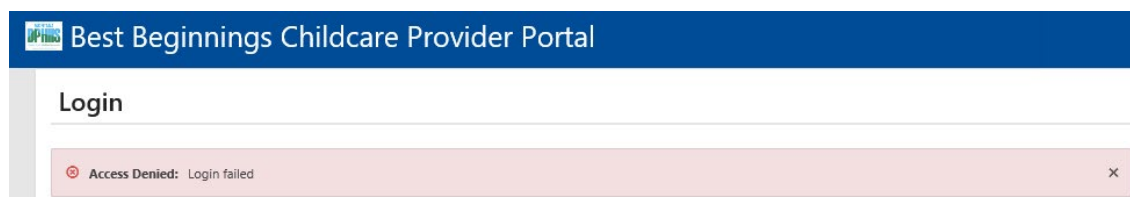
User ID  
PS123456

Forgot password?  
Provider Portal User Guide

Password  
.....

Submit Cancel

If incorrect login information is entered, this message will display.



Best Beginnings Childcare Provider Portal

### Login

Access Denied: Login failed

## REQUESTING A NEW PASSWORD

### How will you get your new password?

- **By Email:** If you have a Provider Portal email address on file with the Child Care Resource and Referral (CCR&R) a new password will be emailed to you. You should receive your new password within 30 minutes. Check your JUNK or SPAM box.
- **By Postal Mail:** If you do not have a Provider Portal Email address on file with the Child Care Resource and Referral (CCR&R) a new password will be mailed to you through the postal service. This may take a couple of days
- **UNSURE?** If you are unsure if you have a Provider Portal Email on file please call your CCR&R and ask if you have a Provider Portal Email address on file.

If you do not you can ask them to add a Provider Portal email address.

You can also verify what Provider Portal email address they have and update it if needed.

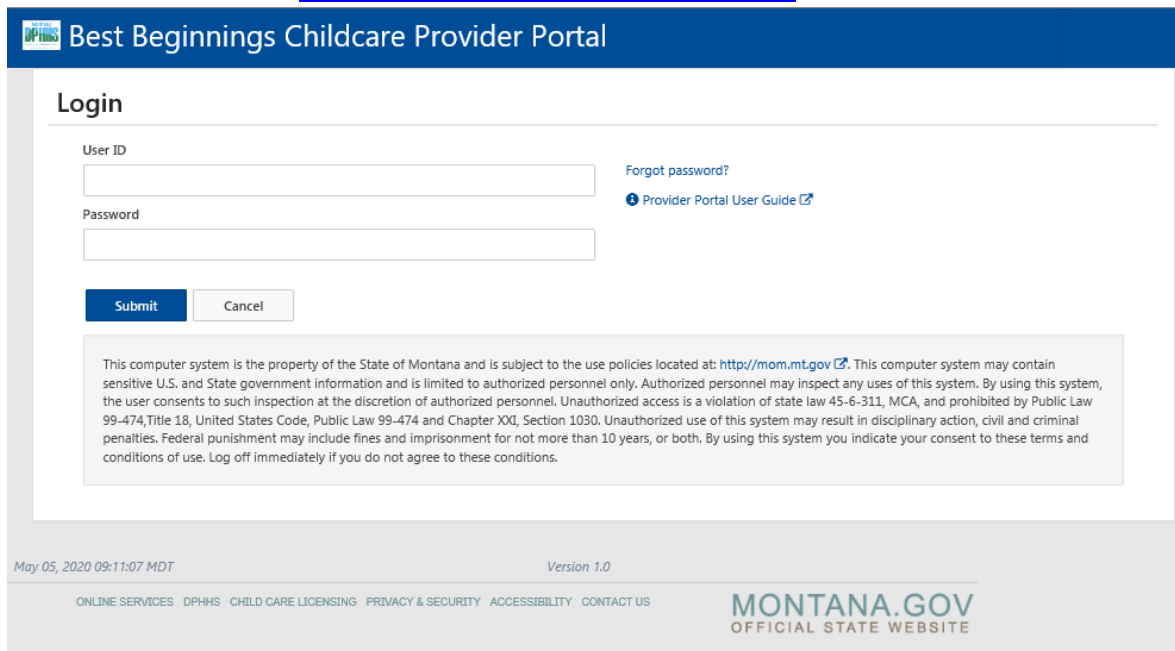
### Follow these steps to get a new password.

1. Open your web browser (i.e. Internet Explorer).

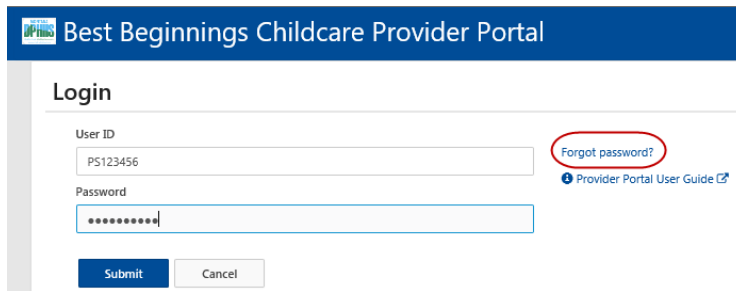


2. Access the Best Beginnings Provider Portal:

- The URL is located at <http://www.dphhs.mt.gov/CCUBS>

The screenshot shows the login page for the 'Best Beginnings Childcare Provider Portal'. The page has a blue header with the portal name. Below the header is a 'Login' section with two input fields: 'User ID' and 'Password'. To the right of the 'User ID' field is a link for 'Forgot password?'. Below the 'Password' field is a link for 'Provider Portal User Guide'. There are 'Submit' and 'Cancel' buttons. At the bottom of the login section is a disclaimer about the system's ownership by the State of Montana and its use policies. The footer of the page includes the date 'May 05, 2020 09:11:07 MDT', the version 'Version 1.0', a list of links (ONLINE SERVICES, DPHHS, CHILD CARE LICENSING, PRIVACY & SECURITY, ACCESSIBILITY, CONTACT US), and the 'MONTANA.GOV OFFICIAL STATE WEBSITE' logo.

3. Click on the [Forgot Password?](#) link on the Sign In page.



Best Beginnings Childcare Provider Portal

### Login

User ID  
PS123456

Password  
••••••••

[Forgot password?](#)

[Provider Portal User Guide](#)

[Submit](#) [Cancel](#)

4. Enter your Username (PS#) and your PV# (Provider Number)



Best Beginnings Childcare Provider Portal

### Request Password

User ID  
PS123456

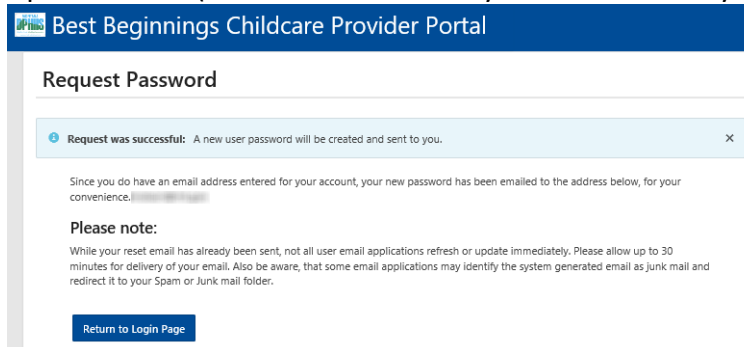
Provider ID  
PV234567

[Request New Password](#) [Cancel](#)

5. Click the Request New Password button.

6. Confirmation of New Password

- You will receive confirmation of your password being reset, and if it will be sent via email or postal mail (see above for how you will receive your password)



Best Beginnings Childcare Provider Portal

### Request Password

**Request was successful:** A new user password will be created and sent to you.

Since you do have an email address entered for your account, your new password has been emailed to the address below, for your convenience.

**Please note:**  
While your reset email has already been sent, not all user email applications refresh or update immediately. Please allow up to 30 minutes for delivery of your email. Also be aware, that some email applications may identify the system generated email as junk mail and redirect it to your Spam or Junk mail folder.

[Return to Login Page](#)

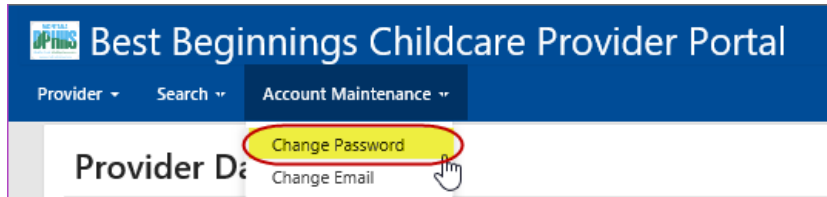
7. Look for an email if being sent that way

- Make sure to check your JUNK or SPAM folders

	From	To	Subject	Received	In Folder	Size	C
Today	noreply@web.hhs.mt.gov		Your New Provider Portal Pass...	Tue 5/5/2020 3:34 PM	Inbox	7 KB	

## CHANGING YOUR PASSWORD

Click the Change Password/Email button, available at the top of pages such as the Provider List.

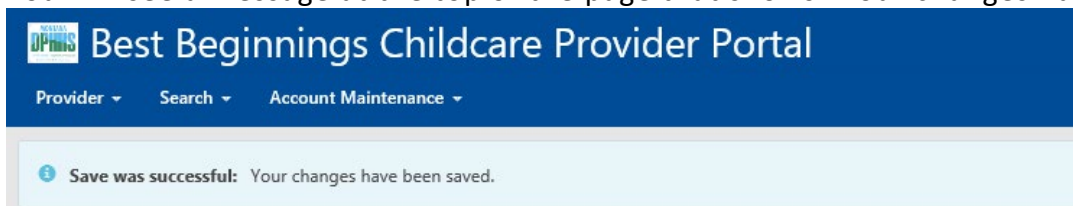


This window is displayed:

A screenshot of the 'Change Password' form. The form has a title 'Change Password' and three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field is preceded by a red arrow with a number (1, 2, and 3 respectively). The 'Submit' button is highlighted with a red circle and a red arrow with the number 4. There is also a 'Cancel' button next to the 'Submit' button. The form is set against a light gray background.

1. Click in the Current Password field and type your current password
2. Tab to (or click in) the New Password field and type your new password. Remember, passwords cannot include spaces.
3. Tab to (or click in) the Confirm New Password field and type your new password again.
4. Click the Submit button.

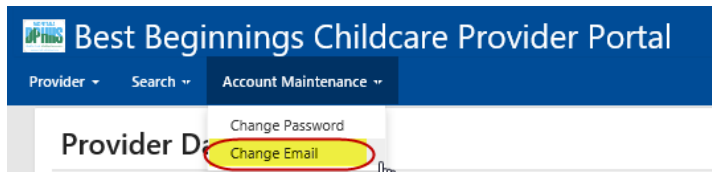
You will see a message at the top of the page that shows “Your changes have been saved.”





## ENTERING/UPDATING E-MAIL ADDRESSES

On the Menu at the top of the page, select “Account Maintenance” then select “Change Password”

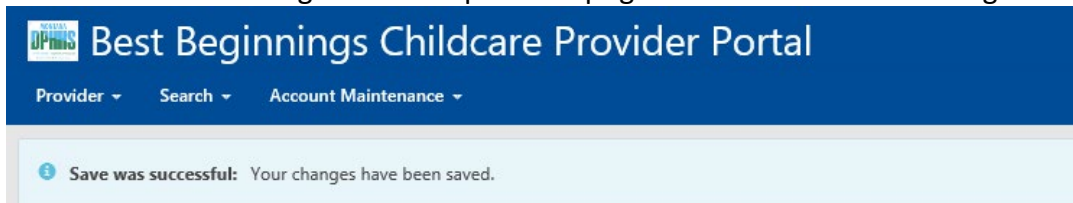


This window is displayed:

If the system has an email address for you, it will display in the “Email Address” field. If there is no email address on file the “Email Address” field will be blank

A screenshot of the 'Change Email' form. At the top, there are fields for 'User ID' (containing 'PS...'), 'Name' (containing '...'), and 'Email Address' (containing '...@yahoo.com'). Below this is the 'Update Email Address' section. It has two input fields: 'Email Address' (containing '@msn.com') and 'Confirm Email Address' (containing '@msn.com'). A red arrow with the number '1' points to the first field, a red arrow with the number '2' points to the second field, and a red arrow with the number '3' points to the 'Submit' button.

1. In the Update Email Address section, click in the **Email Address** box and type your email address.
  2. Tab to (or click in) the **Confirm Email Address** box and type your email address again.
  3. Press Enter (or click the Submit button).
- You will see a message at the top of the page that shows “Your changes have been saved.”



## VIEWING/UPDATING ONLINE INVOICING PARTICIPATION - DIRECTORS ONLY

**Start** with Step 1 If... You are the Director of **Multiple** Facilities

### One Director - Multiple Facilities

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The header includes the logo, navigation links (Home, Help, Logout), and a welcome message. The main content area is titled 'Welcome' and features a 'Providers' section. This section contains a table with 8 entries, each showing a Provider/Facility Name, a Provider ID, and a Status of 'No Action Required'.

Provider/Facility Name	Provider ID	Status
MAHIC - Oakridge	PV10000000	No Action Required
MAHIC - Haver/Staff - Bourne Hill	PV10000000	No Action Required
MAHIC - Haver/Staff - Hingham/Power/10000	PV10000000	No Action Required
MAHIC - Haver/Staff - Townsend	PV10000000	No Action Required
MAHIC - Haver/Staff - Andover/10000	PV10000000	No Action Required
MAHIC - Haver/Housing Authority - Haver/Staff	PV10000000	No Action Required
MAHIC - Haver/Staff - 10000	PV10000000	No Action Required
MAHIC - Haver/Staff - 10000	PV10000000	No Action Required

Showing 1 to 8 of 8 entries

**Start** with Step 2 If... You are the Director of **One** facility

### One Director – One Facility

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface for a single provider. The header includes the logo, navigation links (Home, Help, Logout), and a welcome message. The main content area is titled 'Provider Dashboard' and features several sections: 'Provider Name' and 'Provider ID' fields, 'Provider Rights & Responsibilities Agreement' status, 'Online Invoicing Participation' status, 'Invoices & SOPs' status, and 'Staff Portal Access' status. Each section has a button to view or update the information.

**Provider Dashboard**

Provider Name:  Child Care

Provider ID:  [View More Details](#)

**Provider Rights & Responsibilities Agreement**

Provider Rights & Responsibilities Agreement Status:  [View Provider Rights & Responsibilities Agreement](#)

**Online Invoicing Participation**

Online Invoicing Status:  [Select or Update Your Participation](#)

**Invoices & SOPs**

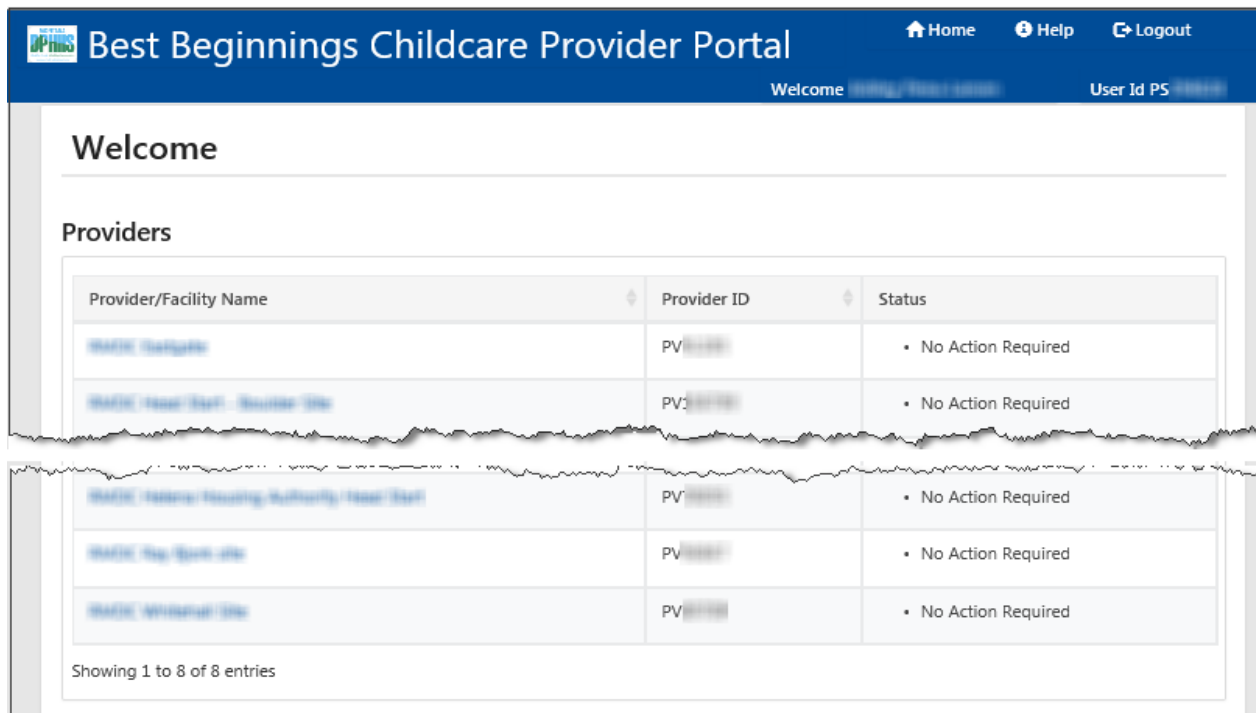
Current Invoice Status:  [View or Update Current Invoices](#) [SOPs by Month & Archived Documents](#)

**Staff Portal Access**

[Update Access](#)

**1. START HERE** If... You are the Director of **Multiple** Facilities.

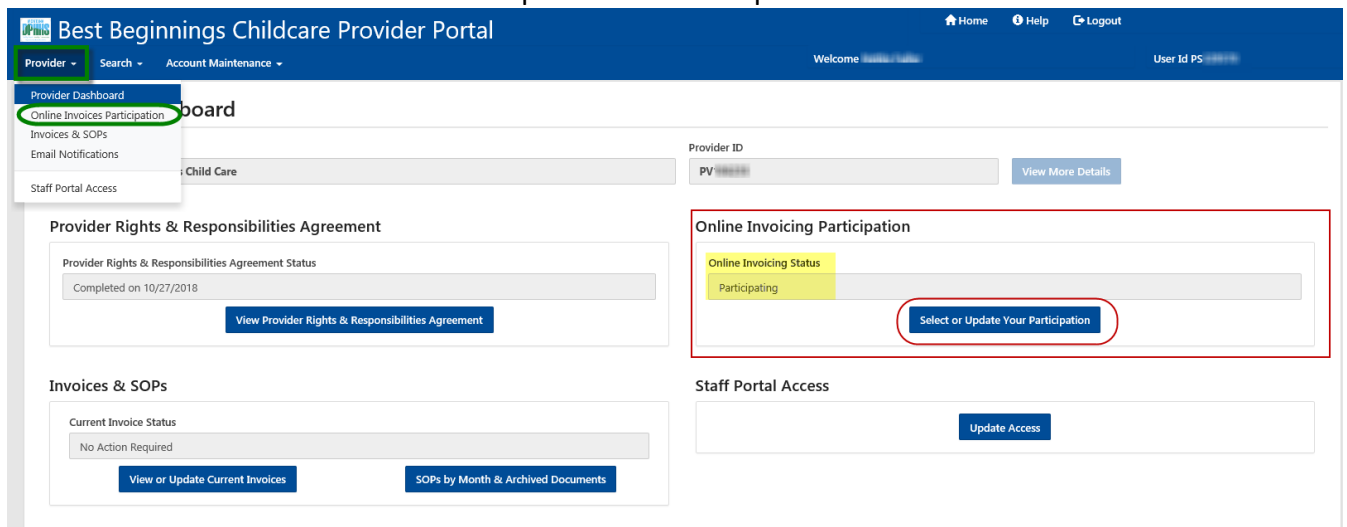
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



**2. START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there are 2 ways to access the Online Invoicing Participation page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... **(Green Square & Circle)**
  - Select Provider
  - Select Online Invoices Participation
- Option 2: in the "Online Invoicing Participation" Section **(Red Square & Circle)**
  - Select "Select or Update Your Participation"



**Note:** Online Invoicing Status for the Facility will be displayed in the Online Invoicing Participation Section. It can be seen above **(yellow highlight)** that this facility is **"Not Using Online Invoicing"**

### 3a. Opting IN:

- In the “Online Invoicing Participation” section Mark the checkbox that is prior to the statement “Yes, this provider would like to participate in Online Invoicing” **(Red Square)**
- Click the “Begin Online Invoicing” button **(Red Circle)**

**Best Beginnings Childcare Provider Portal**

Provider Search Account Maintenance

Welcome [Name] User Id PS

### Online Invoicing Participation

**Seattle & Puller / Winton Child Care - PV 1186208**

When a provider elects to participate in Online Invoicing, from that moment in time forward any invoices that are created by the CCUBS system will only be available online and will not be printed and mailed to the provider. **Any paper invoices the provider has already received (or may receive in the mail in the next few days), will need to be completed and returned by mail.**

Should a provider elect to no longer participate in Online Invoicing, from that moment in time forward, any invoices created by the CCUBS system will be printed and mailed to the provider, and will require the provider to complete and return each invoice document by mail. **Any online invoices not yet submitted by the provider, will need to be completed and submitted online.**

Should you have any questions, you may contact Ms. Best Contact at 555-555-5555 for further assistance.

**Please note:** Provider invoices are generated by the CCUBS system each evening and a provider's participation in Online Invoicing dictates whether an invoice will be printed and mailed to the provider or made available to the provider online. Therefore a director may not change a provider's Online Invoicing participation between the hours of 6:30 P.M. and 12:00 A.M.

☒ Yes, this provider would like to participate in Online Invoicing.

The most recent disenrollment began on Tue Jun 09 14:57:41 MDT 2020.

**Begin Online Invoicing**

- A confirmation message at the top of the page will be received. (Red Circle)  
“Save was successful: You have now been enrolled in Online Invoicing”

**Best Beginnings Childcare Provider Portal**

Provider Search Account Maintenance

Welcome [Name] User Id PS

**Save was successful: You have now been enrolled in Online Invoicing.**

### Online Invoicing Participation

**Seattle & Puller / Winton Child Care - PV 1186208**

When a provider elects to participate in Online Invoicing, from that moment in time forward any invoices that are created by the CCUBS system will only be available online and will not be printed and mailed to the provider. **Any paper invoices the provider has already received (or may receive in the mail in the next few days), will need to be completed and returned by mail.**

Should a provider elect to no longer participate in Online Invoicing, from that moment in time forward, any invoices created by the CCUBS system will be printed and mailed to the provider, and will require the provider to complete and return each invoice document by mail. **Any online invoices not yet submitted by the provider, will need to be completed and submitted online.**

Should you have any questions please contact your local Child Care Resource and Referral Agency. Contact information can be found on the Early Childhood Services Bureau website at <https://dphhs.mt.gov/hcsd/ChildCare/ChildCareResourceandReferral>.

**Please note:** Provider invoices are generated by the CCUBS system each evening and a provider's participation in Online Invoicing dictates whether an invoice will be printed and mailed to the provider or made available to the provider online. Therefore a director may not change a provider's Online Invoicing participation between the hours of 6:30 P.M. and 12:00 A.M.

☐ This provider no longer wishes to participate in Online Invoicing.

The most recent enrollment began on Fri Jun 12 13:08:25 MDT 2020.

**End Online Invoicing**

- Navigate back to the Provider Dashboard (see Step 4)
- Online Invoicing Participation section will now say “Participating”

## Online Invoicing Participation

**Online Invoicing Status**

**Participating**

**Select or Update Your Participation**

### 3b. Opting OUT:

- In the “Online Invoicing Participation” section Mark the checkbox that is prior to the statement “Yes, this provider no longer wishes to participate in Online Invoicing” **(Red Square)**
- Click the “End Online Invoicing” button **(Red Circle)**

**Best Beginnings Childcare Provider Portal**

Provider Search Account Maintenance

Welcome [Name] User Id PS [ID]

### Online Invoicing Participation

**Header & Footer / Information** Child Care - PV [ID]

When a provider elects to participate in Online Invoicing, from that moment in time forward any invoices that are created by the CCUBS system will only be available online and will not be printed and mailed to the provider. **Any paper invoices the provider has already received (or may receive in the mail in the next few days), will need to be completed and returned by mail.**

Should a provider elect to no longer participate in Online Invoicing, from that moment in time forward, any invoices created by the CCUBS system will be printed and mailed to the provider, and will require the provider to complete and return each invoice document by mail. **Any online invoices not yet submitted by the provider, will need to be completed and submitted online.**

Should you have any questions, you may contact Ms. Best Contact at 555-555-5555 for further assistance.

**Please note:** Provider invoices are generated by the CCUBS system each evening and a provider's participation in Online Invoicing dictates whether an invoice will be printed and mailed to the provider or made available to the provider online. Therefore a director may not change a provider's Online Invoicing participation between the hours of 6:30 P.M. and 12:00 A.M.

☒ This provider no longer wishes to participate in Online Invoicing.

The most recent enrollment began on Tue Jun 09 15:18:45 MDT 2020.

**End Online Invoicing**

- A confirmation message at the top of the page will be received. **(Red Circle)**  
“Save was successful: You have now been disenrolled from Online Invoicing”

**Best Beginnings Childcare Provider Portal**

Provider Search Account Maintenance

Welcome [Name] User Id PS [ID]

**Save was successful: You have now been disenrolled from Online Invoicing.**

### Online Invoicing Participation

**Header & Footer / Information** Child Care - PV [ID]

When a provider elects to participate in Online Invoicing, from that moment in time forward any invoices that are created by the CCUBS system will only be available online and will not be printed and mailed to the provider. **Any paper invoices the provider has already received (or may receive in the mail in the next few days), will need to be completed and returned by mail.**

Should a provider elect to no longer participate in Online Invoicing, from that moment in time forward, any invoices created by the CCUBS system will be printed and mailed to the provider, and will require the provider to complete and return each invoice document by mail. **Any online invoices not yet submitted by the provider, will need to be completed and submitted online.**

Should you have any questions please contact your local Child Care Resource and Referral Agency. Contact information can be found on the Early Childhood Services Bureau website at <https://dphhs.mt.gov/hcsd/ChildCare/ChildCareResourceandReferral>.

**Please note:** Provider invoices are generated by the CCUBS system each evening and a provider's participation in Online Invoicing dictates whether an invoice will be printed and mailed to the provider or made available to the provider online. Therefore a director may not change a provider's Online Invoicing participation between the hours of 6:30 P.M. and 12:00 A.M.

☐ Yes, this provider would like to participate in Online Invoicing.

The most recent disenrollment began on Fri Jun 12 13:11:41 MDT 2020.

**Begin Online Invoicing**

- Navigate back to the Provider Dashboard (see Step 4)
- Online Invoicing Participation section will now say “Not Using Online Invoicing”

### Online Invoicing Participation

**Online Invoicing Status**

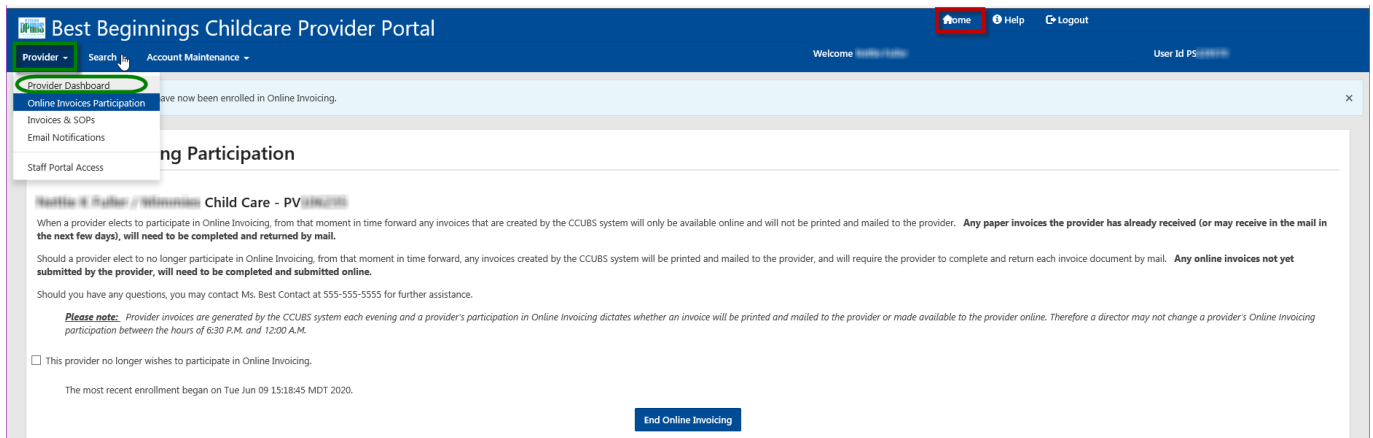
**Not Using Online Invoicing**

**Select or Update Your Participation**

#### 4. Navigate Back to the Provider Dashboard

From the Online Invoice Participation Screen there are 2 ways to Navigate back to the Provider Dashboard

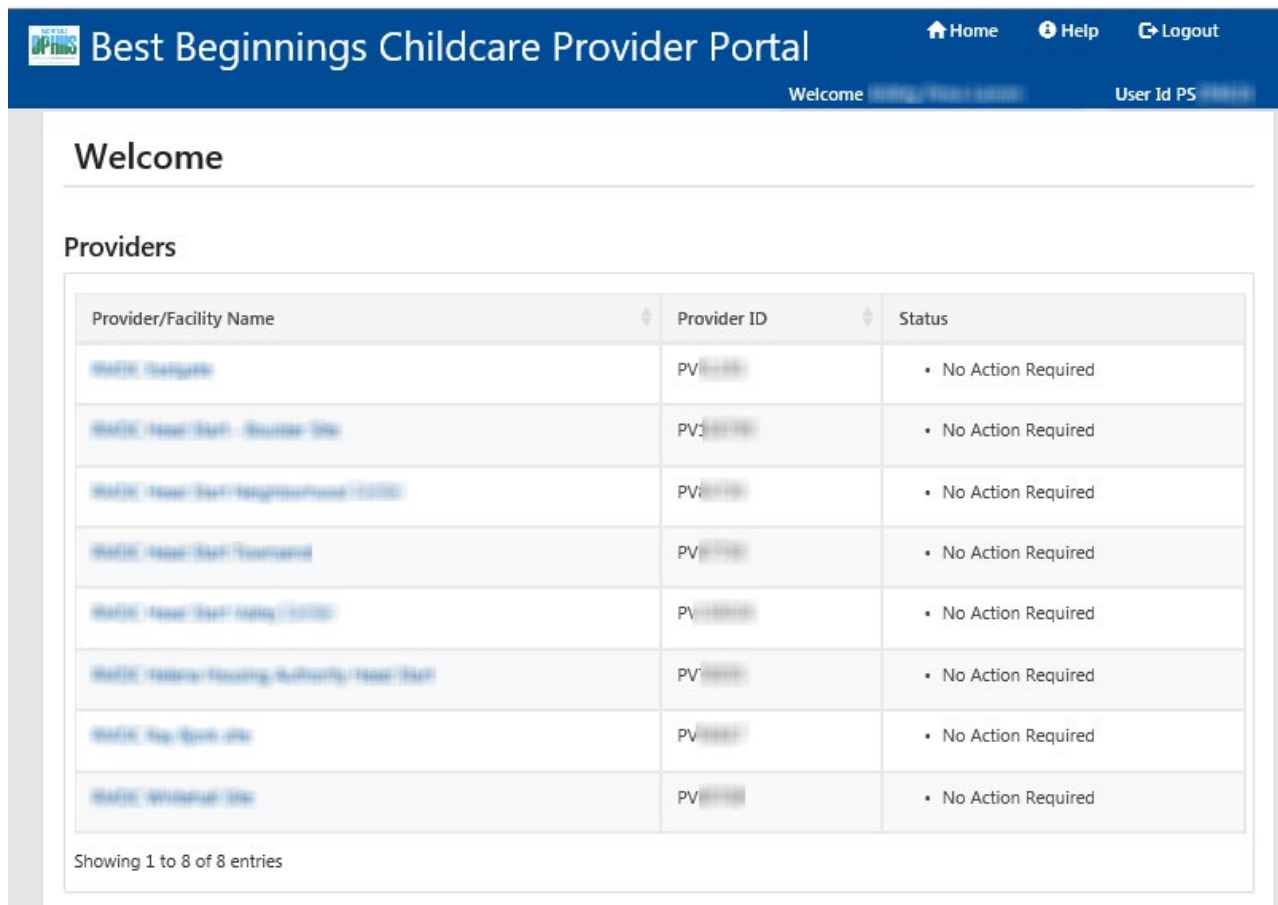
- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... **(Green Square & Circle)**
  - Select Provider
  - Select Provider Dashboard
- Option 2: on the Best Beginnings Childcare Provider Portal Menu.... **(Red Square)**
  - Select “Home”



## VIEWING/UPDATING E-MAIL NOTIFICATIONS - DIRECTORS ONLY

**Start** with Step 1 If... You are the Director of **Multiple** Facilities

### One Director - Multiple Facilities



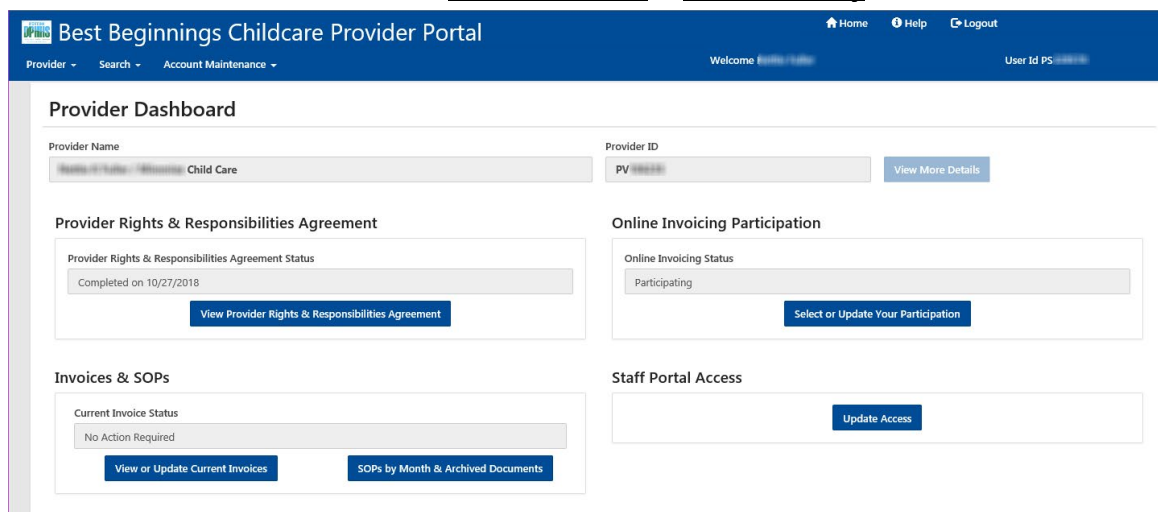
The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The header includes a logo, navigation links (Home, Help, Logout), and a welcome message. The main content area is titled 'Welcome' and features a 'Providers' section with a table listing provider details.

Provider/Facility Name	Provider ID	Status
MAHIC - Galtgate	PV10000	No Action Required
MAHIC - Haver/Staff - Boulder City	PV10001	No Action Required
MAHIC - Haver/Staff - Brighton/Power 10000	PV10002	No Action Required
MAHIC - Haver/Staff - Treatment	PV10003	No Action Required
MAHIC - Haver/Staff - Valley 10000	PV10004	No Action Required
MAHIC - Haver/Staffing Authority - Haver/Staff	PV10005	No Action Required
MAHIC - Haver/Staffing	PV10006	No Action Required
MAHIC - Whitman/Staff	PV10007	No Action Required

Showing 1 to 8 of 8 entries

**Start** with Step 2 If... You are the Director of **One** facility

### One Director – One Facility



The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface for a single facility. The header includes a logo, navigation links (Home, Help, Logout), and a welcome message. The main content area is titled 'Provider Dashboard' and features several sections for managing provider information and agreements.

**Provider Name:** MAHIC - Child Care

**Provider ID:** PV10000

**Provider Rights & Responsibilities Agreement:** Completed on 10/27/2018

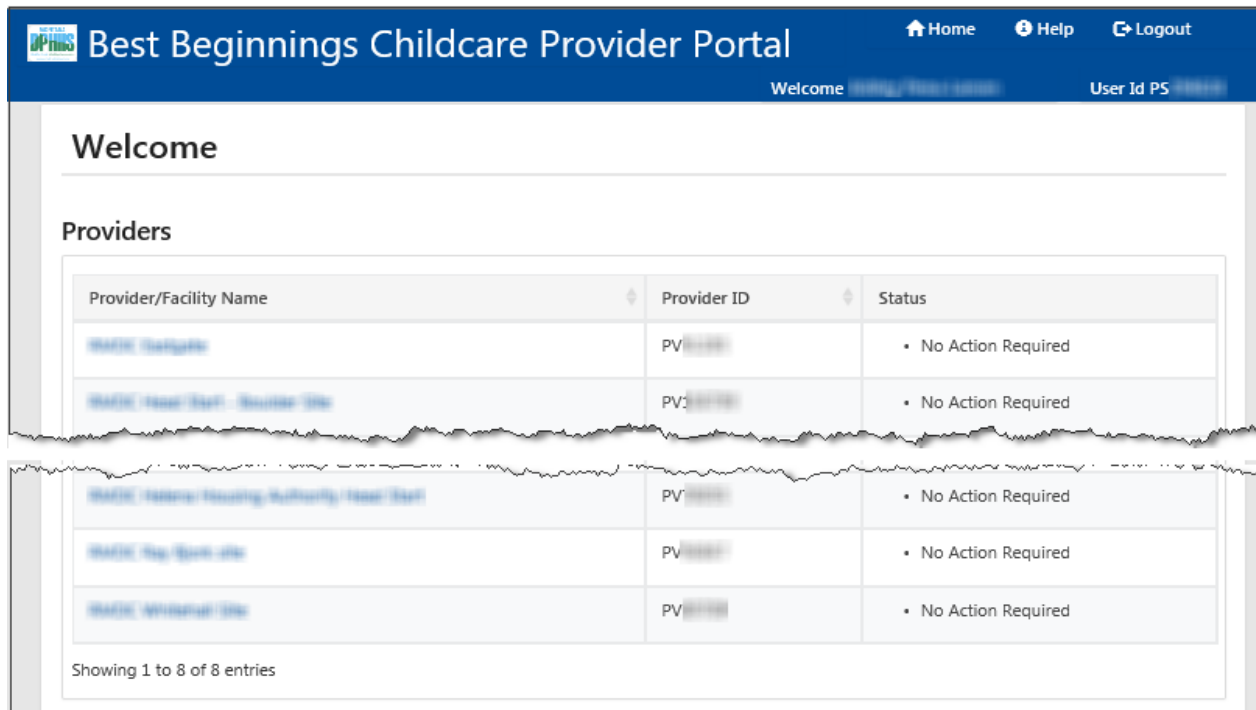
**Online Invoicing Participation:** Participating

**Invoices & SOPs:** Current Invoice Status: No Action Required

**Staff Portal Access:** Update Access

1. **START HERE** If... You are the Director of **Multiple** Facilities.

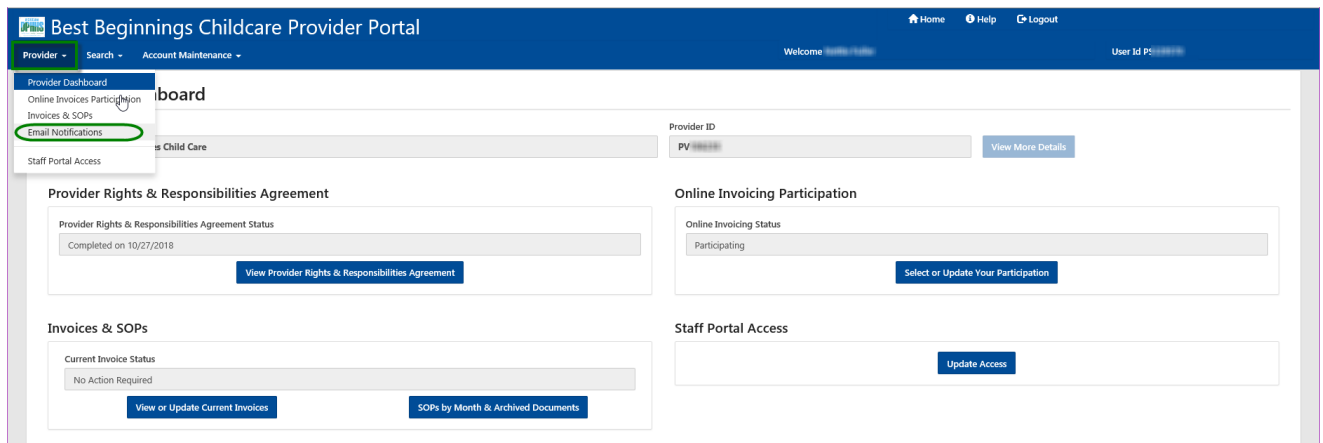
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



2. **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there is 1 way to access the Email Notification page

- On the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Email Notifications





### 3. In the Select Notifications section

- Mark any checkboxes before the desired notification description
- Click the Submit Selections button

Best Beginnings Childcare Provider Portal

Provider ▾ Search ▾ Account Maintenance ▾ Welcome [User Name]

### Select Notifications

Heather K. Ruller / Wisconsin Child Care - PV 11/16/2019

I would like to receive email notifications for this provider when:

- ☒ The submittal period for an invoice will expire in 15 days.
- ☒ A child's authorization for coverage will expire in 15 days.
- ☐ A child's authorization for coverage will expire in 3 business days.

Submit Selections

### 4. A confirmation message at the top of the page will be received. (Red Circle)

“Save was successful: Your Email Notification Selections have been successfully updated”

Best Beginnings Childcare Provider Portal

Provider ▾ Search ▾ Account Maintenance ▾ Welcome [User Name]

Save was successful: Your Email Notification Selections have been successfully updated.

### Select Notifications

Heather K. Ruller / Wisconsin Child Care - PV 11/16/2019

I would like to receive email notifications for this provider when:

- ☒ The submittal period for an invoice will expire in 15 days.
- ☒ A child's authorization for coverage will expire in 15 days.
- ☐ A child's authorization for coverage will expire in 3 business days.

Submit Selections

### 5. Navigate Back to the Provider Dashboard

From the Online Invoice Participation Screen there are 2 ways to Navigate back to the Provider Dashboard

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Provider Dashboard
- Option 2: on the Best Beginnings Childcare Provider Portal Menu.... (Red Square)
  - Select “Home”

Best Beginnings Childcare Provider Portal

Home Help Logout

Provider ▾ Search ▾ Account Maintenance ▾ Welcome [User Name] User Id PS100000

Provider Dashboard  
Online Invoices Participation  
Invoices & SOPs  
Email Notifications  
Staff Portal Access

Email Notification Selections have been successfully updated.

### Select Notifications

Heather K. Ruller / Wisconsin Child Care - PV 11/16/2019

I would like to receive email notifications for this provider when:

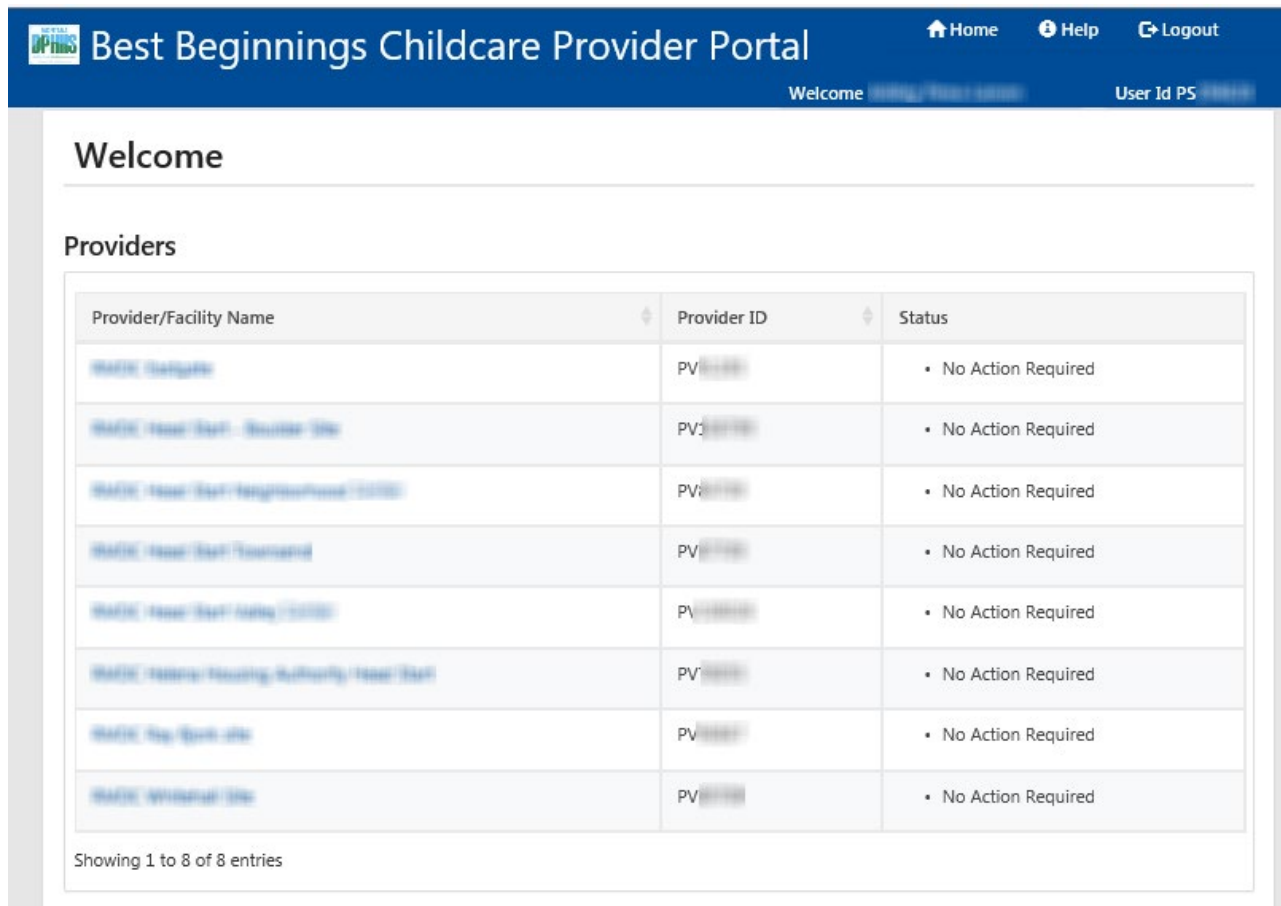
- ☒ The submittal period for an invoice will expire in 15 days.
- ☒ A child's authorization for coverage will expire in 15 days.
- ☐ A child's authorization for coverage will expire in 3 business days.

Submit Selections

## VIEWING/UPDATING STAFF ACCESS - DIRECTORS ONLY

**Start** with Step 1 If... You are the Director of **Multiple** Facilities

### One Director - Multiple Facilities



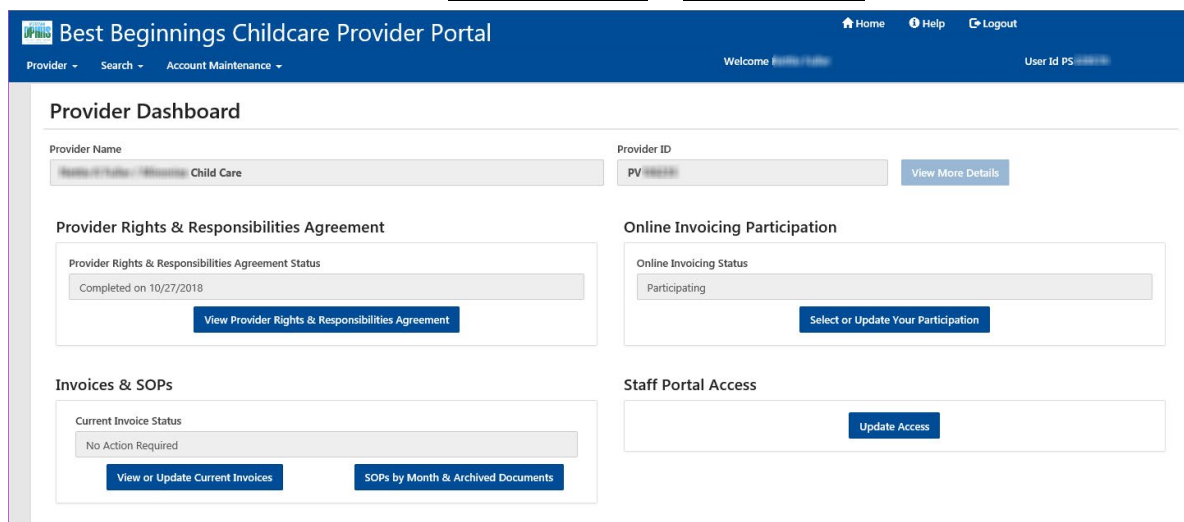
The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The header includes the logo, navigation links (Home, Help, Logout), and a welcome message. The main content area is titled 'Welcome' and features a 'Providers' section. This section contains a table with 8 entries, each showing a Provider/Facility Name, Provider ID, and Status. All statuses are 'No Action Required'.

Provider/Facility Name	Provider ID	Status
MAHIC - Oakridge	PV 10000	No Action Required
MAHIC - Haver/Staff - Bourdon St	PV 10001	No Action Required
MAHIC - Haver/Staff - Kensington/Power St	PV 10002	No Action Required
MAHIC - Haver/Staff - Townsend	PV 10003	No Action Required
MAHIC - Haver/Staff - Arden St	PV 10004	No Action Required
MAHIC - Haver/Staff - Authority - Haver/Staff	PV 10005	No Action Required
MAHIC - Haver/Staff - Arden St	PV 10006	No Action Required
MAHIC - Haver/Staff - Arden St	PV 10007	No Action Required

Showing 1 to 8 of 8 entries

**Start** with Step 2 If... You are the Director of **One** facility

### One Director – One Facility



The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface for a single provider. The header includes the logo, navigation links (Home, Help, Logout), and a welcome message. The main content area is titled 'Provider Dashboard' and features several sections: 'Provider Name' (Haver/Staff - Child Care), 'Provider ID' (PV 10000), 'Provider Rights & Responsibilities Agreement' (Completed on 10/27/2018), 'Online Invoicing Participation' (Participating), 'Invoices & SOPs' (Current Invoice Status: No Action Required), and 'Staff Portal Access' (Update Access).

Provider Name: Haver/Staff - Child Care

Provider ID: PV 10000

View More Details

Provider Rights & Responsibilities Agreement

Provider Rights & Responsibilities Agreement Status: Completed on 10/27/2018

View Provider Rights & Responsibilities Agreement

Online Invoicing Participation

Online Invoicing Status: Participating

Select or Update Your Participation

Invoices & SOPs

Current Invoice Status: No Action Required

View or Update Current Invoices

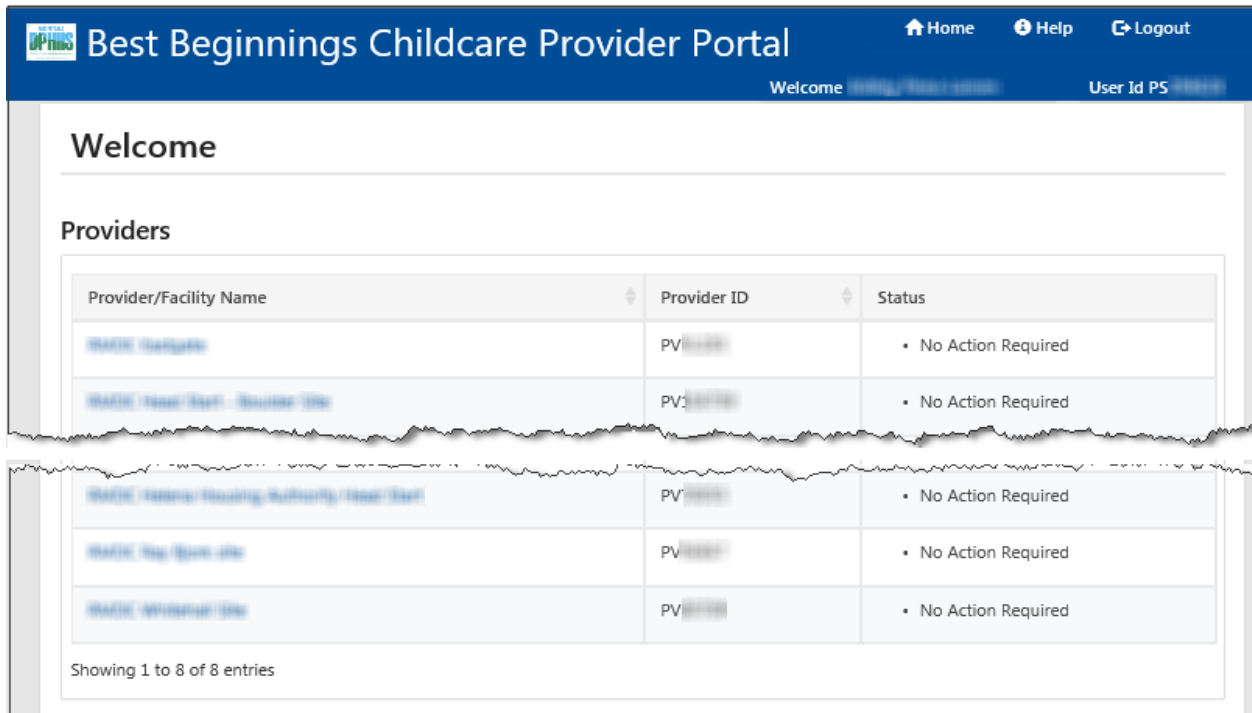
SOPs by Month & Archived Documents

Staff Portal Access

Update Access

1. **START HERE** If... You are the Director of **Multiple** Facilities.

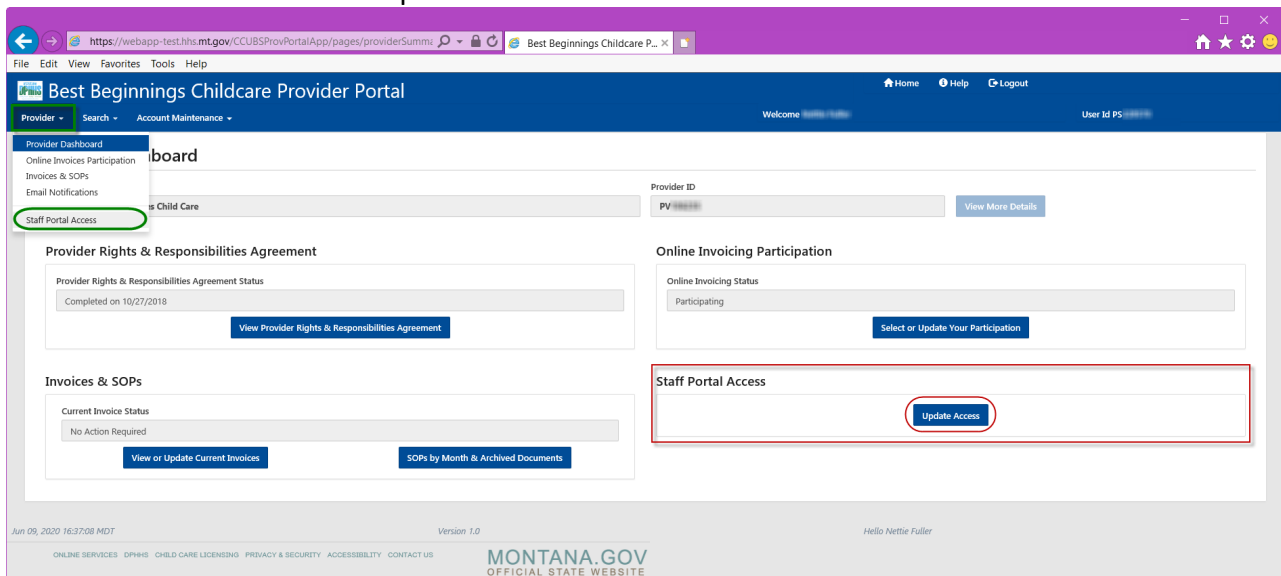
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



2. **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there are 2 ways to access the Staff Portal Access page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Staff Portal Access
- Option 2: in the “Staff Portal Access” section (Red Square & Circle)
  - Select “Update Access”



1. Click any desired checkboxes in the Staff Portal Access section for the individuals listed.
  - Currently the only options are those checkboxes that are not greyed out. (Red Square)

Best Beginnings Childcare Provider Portal

Provider ▾ Search ▾ Account Maintenance ▾ Welcome

### Staff Portal Access

Heather K. Fuller / ~~XXXXXXXXXX~~ Child Care - PV (11/16/2019)

Director: Heather Fuller - Supervisor

- ☐ Access additional provider details.
- ☐ Access provider's rights & responsibilities agreement
- ☐ Access provider's online invoice participation
- ☐ Access monthly invoices for entry of requested hours and comments. Once an invoice has been submitted by the director, this person will no longer be able to view the invoice.
- ☐ Access provider SOP's and invoices of any status.
- ☐ Access provider's notices
- ☐ Access provider's license details
- ☐ Access family search
- ☐ Access provider's current staff information
- ☐ Access provider's household member information

☐ By checking this box I, ~~XXXXXXXXXX~~ certify that I am the Director of ~~XXXXXXXXXX~~ Child Care and I authorize the staff permissions as indicated above. \*

Submit Selections

2. Click the “By checking this box...” checkbox. (Green Square in above image)

☐ By checking this box I, ~~XXXXXXXXXX~~ certify that I am the Director of ~~XXXXXXXXXX~~ Child Care and I authorize the staff permissions as indicated above. \*

3. Click the Submit Selections button in this section.

Submit Selections

**NOTE:** ONLY the DIRECTOR can submit invoices for payment.  
STAFF Cannot submit invoices for payment, they can have the ability to enter a child's time in and time out, but not the ability to submit the invoice for payment.

**PASSWORDS ARE NOT TO BE SHARED!**

# COMPLETING PROVIDER RIGHTS AND RESPONSIBILITIES – DIRECTORS ONLY

**Start** with Step 1 If... You are the Director of **Multiple** Facilities

## One Director - Multiple Facilities

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The header includes the logo, navigation links (Home, Help, Logout), and a welcome message. The main content area is titled 'Welcome' and features a 'Providers' section. This section contains a table with 8 entries, each showing a provider/facility name, a provider ID, and a status of 'No Action Required'.

Provider/Facility Name	Provider ID	Status
BBBFC - [Facility Name]	PV-12345	No Action Required
BBBFC - [Facility Name]	PV-12345	No Action Required
BBBFC - [Facility Name]	PV-12345	No Action Required
BBBFC - [Facility Name]	PV-12345	No Action Required
BBBFC - [Facility Name]	PV-12345	No Action Required
BBBFC - [Facility Name]	PV-12345	No Action Required
BBBFC - [Facility Name]	PV-12345	No Action Required
BBBFC - [Facility Name]	PV-12345	No Action Required

Showing 1 to 8 of 8 entries

**Start** with Step 2 If... You are the Director of **One** facility

## One Director – One Facility

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface for a single facility. The header includes the logo, navigation links (Home, Help, Logout), and a welcome message. The main content area is titled 'Provider Dashboard' and features several sections: 'Provider Name' and 'Provider ID' fields, 'Provider Rights & Responsibilities Agreement' status, 'Online Invoicing Participation' status, 'Invoices & SOPs' status, and 'Staff Portal Access' status. Each section has a button to view or update the information.

**Provider Dashboard**

Provider Name: [Facility Name] Provider ID: PV-12345 [View More Details]

**Provider Rights & Responsibilities Agreement**

Provider Rights & Responsibilities Agreement Status: Completed on 10/27/2018 [View Provider Rights & Responsibilities Agreement]

**Online Invoicing Participation**

Online Invoicing Status: Participating [Select or Update Your Participation]

**Invoices & SOPs**

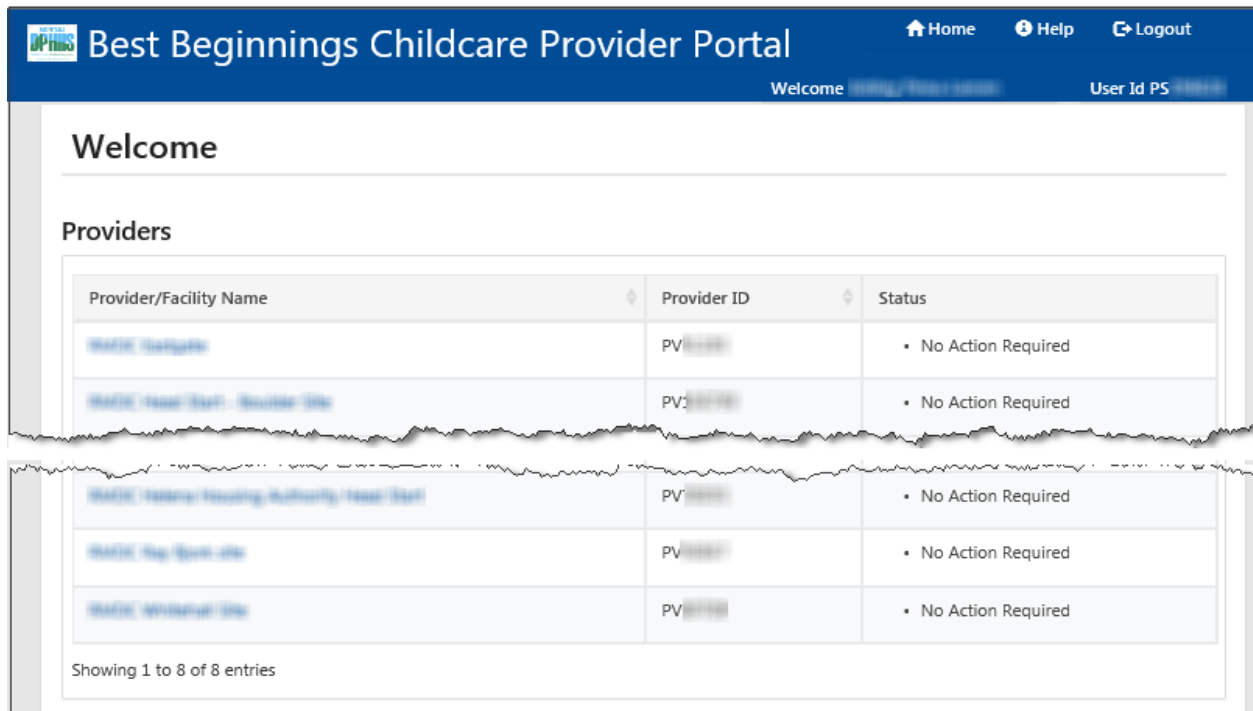
Current Invoice Status: No Action Required [View or Update Current Invoices] [SOPs by Month & Archived Documents]

**Staff Portal Access**

[Update Access]

1 **START HERE** If... You are the Director of **Multiple** Facilities.

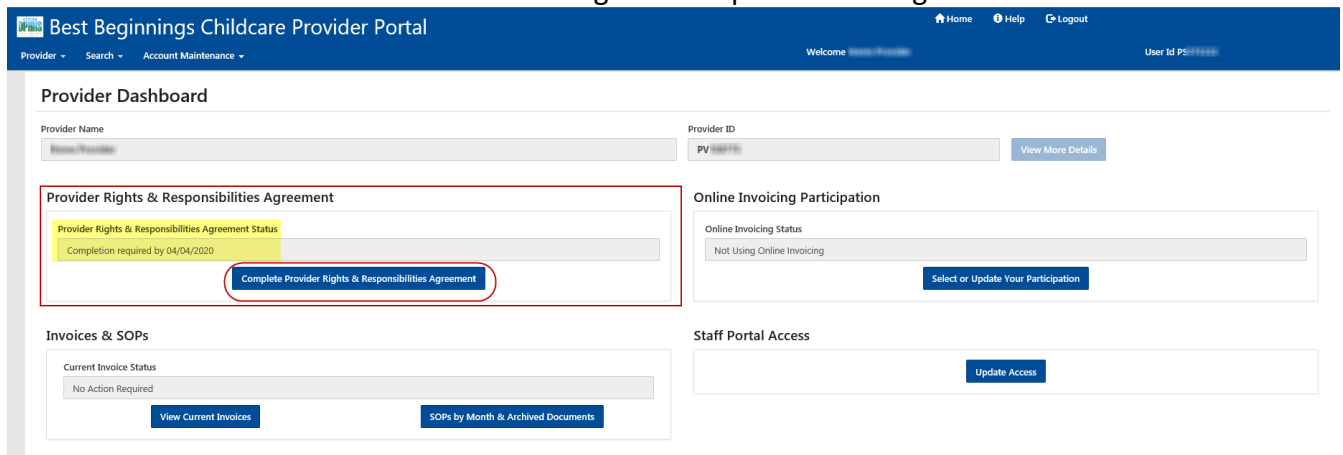
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



2 **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there is 1 way to access the Provider Rights and Responsibilities Agreement page

- In the “Provider Rights & Responsibilities Agreement” section (**Red Square & Circle**)
- Select “View Provider Rights & Responsibilities Agreement”



**Note:** Provider Rights & Responsibilities Agreement Status for the Facility will be displayed in the Provider Rights & Responsibilities Agreement Section. It can be seen above (**yellow highlight**) that **“Completion required by 04/04/2020”** for this Facilities Rights and Responsibilities agreement.

### 3. Complete the Rights and Responsibilities by

- **Read** each item
- **Add your Initials** in the box prior to each item line.
- Scroll down to complete all items.

Best Beginnings Childcare Provider Portal

Provider ▾ Search ▾ Account Maintenance ▾

Home Help Logout

Welcome [Name] User Id PS [ID]

Provider Rights and Responsibilities

If you need additional information to complete this form, please contact your regional Child Care Resource and Referral agency.  
[www.childcare.mt.gov](http://www.childcare.mt.gov)

Thank you for choosing to provide care for children whose families are qualified to receive scholarship funds. This agreement outlines your rights as a child care provider and explains the responsibilities that you assume as a provider in the program. It also outlines potential consequences that specific actions or lack of action can have on your eligibility to participate. Completing and submitting this form is required before care is provided or payment can be received for children utilizing a scholarship. Please initial each item to certify that you have read and understand each statement. Unless revised by the Early Childhood Services Bureau, you will only need to complete this form once. Typing your initials in the box provided indicates you have read the statement and agree. Once submitted, your form will be reviewed and approved. This form must be received before an invoice(s) for payment can be processed.

Please read and initial each item:

Initial to Accept	Provider's Rights
<div>HP</div>	1. I have the right to receive a copy of the Child Care Authorization Plan. The Authorization Plan includes the following information for the family household: <ul style="list-style-type: none"><li>• The start and end date per child authorized in a household;</li><li>• The child care hours/days authorized for each child; and</li><li>• The household's monthly co-payment.</li></ul>
<div>HP</div>	2. I have the right to receive timely notification if a family's eligibility changes on the Best Beginnings Child Care Scholarship program. <ul style="list-style-type: none"><li>• Timely notification is defined as a 15-calendar day notice before an action is taken that will change the child's Authorization Plan or a family's eligibility case closes.</li><li>• I will receive a notice when a family's eligibility case closes.</li></ul>
<div>HP</div>	3. I have the right to expect timely payment for child care scholarship services provided. <ul style="list-style-type: none"><li>• A payment is considered timely if the payment is processed within 21 days of the invoice being received by the Child Care Resource and Referral (CCR&amp;R) agency.</li><li>• Payments are generally received within 2 to 3 business days after processed, this includes EFTs; however, the timing of child care payments is not guaranteed by the Department.</li><li>• Payments mailed to an incorrect address on file will NOT be forwarded, they will be returned via US mail to the State agency. To avoid this delay, please report <b>any and all</b> address changes immediately. To avoid mailing delays a Direct Deposit option is available.</li><li>• Incorrect W-9 or Bank Account information on file at the Department may cause a payment delay.</li><li>• <b>Payments for care provided in a child's home</b> are sent to the Parent. It is the responsibility of the parent to pay for child care services to the Family Friend and Neighbor (FFN) or Relative Care Exempt (RCE) in-home provider.</li></ul>

Please read and initial each item:

Initial to Accept	Provider's Responsibilities
<div>HP</div>	1. It is my responsibility to maintain a current license or registration for the facility in which care is being provided and to abide by and maintain applicable licensing or registration requirements (ARM 37.95.101-1021). <ul style="list-style-type: none"><li>• Care must be provided in the licensed or registered facility identified on the Authorization Plan to receive payment for children of families participating in the Best Beginnings Child Care Scholarship program.</li></ul>
<div>HP</div>	2. It is my responsibility to notify the Child Care Licensing program immediately of any physical, mailing or email address changes.
<div>HP</div>	17. It is my responsibility to report my rates and any rate changes to the CCR&R agency. <ul style="list-style-type: none"><li>• Reported rate changes will not take effect until the first of the month after the change is reported.</li><li>• Rates are used to facilitate the payment process and may be included in market rate surveys.</li></ul>

Please read and initial each item:

Initial to Accept	Provider's Understanding
<div>HP</div>	1. I understand that the child is eligible for the hours/days listed on the child care authorization plan. <ul style="list-style-type: none"><li>• Payment will be based on the child's attendance during the service month. This includes the number of days the child attends and has absences from the open child care facility indicated on the child care authorization plan.</li><li>• Hours cannot be claimed to the child care scholarship when a child care facility is closed.</li><li>• If a child attends 85% of the authorized time on the child care authorization plan, the entire authorized amount will be paid.</li><li>• If a child attends less than 85% of the authorized time on the child care authorization plan, the actual attendance will be paid.</li></ul>
<div>HP</div>	2. I understand the following regarding school age children and child care scholarship payments <ul style="list-style-type: none"><li>• The child care scholarship cannot pay for time when a child should be in school. This includes when a child is sick during a typical school day.</li><li>• The child care scholarship does pay for time when a child has a school closure. This includes winter break or a school holiday.</li></ul>
<div>HP</div>	12. I understand that when a provider or a parent receives child care assistance in excess of the amount to which the provider or parent is entitled, due to an intentional action, DPHHS may pursue criminal charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery of the overpayment. <ul style="list-style-type: none"><li>• The department has the discretion, based on the circumstances of the violation, to determine the appropriate sanction for the first intentional program violation (IPV). The department may impose any of the following sanctions on a provider due to the first IPV:<ul style="list-style-type: none"><li>• Issue the IPV without issuing an overpayment;</li><li>• Require repayment of child care assistance payments related to the program violation; or</li><li>• Require repayment of child care assistance payments related to the program violation and terminate the provider from the Child Care Assistance Program.</li></ul></li><li>• If a provider receives a second IPV, DPHHS will require the repayment of all child care assistance payments related to the violation and may terminate the provider from the program, if appropriate.</li><li>• A notice of an intentional program violation is an adverse action of DPHHS. The provider will receive timely notice of this adverse action, including fair hearing rights under ARM 37.80.104 and 37.5.103.</li></ul>

### 4. After all numbered items are Initialed,

- **Initial** the box at the bottom to certify your role as Director and your agreement with all Rights and Responsibilities.

HP

By entering my initials, I, [Name], certify that I am the Director of [Name] and I agree to these specified Rights And Responsibilities.

June 12, 2020

Page 23 of 55

5. Click the Submit button.

- If the Submit button is grayed out, verify that all checkboxes have been checked.
- The Submit button will also be grayed out if you have already submitted the document.

The screenshot shows a web form for submitting a Provider Rights & Responsibilities Agreement. At the top, there are two lines of text: "Name/Provider / PS: 11111" and "Name/Provider / PV: 22222". Below this is a text input field containing "HP". To the right of the input field is a line of text: "By entering my initials, I, Name/Provider, certify that I am the Director of Name/Provider and I agree to these specified Rights And Responsibilities." At the bottom right of the form are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red circle.

6. Once submit is saved you will be navigated back to the Provider Dashboard

- The Provider Rights & Responsibilities Agreement section will now state "Completed on xx/xx/xxx"

Provider Rights & Responsibilities Agreement

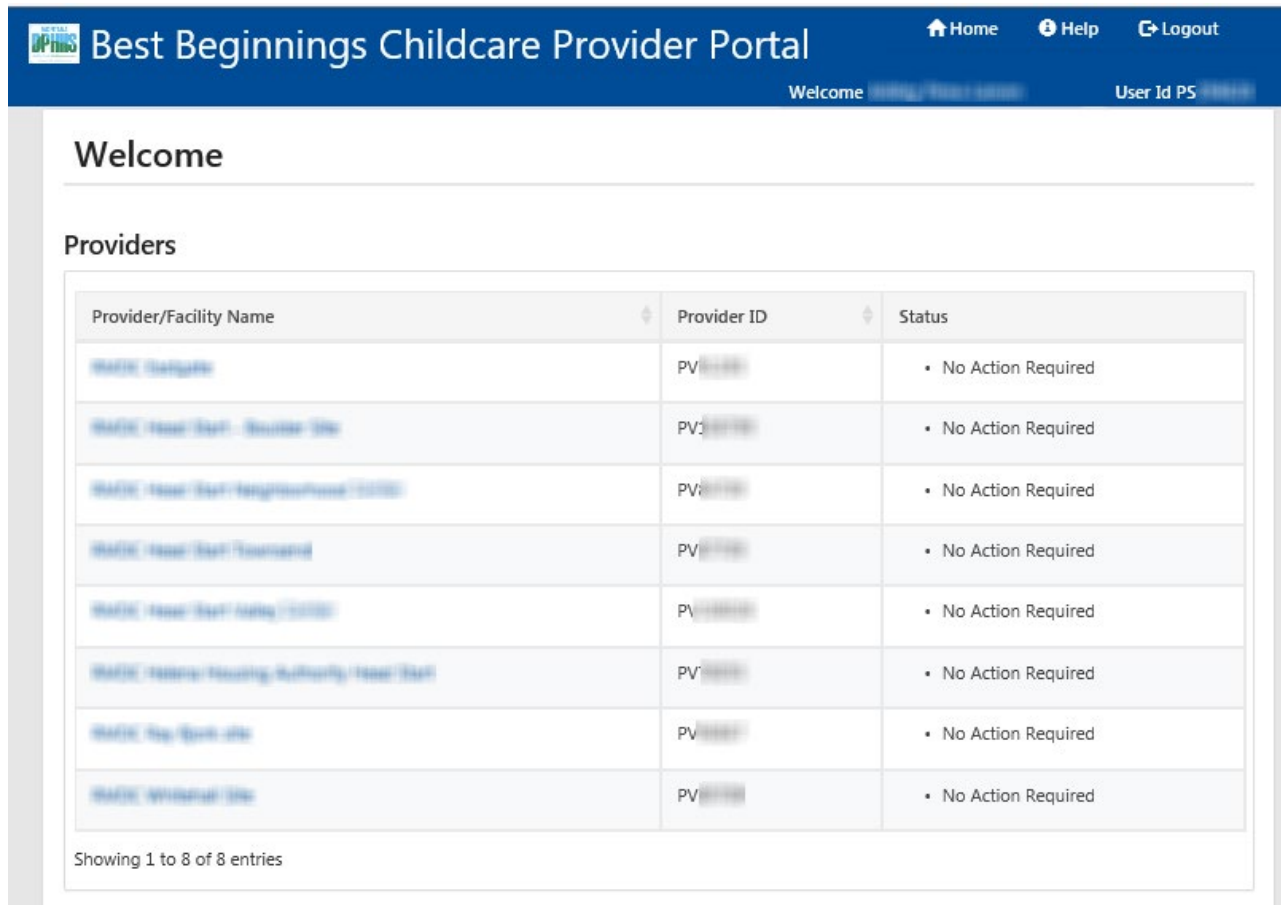
The screenshot shows a section titled "Provider Rights & Responsibilities Agreement". It contains a yellow box with the text "Provider Rights & Responsibilities Agreement Status" and "Completed on 06/10/2020". Below this box is a blue button with the text "View Provider Rights & Responsibilities Agreement".



## VIEWING COMPLETED RIGHTS AND RESPONSIBILITIES – DIRECTORS ONLY

**Start** with Step 1 If... You are the Director of **Multiple** Facilities

### One Director - Multiple Facilities



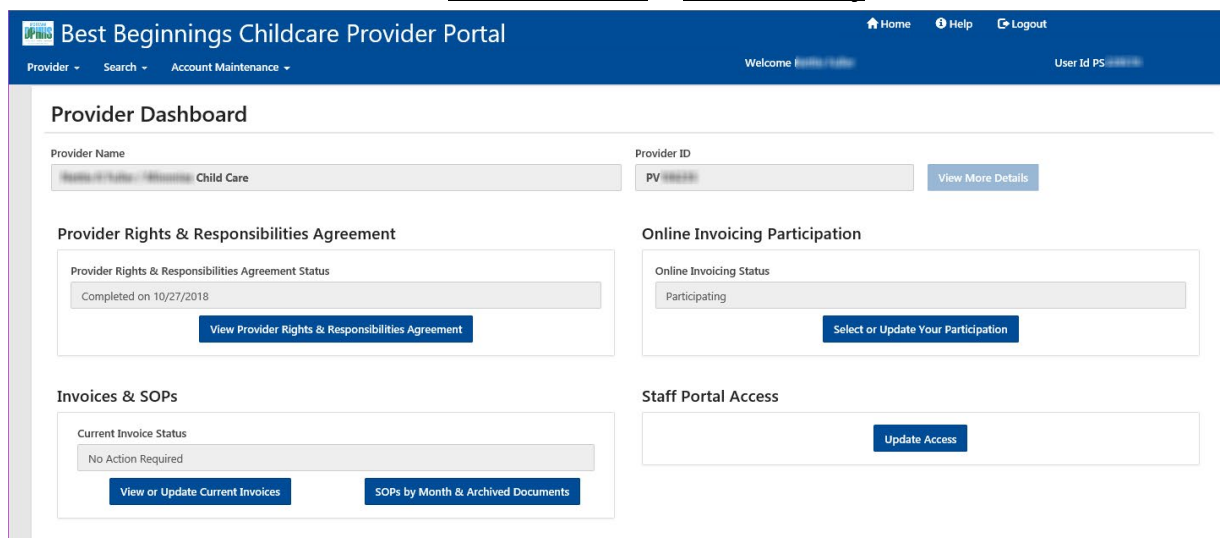
The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The header includes the logo, navigation links (Home, Help, Logout), and user information (Welcome, User Id PS). The main content area is titled 'Welcome' and features a 'Providers' section. This section contains a table with 8 entries, each showing a Provider/Facility Name, a Provider ID, and a Status of 'No Action Required'.

Provider/Facility Name	Provider ID	Status
Best Beginnings Childcare	PV123456	No Action Required
Best Beginnings Childcare - Branch 1	PV123457	No Action Required
Best Beginnings Childcare - Branch 2	PV123458	No Action Required
Best Beginnings Childcare - Branch 3	PV123459	No Action Required
Best Beginnings Childcare - Branch 4	PV123460	No Action Required
Best Beginnings Childcare - Branch 5	PV123461	No Action Required
Best Beginnings Childcare - Branch 6	PV123462	No Action Required
Best Beginnings Childcare - Branch 7	PV123463	No Action Required

Showing 1 to 8 of 8 entries

**Start** with Step 2 If... You are the Director of **One** facility

### One Director – One Facility



The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface for a single facility. The header includes the logo, navigation links (Home, Help, Logout), and user information (Welcome, User Id PS). The main content area is titled 'Provider Dashboard' and contains several sections: 'Provider Name' and 'Provider ID' fields, 'Provider Rights & Responsibilities Agreement' status, 'Online Invoicing Participation' status, 'Invoices & SOPs' status, and 'Staff Portal Access' status. Each section has a button to view or update the information.

**Provider Dashboard**

Provider Name: [Field] Provider ID: [Field] [View More Details](#)

**Provider Rights & Responsibilities Agreement**

Provider Rights & Responsibilities Agreement Status: Completed on 10/27/2018 [View Provider Rights & Responsibilities Agreement](#)

**Online Invoicing Participation**

Online Invoicing Status: Participating [Select or Update Your Participation](#)

**Invoices & SOPs**

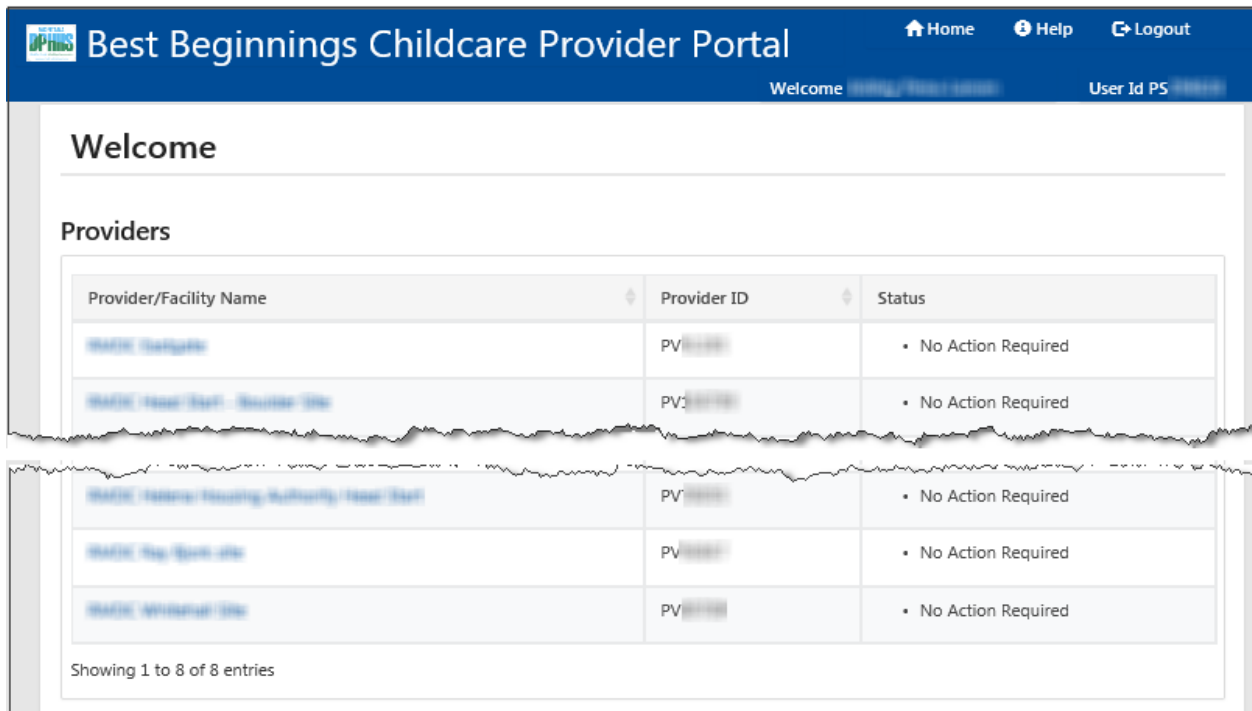
Current Invoice Status: No Action Required [View or Update Current Invoices](#) [SOPs by Month & Archived Documents](#)

**Staff Portal Access**

[Update Access](#)

1 **START HERE** If... You are the Director of **Multiple** Facilities.

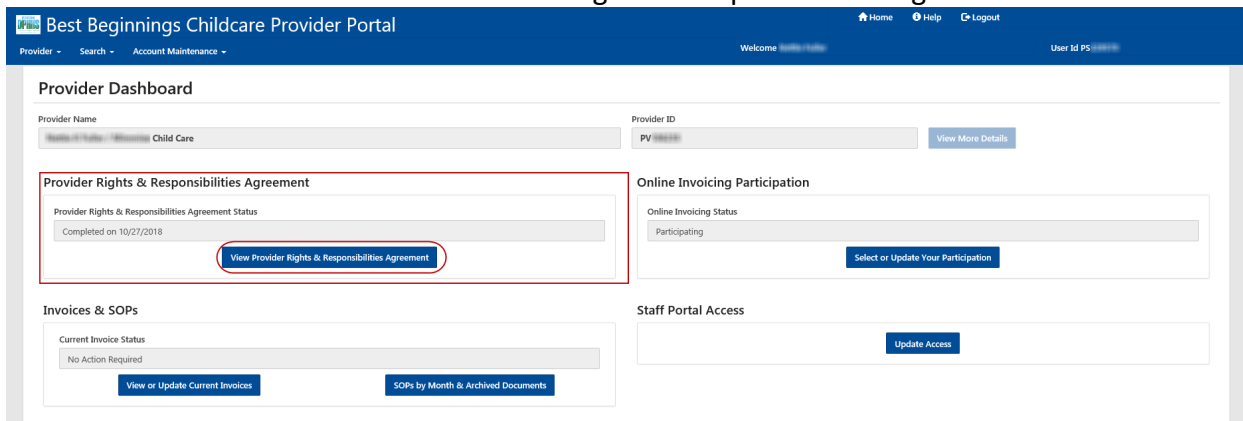
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



2 **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there is 1 way to access the Provider Rights and Responsibilities Agreement page

- In the “Provider Rights & Responsibilities Agreement” section (**Red Square & Circle**)
- Select “View Provider Rights & Responsibilities Agreement”



3. Another web browser window will open displaying The Provider Rights & Responsibilities Agreement. From here you can print or save the agreement to your own files.

### Child Care Provider Rights and Responsibilities

Best Beginnings Child Care Scholarship Program

If you need additional information to complete this form, please contact  
your local Child Care Resource & Referral agency.  
[www.childcare.mt.gov](http://www.childcare.mt.gov)

Thank you for choosing to provide care for children whose families are qualified to receive scholarship funds. This agreement outlines your rights as a child care provider and explains the responsibilities that you assume as a provider in the program. It also outlines potential consequences that specific actions or lack of action can have on your eligibility to participate. Completing and submitting this form is required before care is provided or payment can be received for children utilizing a scholarship. Please initial each item to certify that you have read and understand each statement. Unless revised, by the Early Childhood Services Bureau you will only need to complete this form once. Typing your initials in the box provided indicates you have read the statement and agree. Once submitted, your form will be reviewed and approved. This form must be received before an invoice(s) for payment can be processed.

**Please read and initial each item:**

Initials	Provider's Rights
HP	1. I have the right to receive a copy of the Child Care Authorization Plan. The Authorization Plan includes the following information for the family household: <ul style="list-style-type: none"> <li>The start and end date per child authorized in a household;</li> <li>The child care hours/days authorized for each child; and</li> <li>The household's monthly co-payment.</li> </ul>
HP	2. I have the right to receive timely notification if a family's eligibility changes on the Best Beginnings Child Care Scholarship program. <ul style="list-style-type: none"> <li>Timely notification is defined as a 15-calendar day notice before an action is taken that will change the child's Authorization Plan or a family's eligibility case closes.</li> <li>I will receive a notice when a family's eligibility case closes.</li> </ul>
HP	3. I have the right to expect timely payment for child care scholarship services provided. <ul style="list-style-type: none"> <li>A payment is considered timely if the payment is processed within 21 days of the invoice being received by the Child Care Resource and Referral (CCR&amp;R) agency.</li> <li>Payments are generally received within 2 to 3 business days after processed, this includes EFTs, however, the timing of child care payments is not guaranteed by the Department.</li> <li>Payments mailed to an incorrect address on file will NOT be forwarded, they will be returned via US mail to the State agency. To avoid this delay, please report any and all address changes immediately. To avoid mailing delays a Direct Deposit option is available.</li> <li>Incorrect W-9 or Bank Account information on file at the Department may cause a payment delay.</li> <li>Payments for care provided in a child's home are sent to the Parent. It is the responsibility of the parent to pay for child care services to the Family Friend and Neighbor (FFN) or Relative Care Exempt (RCE) in-home provider.</li> </ul>

charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery of the overpayment.

- The department has the discretion, based on the circumstances of the violation, to determine the appropriate sanction for the first intentional program violation (IPV). The department may impose any of the following sanctions on a provider due to the first IPV:
  - Issue the IPV without issuing an overpayment;
  - Require repayment of child care assistance payments related to the program violation; or
  - Require repayment of child care assistance payments related to the program violation and terminate the provider from the Child Care Assistance Program.
- If a provider receives a second IPV, DPHHS will require the repayment of all child care assistance payments related to the violation and may terminate the provider from the program, if appropriate.
- A notice of an intentional program violation is an adverse action of DPHHS. The provider will receive timely notice of this adverse action, including fair hearing rights under ARM 37.80.104 and 37.5.103.

PS \_\_\_\_\_

PV \_\_\_\_\_

Accepted: 06/10/2020 12:12:56 PM

HP

By initialing this box, I, \_\_\_\_\_, certify that I am the Director of \_\_\_\_\_ and I agree to these specified Rights And Responsibilities.

## VIEWING INVOICES

**Start** with Step 1 If... You are the Director of **Multiple** Facilities

### One Director - Multiple Facilities

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The header includes the logo, navigation links (Home, Help, Logout), and a welcome message. The main content area is titled 'Welcome' and features a 'Providers' section. This section contains a table with 8 entries, each showing a Provider/Facility Name, Provider ID, and Status. All statuses are 'No Action Required'.

Provider/Facility Name	Provider ID	Status
Best Beginnings Childcare	PV123456	No Action Required
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Best Beginnings Childcare - Branch 2	PV123458	No Action Required
Best Beginnings Childcare - Branch 3	PV123459	No Action Required
Best Beginnings Childcare - Branch 4	PV123460	No Action Required
Best Beginnings Childcare - Branch 5	PV123461	No Action Required
Best Beginnings Childcare - Branch 6	PV123462	No Action Required
Best Beginnings Childcare - Branch 7	PV123463	No Action Required

Showing 1 to 8 of 8 entries

**Start** with Step 2 If... You are the Director of **One** facility

### One Director – One Facility

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface for a single provider. The header includes the logo, navigation links (Home, Help, Logout), and a welcome message. The main content area is titled 'Provider Dashboard' and features several sections: 'Provider Name' and 'Provider ID' fields, 'Provider Rights & Responsibilities Agreement' status, 'Online Invoicing Participation' status, 'Invoices & SOPs' status, and 'Staff Portal Access' status. Each section has a corresponding button to view or update the information.

**Provider Dashboard**

Provider Name: [Field] Child Care

Provider ID: PV123456 [View More Details]

**Provider Rights & Responsibilities Agreement**

Provider Rights & Responsibilities Agreement Status: Completed on 10/27/2018 [View Provider Rights & Responsibilities Agreement]

**Online Invoicing Participation**

Online Invoicing Status: Participating [Select or Update Your Participation]

**Invoices & SOPs**

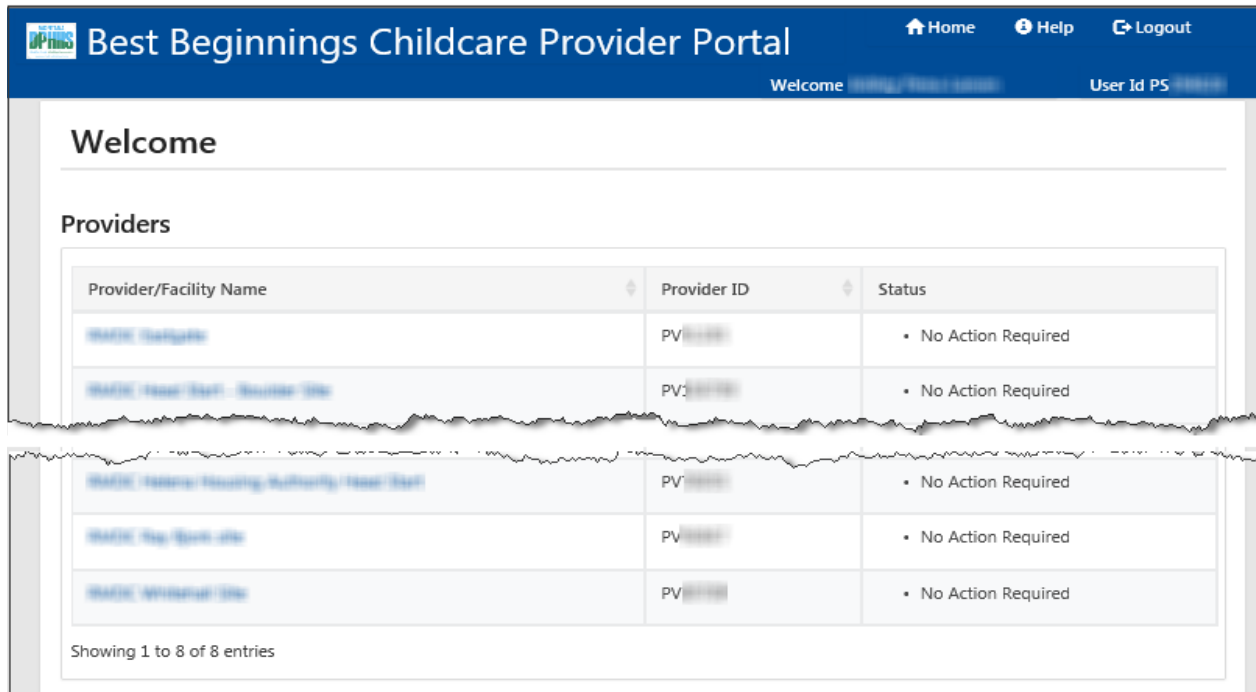
Current Invoice Status: No Action Required [View or Update Current Invoices] [SOPs by Month & Archived Documents]

**Staff Portal Access**

[Update Access]

1. **START HERE** If... You are the Director of **Multiple** Facilities.

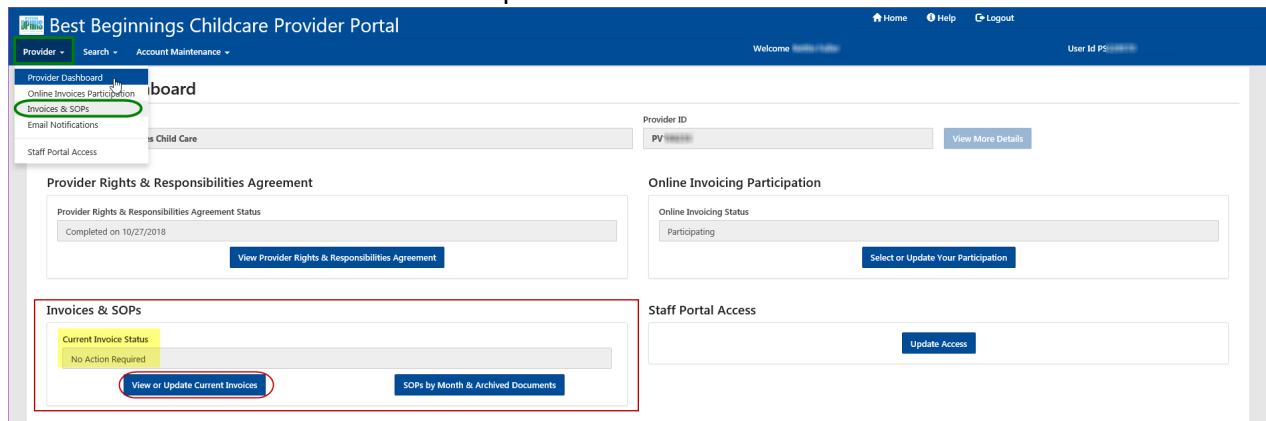
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



2. **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Invoices & SOPs
- Option 2: in the “Invoices & SOPs” section (Red Square & Circle)
  - Select “View or Update Current Invoices”

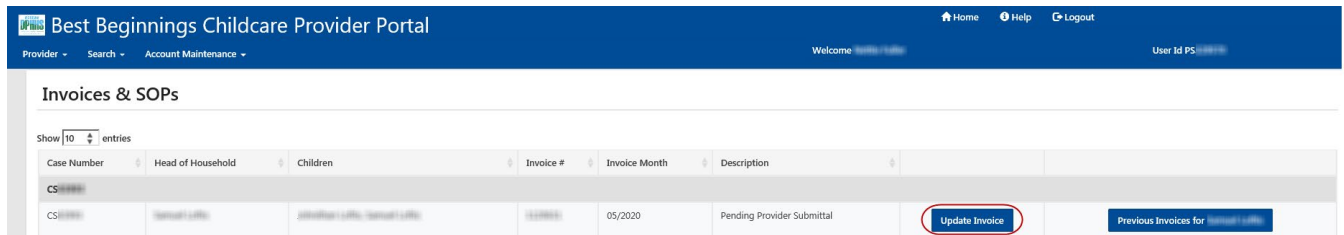


**Note:** Current Invoice Status for any invoices that the Facility has will be displayed in the Invoices & SOPs section. It can be seen above (yellow highlight) that there is “No Action Required” for Invoices that this facility has.

\*“No Action Required” does not mean that the facility does not have invoices.

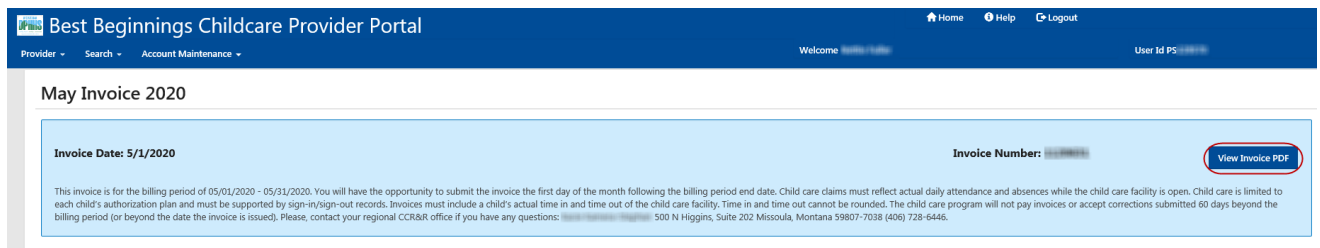
### 3. Invoices & SOPs Page

- a. Select “Update Invoice” on the Invoice that you want to work on (**Red Circle**)
  - This will open the Invoice Summary Page

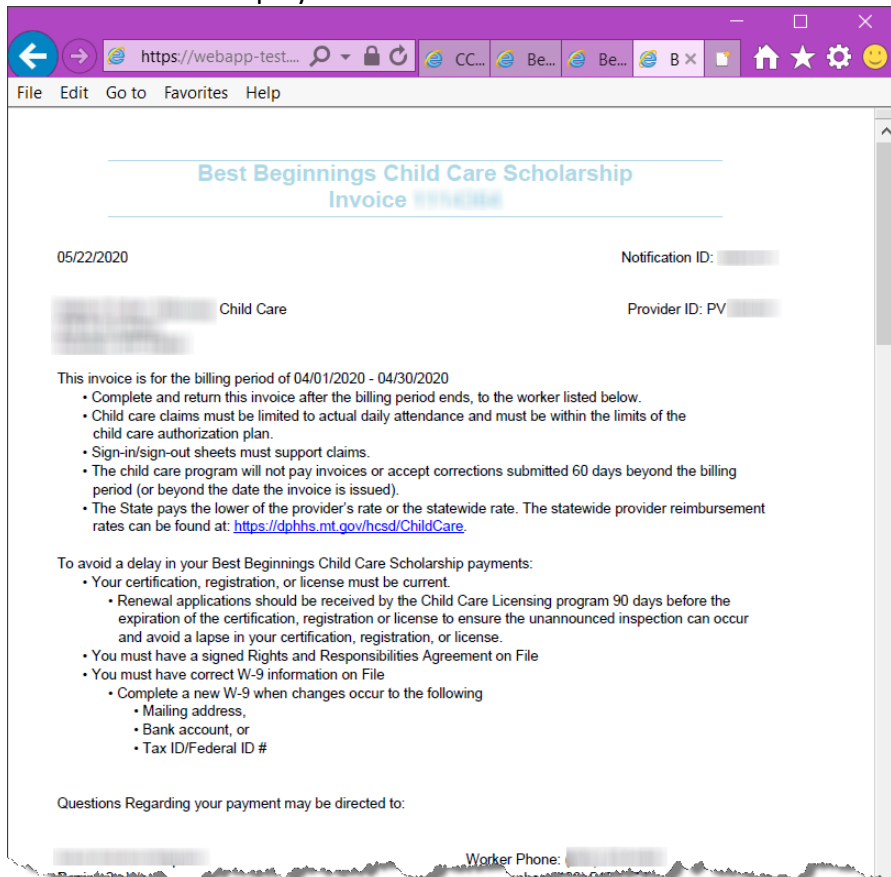


### 4. Invoice Summary Page

- Select “View Invoice PDF” (**Red Circle**)
  - This will open a new web browser page and display the PDF of the invoice that you are on



### 5. Invoice PDF – is displayed

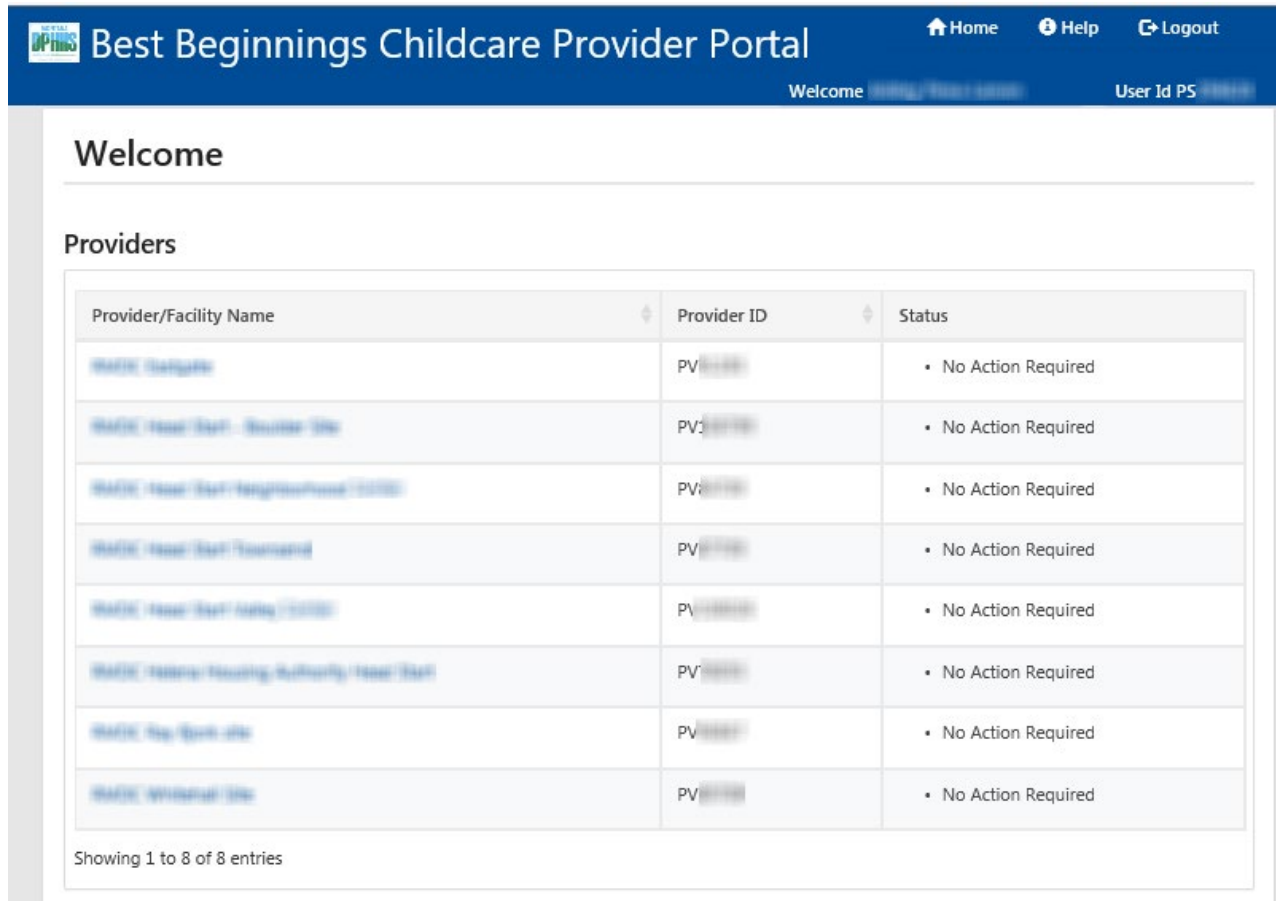




## SEARCHING INVOICES & SOPs

**Start** with Step 1 If... You are the Director of **Multiple** Facilities

### One Director - Multiple Facilities



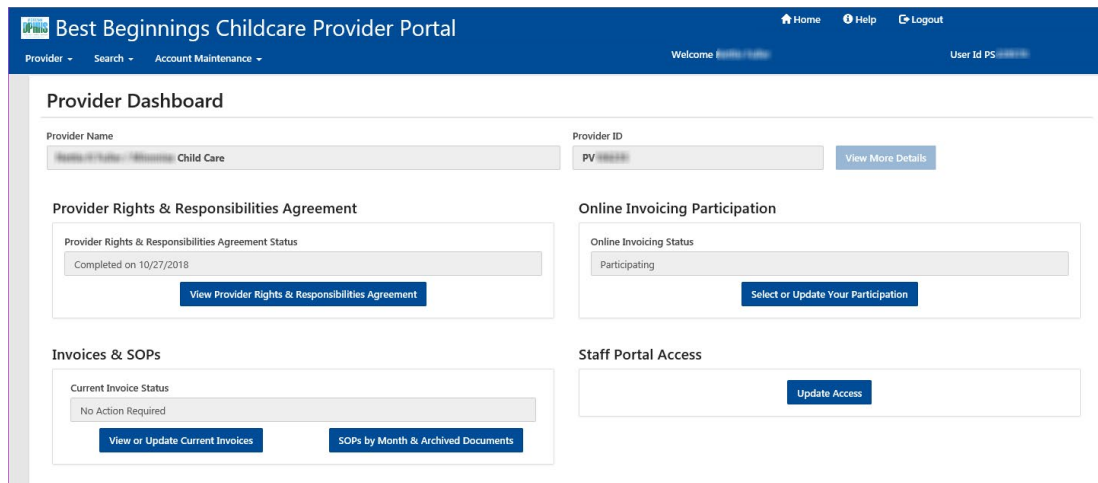
The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The top navigation bar includes 'Home', 'Help', and 'Logout' links. Below the header, a 'Welcome' message is displayed. The main section is titled 'Providers' and contains a table with the following data:

Provider/Facility Name	Provider ID	Status
Best Beginnings Childcare	PV 123456	No Action Required
Best Beginnings Childcare - Branch 1	PV 123457	No Action Required
Best Beginnings Childcare - Branch 2	PV 123458	No Action Required
Best Beginnings Childcare - Branch 3	PV 123459	No Action Required
Best Beginnings Childcare - Branch 4	PV 123460	No Action Required
Best Beginnings Childcare - Branch 5	PV 123461	No Action Required
Best Beginnings Childcare - Branch 6	PV 123462	No Action Required
Best Beginnings Childcare - Branch 7	PV 123463	No Action Required

Showing 1 to 8 of 8 entries

**Start** with Step 2 If... You are the Director of **One** facility

### One Director – One Facility



The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface for a single facility. The top navigation bar includes 'Home', 'Help', and 'Logout' links. Below the header, a 'Welcome' message is displayed. The main section is titled 'Provider Dashboard' and contains the following information:

**Provider Name:** Best Beginnings Childcare

**Provider ID:** PV 123456

**Provider Rights & Responsibilities Agreement:** Completed on 10/27/2018

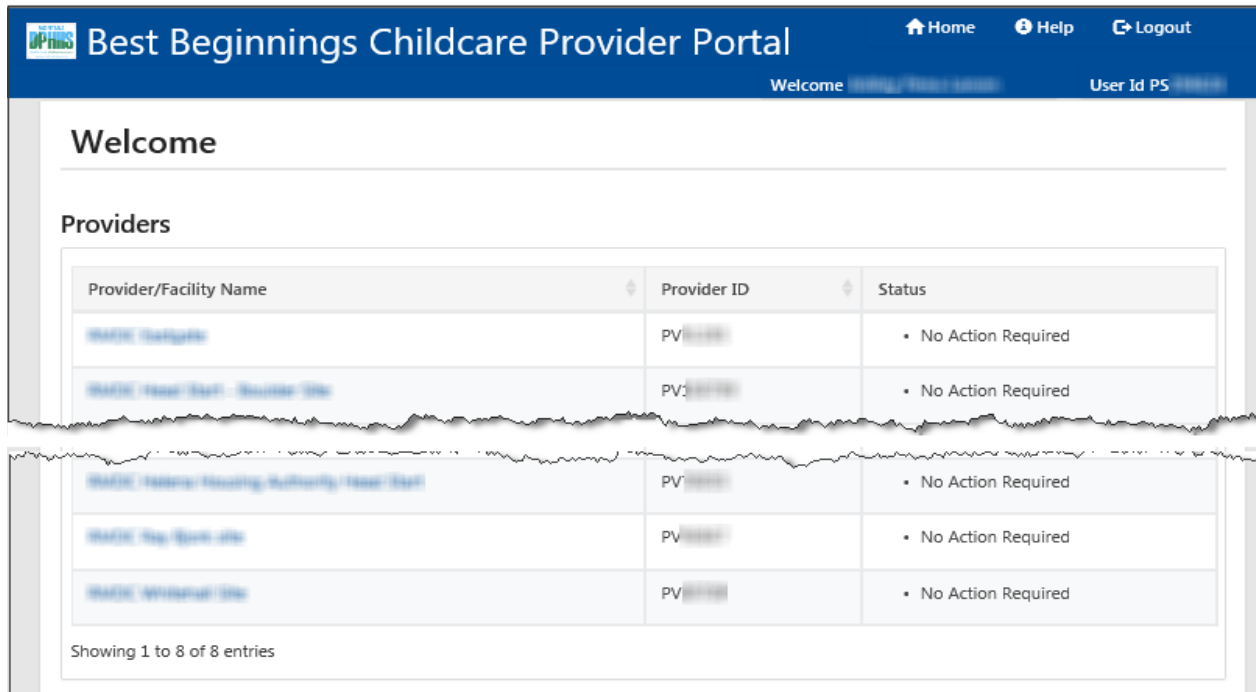
**Online Invoicing Participation:** Participating

**Invoices & SOPs:** Current Invoice Status: No Action Required

**Staff Portal Access:** Update Access

1. **START HERE** If... You are the Director of **Multiple** Facilities.

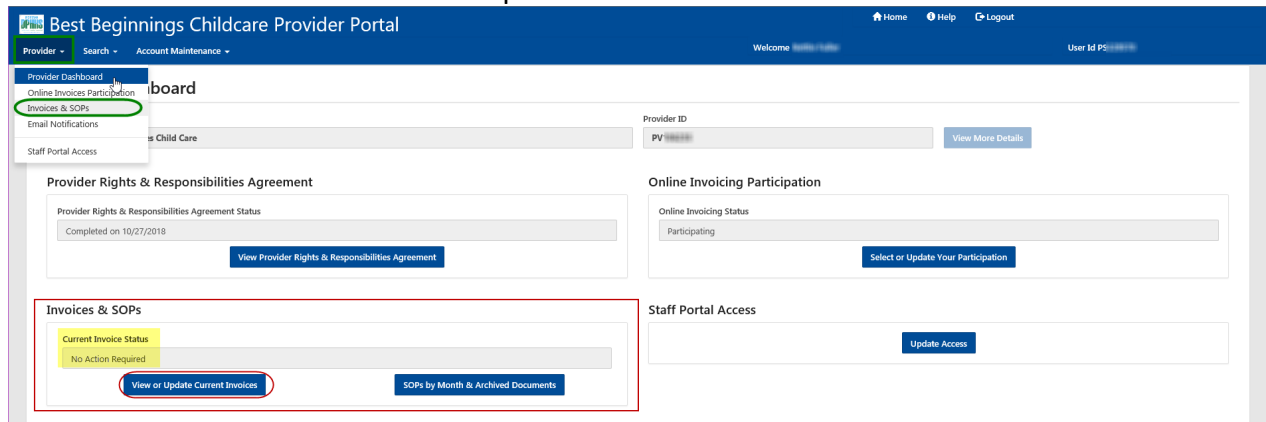
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



2. **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... **(Green Square & Circle)**
  - Select Provider
  - Select Invoices & SOPs
- Option 2: in the “Invoices & SOPs” section **(Red Square & Circle)**
  - Select “View or Update Current Invoices”



**Note:** Current Invoice Status for any invoices that the Facility has will be displayed in the Invoices & SOPs section. It can be seen above **(yellow highlight)** that there is **“No Action Required”** for Invoices that this facility has.

\*“No Action Required” does not mean that the facility does not have invoices.



The Invoices & SOPs page will display

**Best Beginnings Childcare Provider Portal**

Provider Search Account Maintenance Welcome [Name] User Id PS [ID]

### Invoices & SOPs

Show 10 entries

Case Number	Head of Household	Children	Invoice #	Invoice Month	Description		
CS-12345	[Name]	[Address]	1234567	05/2020	Submitted Online 06/10/2020 05:18:31 PM	Update Invoice	Previous Invoices for [Name]
CS-12345	[Name]	[Address]	1234567	05/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for [Name]
CS-12345	[Name]	[Address]	1234567	04/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for [Name]

Showing 1 to 9 of 9 entries

Previous 1 Next

**3A Invoice Search** **3B SOP Search**

[Explanation of Invoice Statuses](#)  
[Payment Information](#)

## Invoices & SOPs Page

### 3a. Invoices & SOPs Page

#### i. Select "Invoice Search"

- Select "Invoice Search" on the Invoice that you want to work on (**Red Circle – 3A**)
  - This will open the Invoice Search Page

#### ii. Select Search Criteria

- Enter the desired information that you want to search on. Searching can be done on any of the following fields:
  - Invoice ID, Benefit (Invoice) Month, Invoice Status, Case Number, Case Event Number, HOH Last Name. \* Searching with a Case Event Number must be used together with the Case Number. You cannot search on Case Event number alone.
- Select "Search" Button

**Best Beginnings Childcare Provider Portal**

Provider Search Account Maintenance Welcome [Name] User Id PS [ID]

### Invoice Search

Retrieve Invoice by Search Criteria

Invoice ID 12345	Benefit (Invoice) Month MM/YYYY	Invoice Status Select Status	Case Number CS00000	Case Event CEO	HOH Last Name Last Name
---------------------	------------------------------------	---------------------------------	------------------------	-------------------	----------------------------

Search Reset

### iii. Search Results

- Search results will be shown. Below results were based on searching for invoices in a specific month.

The screenshot shows the 'Invoice Search' section of the 'Best Beginnings Childcare Provider Portal'. The search criteria are: Invoice ID 12345, Benefit (Invoice) Month 05/2020, Invoice Status Select Status, Case Number CS00000, Case Event CEO, and HOH Last Name Last Name. The search results table shows 3 entries:

Invoice ID	Benefit (Invoice) Month	Invoice Status	Case and Case Event ID	Head of Household
12345	5/2020	Pending Provider Submittal	CS00000 CE0	John Doe
12345	5/2020	Submitted Online 06/10/2020 05:18:31 PM	CS00000 CE0	John Doe
12345	5/2020	Pending Provider Submittal	CS00000 CE0	John Doe

## 3b. Invoices & SOPs Page

### i. Select "SOP Search"

- Select "Invoice Search" on the Invoice that you want to work on (**Green Circle – 3B**)
  - This will open the Invoice Search Page

### ii. Select Search Criteria

- Enter the desired information that you want to search on.
  - Minimum and Maximum date of issuance. \*SOPs are issued every Monday
- Select "Search" Button

The screenshot shows the 'SOP Search' section of the 'Best Beginnings Childcare Provider Portal'. The search criteria are: Minimum Date of Issuance MM/DD/YYYY and Maximum Date of Issuance MM/DD/YYYY. The search button is highlighted.

### iii. Search Results

- Search results will be shown.
  - Below results were based on searching for SOPs with:
    - a minimum date of issuance of 11-01-2019
    - A maximum date of issuance of 12-31-2019

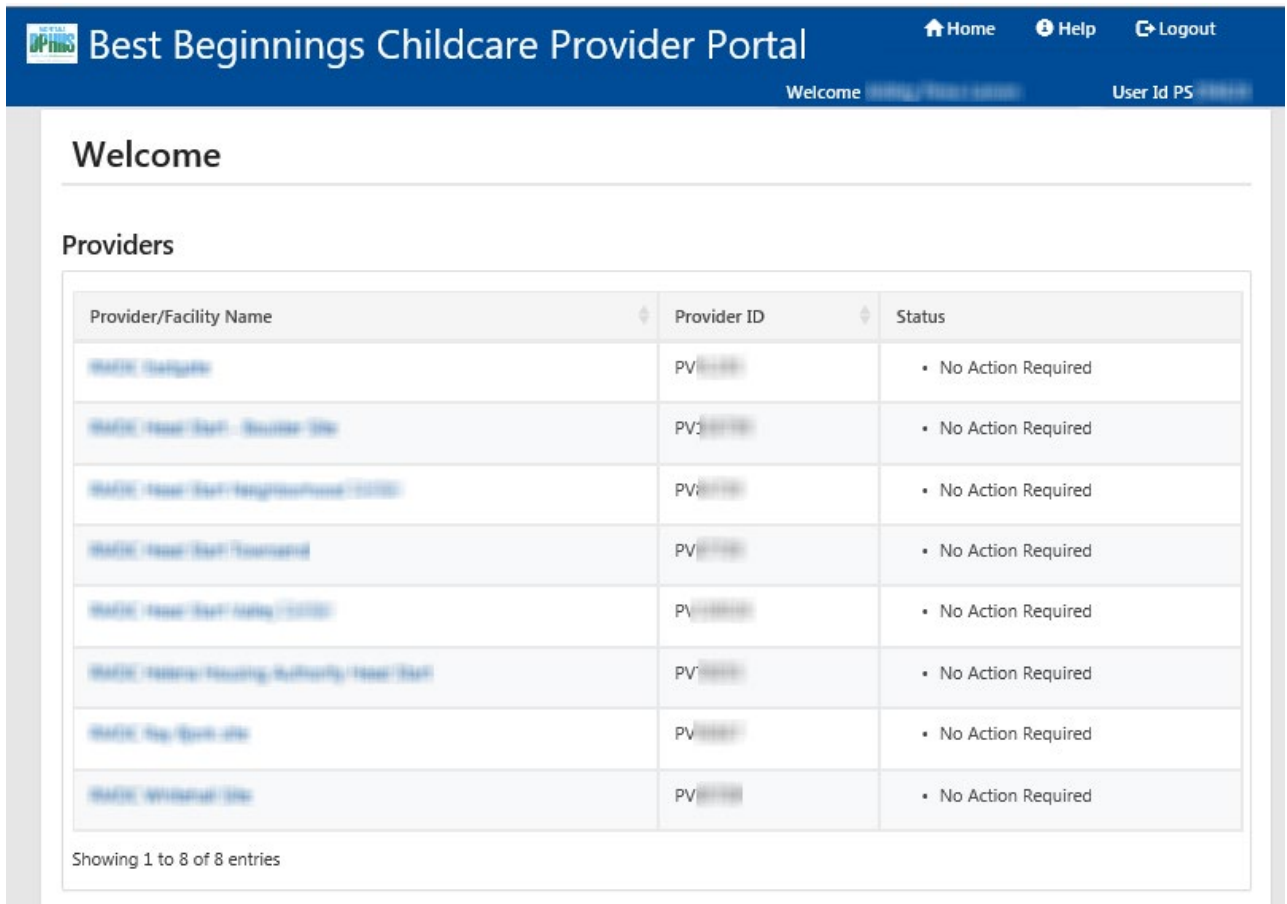
The screenshot shows the 'SOP Search' section of the 'Best Beginnings Childcare Provider Portal'. The search criteria are: Minimum Date of Issuance 11/01/2019 and Maximum Date of Issuance 12/31/2019. The search results table shows 3 entries:

Month	Issuance Date	View SOP
December 2019	12/02/2019	View SOP
December 2019	12/09/2019	View SOP
November 2019	11/12/2019	View SOP

## WORKING AN INVOICE

**Start** with Step 1 If... You are the Director of **Multiple** Facilities

### One Director - Multiple Facilities



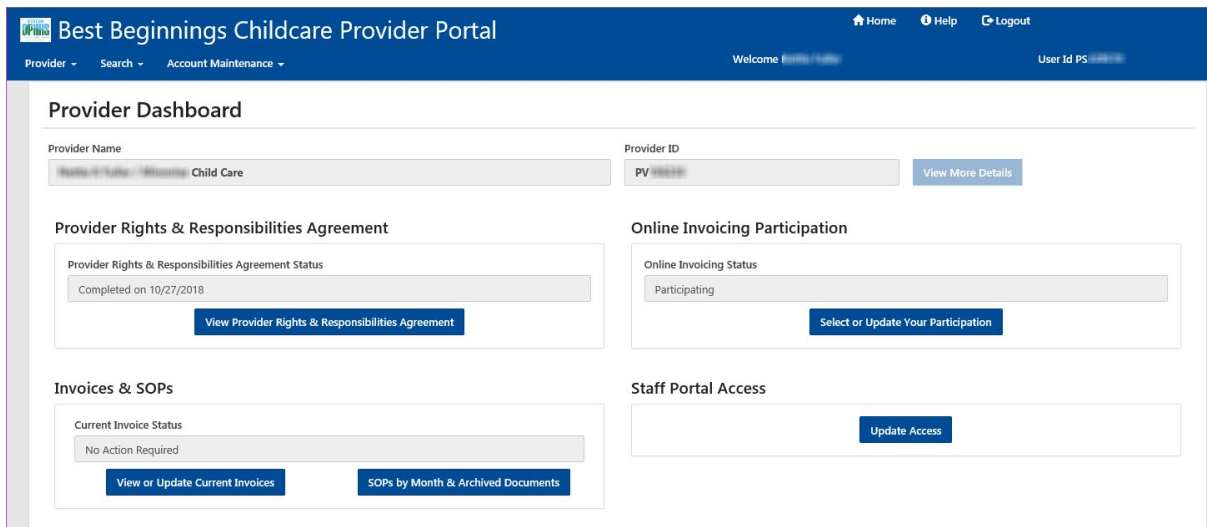
The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The header includes the logo, navigation links (Home, Help, Logout), and user information (Welcome, User Id PS). The main content area is titled 'Welcome' and features a 'Providers' section with a table listing facilities.

Provider/Facility Name	Provider ID	Status
WAFAC Langley	PV100000	No Action Required
WAFAC Fraser Valley - Boulder Hill	PV100000	No Action Required
WAFAC Fraser Valley - Langleywood (1000)	PV100000	No Action Required
WAFAC Fraser Valley - Richmond	PV100000	No Action Required
WAFAC Fraser Valley - Surrey (1000)	PV100000	No Action Required
WAFAC Fraser Valley - Surrey - Fraser Hill	PV100000	No Action Required
WAFAC Langley - Langley	PV100000	No Action Required
WAFAC Whitehorse Hill	PV100000	No Action Required

Showing 1 to 8 of 8 entries

**Start** with Step 2 If... You are the Director of **One** facility

### One Director – One Facility



The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface for a single facility. The header includes the logo, navigation links (Home, Help, Logout), and user information (Welcome, User Id PS). The main content area is titled 'Provider Dashboard' and features several sections for managing the facility's account.

**Provider Name:** Fraser Valley - Richmond Child Care

**Provider ID:** PV100000 [View More Details](#)

**Provider Rights & Responsibilities Agreement**

Provider Rights & Responsibilities Agreement Status  
Completed on 10/27/2018  
[View Provider Rights & Responsibilities Agreement](#)

**Online Invoicing Participation**

Online Invoicing Status  
Participating  
[Select or Update Your Participation](#)

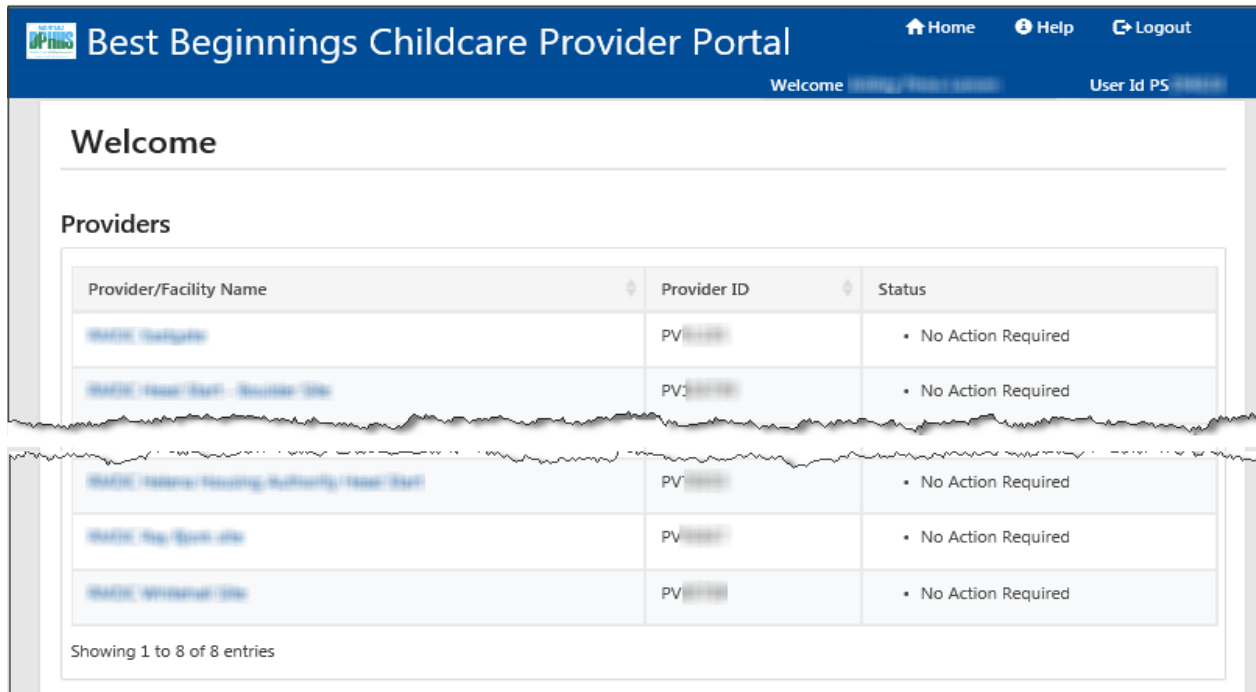
**Invoices & SOPs**

Current Invoice Status  
No Action Required  
[View or Update Current Invoices](#) [SOPs by Month & Archived Documents](#)

**Staff Portal Access**  
[Update Access](#)

1. **START HERE** If... You are the Director of **Multiple** Facilities.

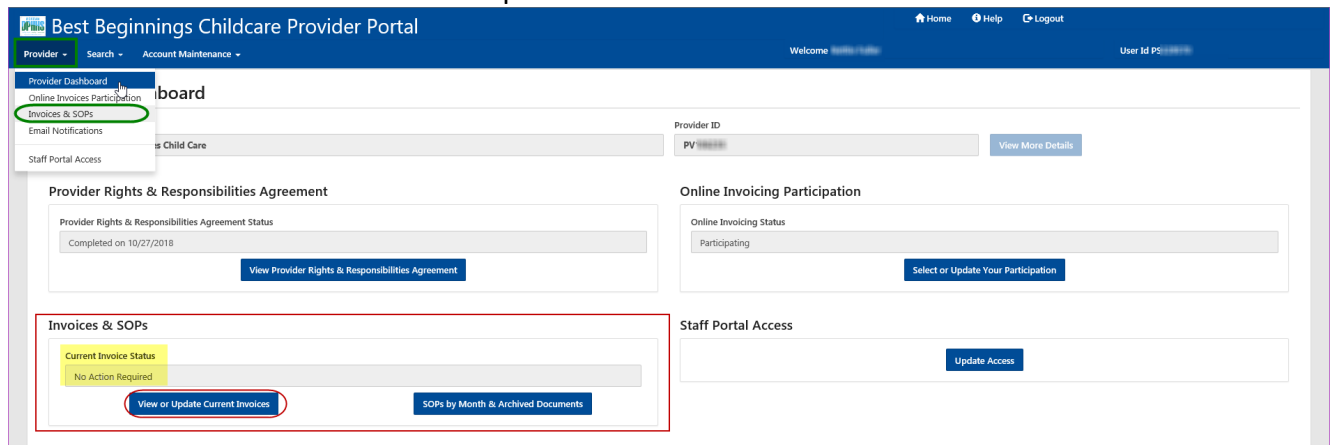
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



2. **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... **(Green Square & Circle)**
  - Select Provider
  - Select Invoices & SOPs
- Option 2: in the “Invoices & SOPs” section **(Red Square & Circle)**
  - Select “View or Update Current Invoices”



**Note:** Current Invoice Status for any invoices that the Facility has will be displayed in the Invoices & SOPs section. It can be seen above **(yellow highlight)** that there is **“No Action Required”** for Invoices that this facility has.

\*“No Action Required” does not mean that the facility does not have invoices.

### 3. Invoices & SOPs Page

- iv. Select “Update Invoice” on the Invoice that you want to work on (**Red Circle**)
  - This will open the Invoice Summary Page

Best Beginnings Childcare Provider Portal

Provider Search Account Maintenance Welcome User Id PS

#### Invoices & SOPs

Show 10 entries

Case Number	Head of Household	Children	Invoice #	Invoice Month	Description	
CS				05/2020	Pending Provider Submittal	<a href="#">Update Invoice</a> <a href="#">Previous Invoices for</a>

### 4. On the Invoice Summary Page

- Select the Modify Time In/Time Out button (**Red Circle**)
  - This will open the Invoice Time Entry page where a child’s attendance can be entered

Best Beginnings Childcare Provider Portal

Provider Search Account Maintenance Welcome User Id PS

#### May Invoice 2020

Invoice Date: 5/1/2020 Invoice Number: [View Invoice PDF](#)

This invoice is for the billing period of 05/01/2020 - 05/31/2020. You will have the opportunity to submit the invoice the first day of the month following the billing period end date. Child care claims must reflect actual daily attendance and absences while the child care facility is open. Child care is limited to each child's authorization plan and must be supported by sign-in/sign-out records. Invoices must include a child's actual time in and time out of the child care facility. Time in and time out cannot be rounded. The child care program will not pay invoices or accept corrections submitted 60 days beyond the billing period (or beyond the date the invoice is issued). Please, contact your regional CCR&R office if you have any questions: 500 N Higgins, Suite 202 Missoula, Montana 59807-7038 (406) 728-6446.

#### Parent Information

Name: Address: Case ID:

DOB: Authorization Date Range: (03/01/2020 - 10/31/2020)

Reported Hours in May for : 0.00

#### May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
31	1	2	3	4	5	6

[Modify Time In/Time Out](#)

☐ By checking this box I, , certify that I am the Director of Child Care and I certify that the services are provided without regard to race, sex, religion, creed, color or national origin and that this claim is correct in all respects and that payment has not been received. \*

[Submit](#)

#### Provider Rates

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

#### State Rates

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

#### Paid Rates

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

#### Copayment Information

Co-Pay Obligation for May \$ 14.00

Co-Pay Paid in May \$

[Save Updates](#) [Cancel](#)

[Return](#)

## 5. Invoice Time Entry

- The Invoice Time Entry page will display a line for each day of the month. (below is just a sample page)
- For each day enter:
  - Time In & Time Out
    - \*Time is to be entered as Actual Time. Example: 8:13am
  - Comments (see example below)
    - \*Special characters (\$%@, etc) are not allowed in the comments field
- Select “+Add Row” (Red Circle) in order to add additional rows for a single day
  - This allows entry when a child may leave mid-day
    - \*Example: Row 2 below is before and after school attendance by a school age child

**Best Beginnings Childcare Provider Portal**

Provider Search Account Maintenance Welcome User Id PS

### Invoice Time Entry

Child Name: [Name] DOB: [DOB] Invoice ID: [ID] Billing Period: 05/01/2020 - 05/31/2020

Detail Date	Day Of Week	Time In	Time Out	Hours		
5/1/2020	Friday	7:46 AM	5:34 PM	9.8		+ Add Row
		Comment: Registration Fee \$30				
5/2/2020	Saturday	6:32 AM	8:10 AM	1.63		+ Add Row
		3:32 PM	6:10 PM	2.63		
		Comment: Example for a School Age Child who attended before and after school				
5/31/2020	Sunday					+ Add Row
		Comment:				

Showing 1 to 31 of 31 entries

**Save and Return** Cancel

## 6. Return to the Invoice Calendar Summary page after data entry is completed

- Select “Save and Return” to save changes and to return to the Invoice Calendar Summary page. (Green Circle)
- The Invoice Calendar screen will be displayed again showing the total hours reported for the month

5/31/2020 Sunday Time In Time Out Hours + Add Row

Comment:

Showing 1 to 31 of 31 entries

**Save and Return** Cancel

## 7. Invoice Calendar Summary Page

- **Entering the Copayment (Green Square & Circle)**
    - Enter the Copayment that has been received for the service month that the invoice is for. (Yellow Highlight inside the Green square)
    - Click the "Save Updates" button (Green Circle)
      - Copayment has been saved
  - **Submitting the Invoice (Red Square & Circle)**
    - Mark the checkbox at the bottom of the page verifying that you are the director of the facility, etc... (Yellow Highlight inside the Red Square)
    - Click the "Submit" button (Red Circle)
      - The invoice has been saved and submitted
- c. **Return to the Invoices & SOPs page**
- Select "Return" button

**Best Beginnings Childcare Provider Portal**

Provider - Search - Account Maintenance - Welcome [Name] - [Email] User Id [ID] PS [ID]

### May Invoice 2020

Invoice Date: 5/1/2020 Invoice Number: [Number] [View Invoice PDF](#)

This invoice is for the billing period of 05/01/2020 - 05/31/2020. You will have the opportunity to submit the invoice the first day of the month following the billing period end date. Child care claims must reflect actual daily attendance and absences while the child care facility is open. Child care is limited to each child's authorization plan and must be supported by sign-in/sign-out records. Invoices must include a child's actual time in and time out of the child care facility. Time in and time out cannot be rounded. The child care program will not pay invoices or accept corrections submitted 60 days beyond the billing period (or beyond the date the invoice is issued). Please, contact your regional CCR&R office if you have any questions: [Phone] 500 N Higgins, Suite 202 Missoula, Montana 59807-7038 (406) 728-6446.

#### Parent Information

Name: [Name] Address: [Address] Case ID: [ID]

DOB: [DOB] Authorization Date Range: (03/01/2020 - 10/31/2020)

Reported Hours in May for [Child Name] \$4.00

#### May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					8:30 hrs - Full-Time Day 7:45a - 5:34p 8:32a - 6:15a 5:32p - 6:10p	
3	4	5	6	7	8	9
31	1	2	3	4	5	6

[Modify Time In/Time Out](#)

☒ By checking this box I, [Name], certify that I am the Director of [Facility Name] Child Care and I certify that the services are provided without regard to race, sex, religion, creed, color or national origin and that this claim is correct in all respects and that payment has not been received.

[Submit](#)

#### Provider Rates

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

#### State Rates

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

#### Paid Rates

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

#### Copayment Information

Co-Pay Obligation for May \$ 14.00


Co-Pay Paid in May \$ 14.00

[Save Updates](#) [Cancel](#)

[Return](#)

## 8. Invoices & SOPs Page

- Invoice Description should now display “Submitted Online mm/dd/yyyy 00:00:00 am” with the date and time that the invoice was submitted.

 **Best Beginnings Childcare Provider Portal**

[Provider](#) [Search](#) [Account Maintenance](#)

[Home](#) [Help](#) [Logout](#)

Welcome [Provider](#) User Id PS [000000](#)

### Invoices & SOPs

Show  entries

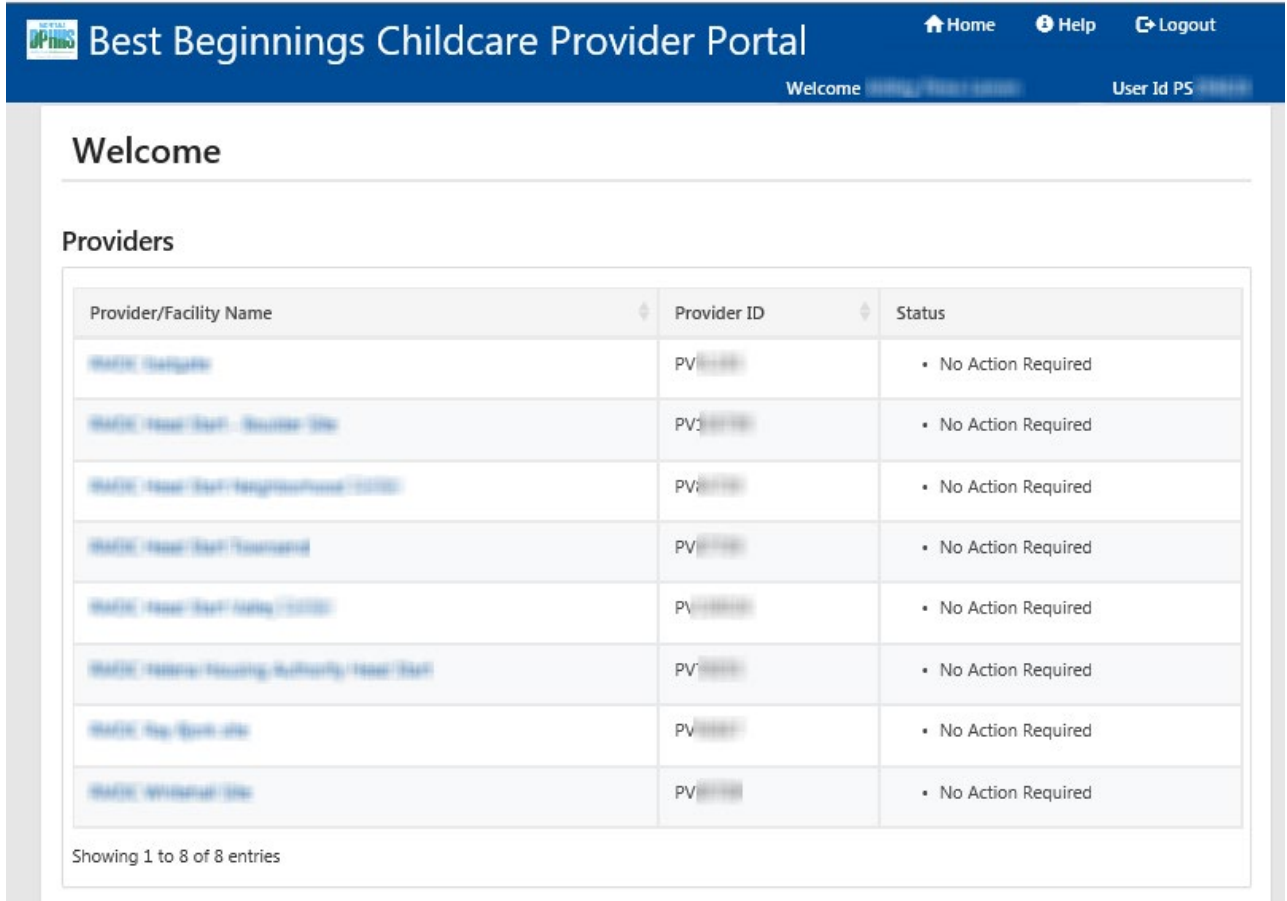
Case Number	Head of Household	Children	Invoice #	Invoice Month	Description		
CS <a href="#">000000</a>							
CS <a href="#">000000</a>	<a href="#">Submitted Online</a>	<a href="#">Submitted Online</a> , <a href="#">Submitted Online</a>	<a href="#">000000</a>	05/2020	Submitted Online 06/10/2020 04:00:23 PM	<a href="#">Update Invoice</a>	<a href="#">Previous Invoices for <a href="#">Submitted Online</a></a>



## UNSUBMITTING AN INVOICE

**Start** with Step 1 If... You are the Director of **Multiple** Facilities

### One Director - Multiple Facilities



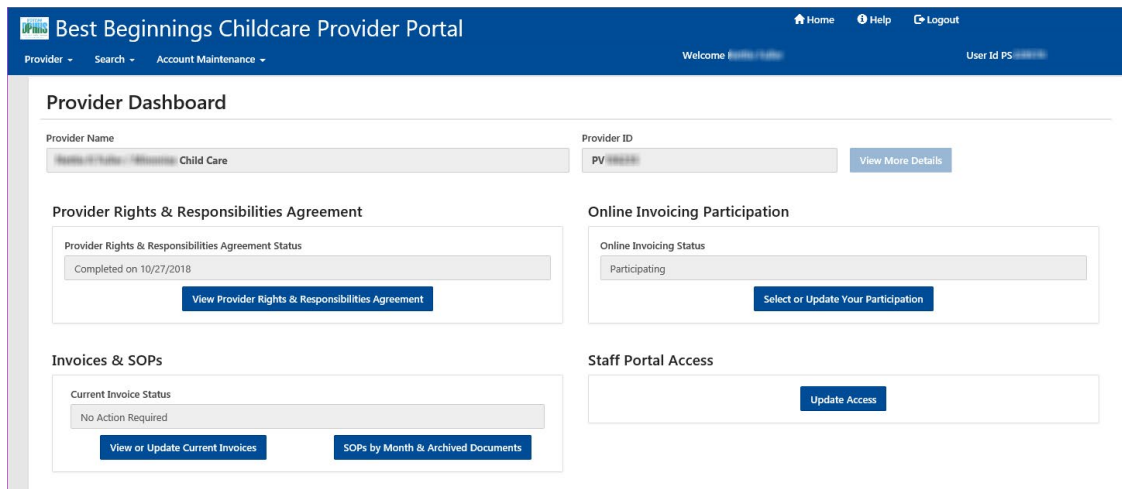
The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The top navigation bar includes 'Home', 'Help', and 'Logout' links, along with a 'Welcome' message and 'User Id PS'. The main content area is titled 'Welcome' and features a 'Providers' section. This section contains a table with 8 entries, each showing a 'Provider/Facility Name', a 'Provider ID', and a 'Status' of 'No Action Required'.

Provider/Facility Name	Provider ID	Status
Best Beginnings Childcare	PV123456	No Action Required
Best Beginnings Childcare - Boulder Site	PV123457	No Action Required
Best Beginnings Childcare - Broomfield Site	PV123458	No Action Required
Best Beginnings Childcare - Centennial Site	PV123459	No Action Required
Best Beginnings Childcare - Denver Site	PV123460	No Action Required
Best Beginnings Childcare - Englewood Site	PV123461	No Action Required
Best Beginnings Childcare - Fort Collins Site	PV123462	No Action Required
Best Beginnings Childcare - Greeley Site	PV123463	No Action Required

Showing 1 to 8 of 8 entries

**Start** with Step 2 If... You are the Director of **One** facility

### One Director – One Facility



The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface for a single provider. The top navigation bar includes 'Home', 'Help', and 'Logout' links, along with a 'Welcome' message and 'User Id PS'. The main content area is titled 'Provider Dashboard' and features several sections: 'Provider Name' (Best Beginnings Childcare), 'Provider ID' (PV123456), 'Provider Rights & Responsibilities Agreement' (Completed on 10/27/2018), 'Online Invoicing Participation' (Participating), 'Invoices & SOPs' (Current Invoice Status: No Action Required), and 'Staff Portal Access' (Update Access).

Provider Name: Best Beginnings Childcare

Provider ID: PV123456

Provider Rights & Responsibilities Agreement Status: Completed on 10/27/2018

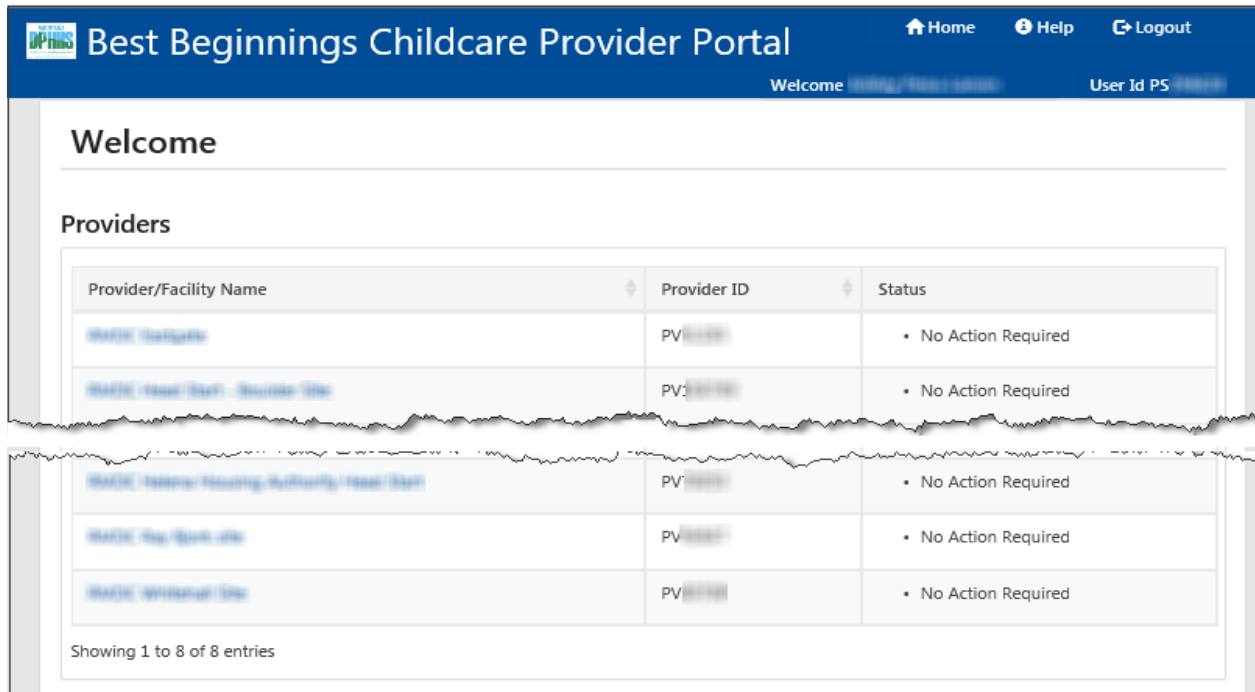
Online Invoicing Participation Status: Participating

Invoices & SOPs: Current Invoice Status: No Action Required

Staff Portal Access: Update Access

1. **START HERE** If... You are the Director of **Multiple** Facilities.

- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



The screenshot shows the 'Best Beginnings Childcare Provider Portal' with a 'Welcome' message and a 'Providers' section. The providers are listed in a table with columns for Provider/Facility Name, Provider ID, and Status. All listed providers have a status of 'No Action Required'.

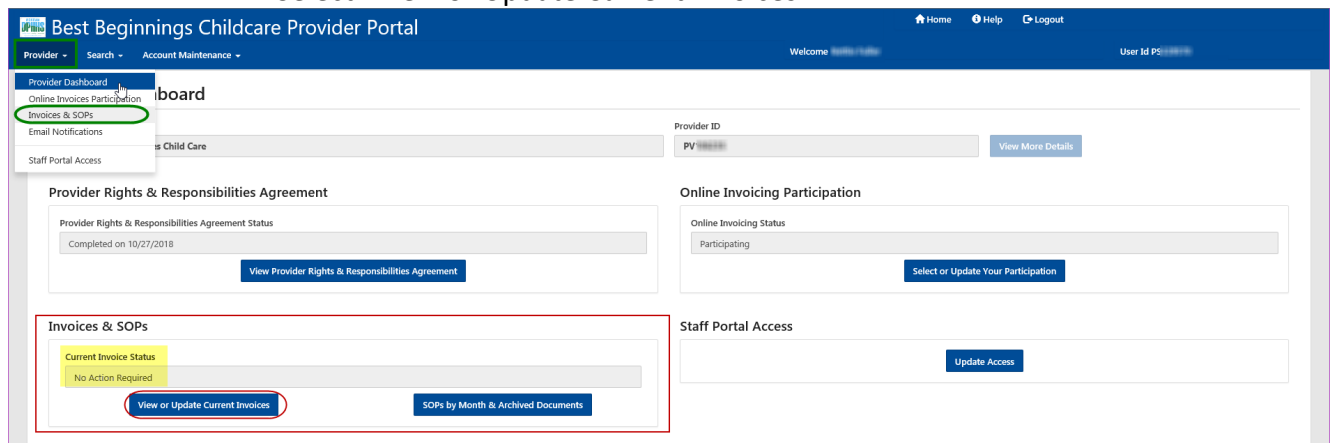
Provider/Facility Name	Provider ID	Status
Walden Daycare	PV 123456	No Action Required
Walden Head Start - Boulder City	PV 123456	No Action Required
Walden Head Start - Boulder City	PV 123456	No Action Required
Walden Head Start - Boulder City	PV 123456	No Action Required
Walden Head Start - Boulder City	PV 123456	No Action Required
Walden Head Start - Boulder City	PV 123456	No Action Required

Showing 1 to 8 of 8 entries

2. **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Invoices & SOPs
- Option 2: in the “Invoices & SOPs” section (Red Square & Circle)
  - Select “View or Update Current Invoices”



The screenshot shows the 'Best Beginnings Childcare Provider Portal' dashboard. The 'Provider' menu is open, showing 'Invoices & SOPs' highlighted with a green square and circle. The 'Invoices & SOPs' section is highlighted with a red square and circle, and the 'View or Update Current Invoices' button is highlighted with a red circle. The 'Current Invoice Status' is 'No Action Required' (yellow highlight).

Provider Dashboard

Provider ID: PV 123456

Online Invoicing Participation: Participating

Provider Rights & Responsibilities Agreement: Completed on 10/27/2018

Invoices & SOPs: Current Invoice Status: No Action Required

View or Update Current Invoices

SOPs by Month & Archived Documents

**Note:** Current Invoice Status for any invoices that the Facility has will be displayed in the Invoices & SOPs section. It can be seen above (yellow highlight) that there is “No Action Required” for Invoices that this facility has.

\*“No Action Required” does not mean that the facility does not have invoices.

### 3. Invoices & SOPs Page

- Invoice Description will display “Submitted Online mm/dd/yyyy 00:00:00 am” with the date and time that the invoice was submitted.
- Select “Update Invoice” on the Invoice that you want to work on (**Red Circle**)
  - This will open the Invoice Summary Page

Best Beginnings Childcare Provider Portal

Provider Search Account Maintenance Welcome [Name] User Id PS [ID]

### Invoices & SOPs

Show 10 entries

Case Number	Head of Household	Children	Invoice #	Invoice Month	Description	
CS-12345	[Name]	[Name]	[ID]	05/2020	Submitted Online 06/10/2020 04:00:23 PM	<a href="#">Update Invoice</a> <a href="#">Previous Invoices for [Name]</a>

### 4. On the Invoice Summary Page

- Select the Unsubmit Invoice and Edit (**Red Circle**)
  - This will open the Invoice Time Entry page where a child’s attendance can be entered

Best Beginnings Childcare Provider Portal

Provider Search Account Maintenance Welcome [Name] User Id PS [ID]

### May Invoice 2020

Invoice Date: 5/1/2020 Invoice Number: [ID] [View Invoice PDF](#)

This invoice is for the billing period of 05/01/2020 - 05/31/2020. You will have the opportunity to submit the invoice the first day of the month following the billing period end date. Child care claims must reflect actual daily attendance and absences while the child care facility is open. Child care is limited to each child's authorization plan and must be supported by sign-in/sign-out records. Invoices must include a child's actual time in and time out of the child care facility. Time in and time out cannot be rounded. The child care program will not pay invoices or accept corrections submitted 60 days beyond the billing period (or beyond the date the invoice is issued). Please, contact your regional CCR&R office if you have any questions: [Phone] 500 N Higgins, Suite 202 Missoula, Montana 59807-7038 (406) 728-6446.

#### Parent Information

Name: [Name] Address: [Address], Montana [Zip] Case ID: [ID]

DOB: [DOB] Authorization Date Range: (03/01/2020 - 10/31/2020)

Reported Hours in May for [Name]: 0.00

#### May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1 9:30 hrs - Full-Time Day 7:48a - 5:34p	2 4:26 hrs - Half-Time Day 8:32a - 6:10a 5:32p - 6:10p
31	1	2	3	4	5	6

[Unsubmit Invoice and Edit](#)

#### Provider Rates

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

#### State Rates

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

#### Paid Rates

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

#### Copayment Information

Co-Pay Obligation for May \$ 14.00

Co-Pay Paid in May \$

[Save Updates](#) [Cancel](#)

[Return](#)

## 5. On the Invoice Summary Page

- Select the Modify Time In/Time Out button (Red Circle)
  - This will open the Invoice Time Entry page where a child's attendance can be entered

**Best Beginnings Childcare Provider Portal**

Provider Search Account Maintenance Welcome User Id PS

### May Invoice 2020

Invoice Date: 5/1/2020 Invoice Number: View Invoice PDF

This invoice is for the billing period of 05/01/2020 - 05/31/2020. You will have the opportunity to submit the invoice the first day of the month following the billing period end date. Child care claims must reflect actual daily attendance and absences while the child care facility is open. Child care is limited to each child's authorization plan and must be supported by sign-in/sign-out records. Invoices must include a child's actual time in and time out of the child care facility. Time in and time out cannot be rounded. The child care program will not pay invoices or accept corrections submitted 60 days beyond the billing period (or beyond the date the invoice is issued). Please, contact your regional CCR&R office if you have any questions: 500 N Higgins, Suite 202 Missoula, Montana 59807-7038 (406) 728-6446.

#### Parent Information

Name: Address: Case ID: CS: CE:

DOB: Authorization Date Range: (03/01/2020 - 10/31/2020)

Reported Hours in May for : 0.00

### May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
31	1	2	3	4	5	6

Modify Time In/Time Out

☐ By checking this box I, , certify that I am the Director of Child Care and I certify that the services are provided without regard to race, sex, religion, creed, color or national origin and that this claim is correct in all respects and that payment has not been received. \*

Submit

Provider Rates	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

State Rates	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

Paid Rates	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

#### Copayment Information

Co-Pay Obligation for May \$ 14.00

Co-Pay Paid in May \$

Save Updates Cancel

Return

## 6. Invoice Time Entry

- The Invoice Time Entry page will display a line for each day of the month. (below is just a sample page)
- For each day enter:
  - Time In & Time Out
    - \*Time is to be entered as Actual Time. Example: 8:13am
  - Comments (see example below)
    - \*Special characters (\$%@, etc) are not allowed in the comments field
  - Select "+Add Row" (Red Circle) in order to add additional rows for a single day
  - This allows entry when a child may leave mid-day
    - \*Example: Row 2 below is before and after school attendance by a school age child

**Best Beginnings Childcare Provider Portal**

Provider Search Account Maintenance Welcome User Id PS

### Invoice Time Entry

Child Name: [Field] DOB: [Field] Invoice ID: [Field] Billing Period: 05/01/2020 - 05/31/2020

Detail Date	Day Of Week	Time In	Time Out	Hours	Comment
5/1/2020	Friday	7:46 AM	5:34 PM	9.8	Registration Fee \$30
5/2/2020	Saturday	6:32 AM	8:10 AM	1.63	Example for a School Age Child who attended before and after school
		3:32 PM	6:10 PM	2.63	

Showing 1 to 31 of 31 entries

**Save and Return** Cancel

**+ Add Row**

## 7. Return to the Invoice Calendar Summary page after data entry is completed

- Select “Save and Return” to save changes and to return to the Invoice Calendar Summary page. **(Green Circle)**
- The Invoice Calendar screen will be displayed again showing the total hours reported for the month

5/31/2020 Sunday Time In: [Field] Time Out: [Field] Hours: [Field] Comment: [Field]

Showing 1 to 31 of 31 entries

**Save and Return** Cancel

## 8. Invoice Calendar Summary Page

- Entering the Copayment (Green Square & Circle)**
  - Enter the Copayment that has been received for the service month that the invoice is for. **(Yellow Highlight)** inside the **Green square**
  - Click the “Save Updates” button **(Green Circle)**
    - Copayment has been saved
- Submitting the Invoice (Red Square & Circle)**
  - Mark the checkbox at the bottom of the page verifying that you are the director of the facility, etc... **(Yellow Highlight)** inside the **Red Square**
  - Click the “Submit” button **(Red Circle)**
    - The invoice has been saved and submitted
- d. Return to the Invoices & SOPs page**
  - Select “Return” button

**Best Beginnings Childcare Provider Portal**

Provider - Search - Account Maintenance - Welcome [Name] - User ID PS [ID]

### May Invoice 2020

**Invoice Date:** 5/1/2020 **Invoice Number:** [ID] [View Invoice PDF](#)

This invoice is for the billing period of 05/01/2020 - 05/31/2020. You will have the opportunity to submit the invoice the first day of the month following the billing period end date. Child care claims must reflect actual daily attendance and absences while the child care facility is open. Child care is limited to each child's authorization plan and must be supported by sign-in/sign-out records. Invoices must include a child's actual time in and time out of the child care facility. Time in and time out cannot be rounded. The child care program will not pay invoices or accept corrections submitted 60 days beyond the billing period (or beyond the date the invoice is issued). Please, contact your regional CCR&R office if you have any questions: [ID] 500 N Higgins, Suite 202 Missoula, Montana 59807-7038 (406) 728-6446.

#### Parent Information

**Name:** [Name] **Address:** [Address] **Case ID:** [ID]

**DOB:** [DOB] **Authorization Date Range:** (03/01/2020 - 10/31/2020)

**Reported Hours in May for [Child Name]:** 14.06

#### May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	27	28	29	30	1 8:30 am - Full-Time Day 7:45a - 6:34p	2 4:26 am - Half-Time Day 6:22a - 8:10a 5:52p - 6:10p
3	4	5	6	7	8	9
31	1	2	3	4	5	6

[Modify Time In/Time Out](#)

☒ By checking this box I, [Name], certify that I am the Director of [Name] Child Care and I certify that the services are provided without regard to race, sex, religion, creed, color or national origin and that this claim is correct in all respects and that payment has not been received.

[Submit](#)

#### Provider Rates

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

#### State Rates

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

#### Paid Rates

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

#### Copayment Information

Co-Pay Obligation for May \$ 14.00

Co-Pay Paid in May \$ 14.00

[Save Updates](#) [Cancel](#)

[Return](#)

## 9. Invoices & SOPs Page

- Invoice Description should now display "Submitted Online mm/dd/yyyy 00:00:00 am" with the date and time that the invoice was submitted.

**Best Beginnings Childcare Provider Portal**

Provider - Search - Account Maintenance - Welcome [Name] - User ID PS [ID]

### Invoices & SOPs

Show 10 entries

Case Number	Head of Household	Children	Invoice #	Invoice Month	Description	
CS [ID]	[Name]	[Name]	[ID]	05/2020	Submitted Online 06/10/2020 04:00:23 PM	<a href="#">Update Invoice</a> <a href="#">Previous Invoices for [Name]</a>

## INVOICE SUMMARY PAGE FEATURES

- **“View Invoice PDF” Button:**
  - Will open the PDF Notification of the invoice in a new web browser. This allows the invoice to be printed and completed manually.
- **“Authorization Date Range: (mm/dd/yyyy – mm/dd/yyyy):**
  - Will open the PDF Notification of the Authorization plan in a new web browser.
- **Calendar Summary:**
  - Displays the times entered on the Invoice Time Entry page once information is saved on that page.
- **Modify Time In/Time Out:**
  - Navigates user to the “Invoice Time Entry” page so that a Time In/Time Out can be entered
- **Director Certification:**
  - Certification that the director is submitting the invoice.
  - The Director is responsible for submitting the invoices and is the only staff person that has access to do so. **PASSWORDS are not to be shared in order to allow others to complete and submit invoices on the providers behalf**
- **“Submit” Button:** (if invoice has not been submitted for payment)
  - Saves the entered Time In/ Time Out information and submits the invoice for payment
  - Once submitted the following information is no longer visible
  - Modify Time In/Time Out selection
  - The Director Certification box

The screenshot shows the 'Submit' button at the top center. Below it is a checkbox for the Director Certification. The bottom section contains four tabs: 'Provider Rates', 'State Rates', 'Paid Rates', and 'Copayment Information'. Each tab has a 'Full-Time Day' and 'Half-Time Day' dropdown menu. The 'Copayment Information' tab shows a 'Co-Pay Obligation for April' of \$14.00.

### “Unsubmit Invoice and Edit”: (if invoice has been submitted for payment)

- Unsubmits an invoice that has been submitted for payment.
- Once submitted the following information will be visible again
- Modify Time In/Time Out selection
- The Director Certification box

The screenshot shows the 'Unsubmit Invoice and Edit' button at the top center. Below it is the same Director Certification checkbox and the same four tabs for rates and copayment information as seen in the previous screenshot.

- **Rates:**
  - The following rates are displayed: Provider Rates, The State Rates, The Paid Rates
- **Copayment Entry:**
  - Enter the received Copayment amount and select Save Updates **(Green Square and Circle)**
  - If no copayment has been received enter “0.00”
- **“Return” Button:**
  - Navigates the user back to the Invoice & SOPs page

**See image of the Invoice Calendar on the following page**

## May Invoice 2020

Invoice Date: 5/1/2020

Invoice Number: [ID]

[View Invoice PDF](#)

This invoice is for the billing period of 05/01/2020 - 05/31/2020. You will have the opportunity to submit the invoice the first day of the month following the billing period end date. Child care claims must reflect actual daily attendance and absences while the child care facility is open. Child care is limited to each child's authorization plan and must be supported by sign-in/sign-out records. Invoices must include a child's actual time in and time out of the child care facility. Time in and time out cannot be rounded. The child care program will not pay invoices or accept corrections submitted 60 days beyond the billing period (or beyond the date the invoice is issued). Please, contact your regional CCR&R office if you have any questions: [Phone Number] 500 N Higgins, Suite 202 Missoula, Montana 59807-7038 (406) 728-6446.

## Parent Information

Name:

Address:

Case ID:

DOB: [DOB]

Authorization Date Range: (03/01/2020 - 10/31/2020)

Reported Hours in May for [Name]: 0.00

## May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

[Modify Time In/Time Out](#)

☐ By checking this box I, [Name], certify that I am the Director of [Name] Child Care and I certify that the services are provided without regard to race, sex, religion, creed, color or national origin and that this claim is correct in all respects and that payment has not been received. \*

[Submit](#)

## Provider Rates

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

## State Rates

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

## Paid Rates

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

## Copayment Information

Co-Pay Obligation for May	\$	14.00
Co-Pay Paid in May	\$	
<a href="#">Save Updates</a>		<a href="#">Cancel</a>

[Return](#)



# INVOICES & SOPs PAGE FEATURES

## The Invoices & SOPs page – Features

The information contained on this page includes the following information:

- List of Current Cases and associated Invoices
  - Case Number
  - Head of Household
  - Children
  - Invoice
  - Invoice month
  - Description (this is the status of the invoice. For further information see the “Explanation of Invoice Statuses” document. The link to this document can be found at the bottom of the page. **(Green Circle)**)
  - Option to “Update Invoice”
  - Option to view “Previous Invoices for ...”
- Invoice Search
- SOP Search
- Explanation of Invoice Statuses **(see page 52)**
  - This document explains the various statuses that an invoice may be in.
- Payment Information **(see page 53)**
  - This document explains Scholarship payment information. Including when scholarship payments are processed for payment.

Best Beginnings Childcare Provider Portal
Home Help Logout

Provider Search Account Maintenance
Welcome [Name]
User ID PS [ID]

### Invoices & SOPs

Show 10 entries

Case Number	Head of Household	Children	Invoice #	Invoice Month	Description		
<b>CS - [Status]</b>							
CS-00001	[Name]	[Children]	CS-00001	05/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for [Name]
CS-00002	[Name]	[Children]	CS-00002	04/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for [Name]
CS-00003	[Name]	[Children]	CS-00003	03/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for [Name]
<b>CS - [Status]</b>							
CS-00004	[Name]	[Children]	CS-00004	05/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for [Name]
CS-00005	[Name]	[Children]	CS-00005	04/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for [Name]
CS-00006	[Name]	[Children]	CS-00006	03/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for [Name]
<b>CS - [Status]</b>							
CS-00007	[Name]	[Children]	CS-00007	03/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for [Name]
<b>CS - [Status]</b>							
CS-00008	[Name]	[Children]	CS-00008	05/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for [Name]
CS-00009	[Name]	[Children]	CS-00009	04/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for [Name]

Showing 1 to 9 of 9 entries

Invoice Search
SOP Search

Explanation of Invoice Statuses
Payment Information

## VIEWING STATEMENT OF REMITTANCE/ARCHIVED DOCUMENTS

**Start** with Step 1 If... You are the Director of **Multiple** Facilities

### One Director - Multiple Facilities

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The top navigation bar includes 'Home', 'Help', and 'Logout' links. Below the header, the 'Welcome' message is displayed. The main section is titled 'Providers' and contains a table with 8 entries. Each entry shows the 'Provider/Facility Name', 'Provider ID', and 'Status'.

Provider/Facility Name	Provider ID	Status
Best Beginnings Childcare	PV123456	No Action Required
Best Beginnings Childcare - Branch 1	PV123457	No Action Required
Best Beginnings Childcare - Branch 2	PV123458	No Action Required
Best Beginnings Childcare - Branch 3	PV123459	No Action Required
Best Beginnings Childcare - Branch 4	PV123460	No Action Required
Best Beginnings Childcare - Branch 5	PV123461	No Action Required
Best Beginnings Childcare - Branch 6	PV123462	No Action Required
Best Beginnings Childcare - Branch 7	PV123463	No Action Required

Showing 1 to 8 of 8 entries

**Start** with Step 2 If... You are the Director of **One** facility

### One Director – One Facility

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface for a single facility. The top navigation bar includes 'Home', 'Help', and 'Logout' links. Below the header, the 'Provider Dashboard' is displayed. The dashboard includes sections for 'Provider Name', 'Provider ID', 'Provider Rights & Responsibilities Agreement', 'Online Invoicing Participation', 'Invoices & SOPs', and 'Staff Portal Access'.

**Provider Name:** Best Beginnings Child Care

**Provider ID:** PV123456 [View More Details](#)

**Provider Rights & Responsibilities Agreement**

Provider Rights & Responsibilities Agreement Status  
Completed on 10/27/2018  
[View Provider Rights & Responsibilities Agreement](#)

**Online Invoicing Participation**

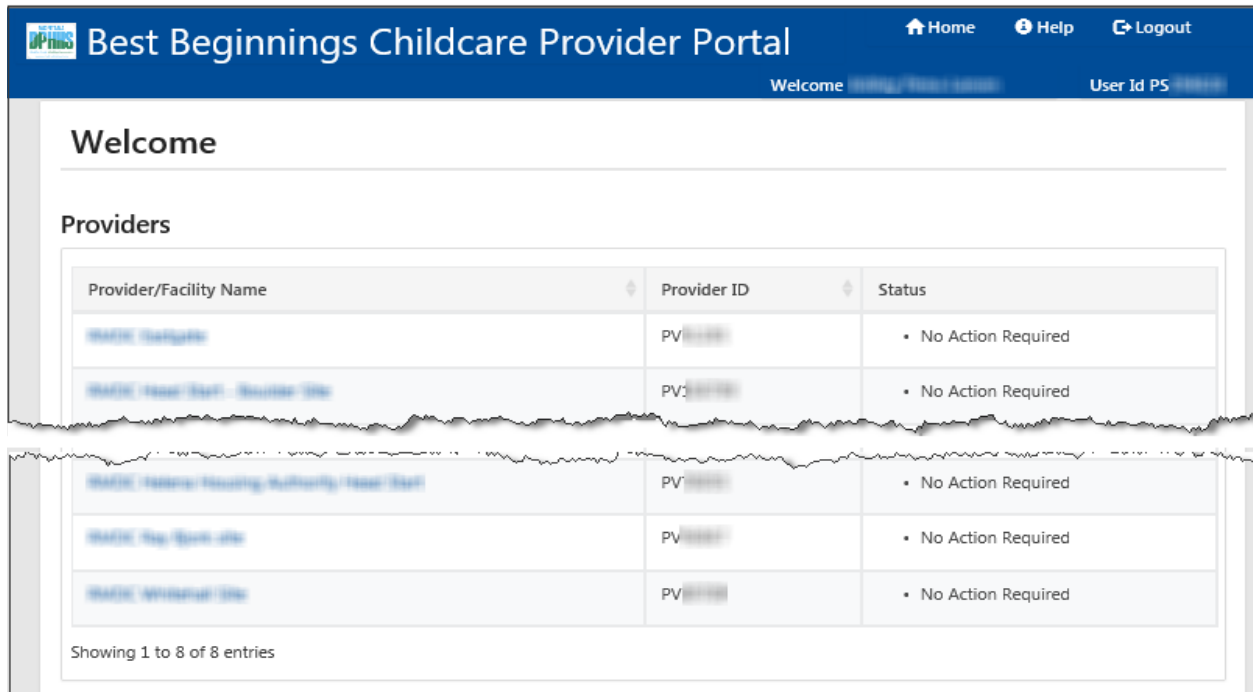
Online Invoicing Status  
Participating  
[Select or Update Your Participation](#)

**Invoices & SOPs**

Current Invoice Status  
No Action Required  
[View or Update Current Invoices](#) [SOPs by Month & Archived Documents](#)

**Staff Portal Access**  
[Update Access](#)

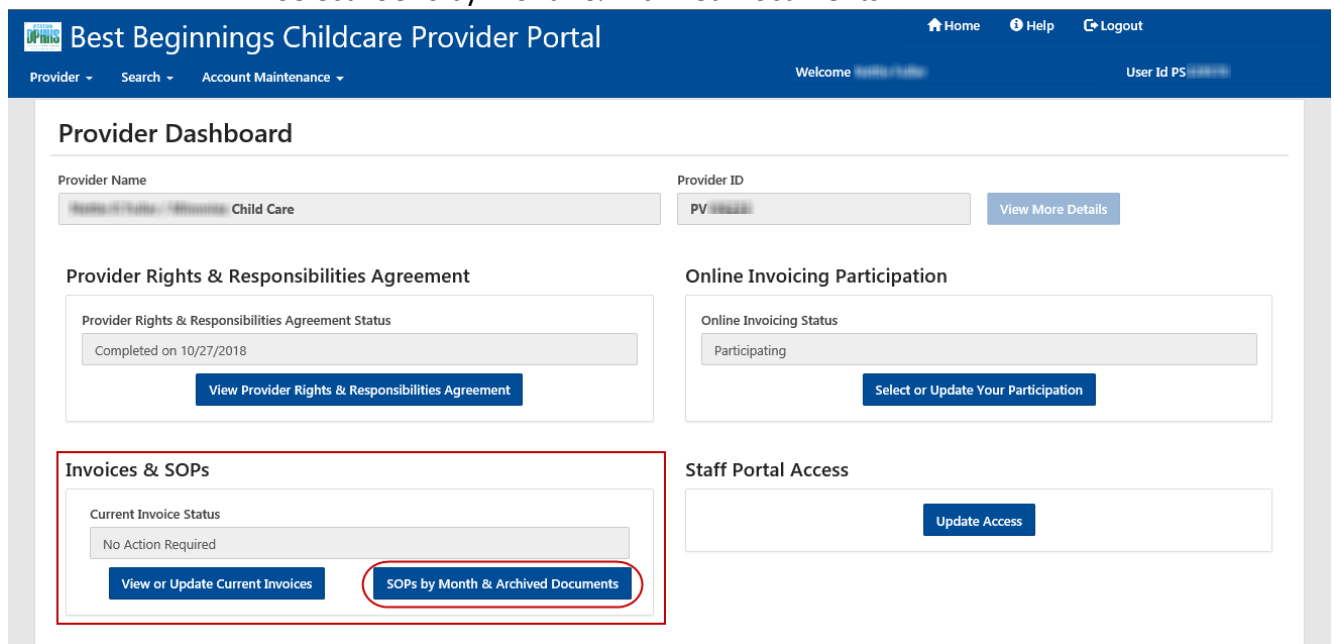
1. **START HERE** If... You are the Director of **Multiple** Facilities.
  - a. Click on the Provider/Facility Name in the Provider/Facility Name List.
  - b. You will be taken to the Provider Dashboard seen in Step 2.



2. **START HERE** If... You are the Director of **One** facility
 

From the Provider Dashboard there is 1 way to access the “Provider Statement of Payment List” page

  - In the “Invoices & SOPs” section **(Red Square & Circle)**
    - Select “SOPs by Month & Archived Documents”



### 3. Provider Statement of Payment List page (2 sections)

#### a. SOPs for the Current Year (Example Below: Results for July 2019 to June 2020)

- Select “View SOP” for the SOP that you want to view.
  - \*SOPs are issued on a weekly basis.
  - If only one SOP was issued during the month only one SOP will be listed for the month
  - If more than one SOP was issued during the month, all SOPs will be listed under the month that they were issued.
- A PDF of the selected SOP will open in a new Web Browser window.

Best Beginnings Childcare Provider Portal

Provider Statement of Payment List

**A**

Results for July 2019 to June 2020

Month	Issuance Date	
March 2020		
March 2020	03/09/2020	<a href="#">View SOP</a>
February 2020		
February 2020	02/10/2020	<a href="#">View SOP</a>
2019		
August 2019		
August 2019	08/12/2019	<a href="#">View SOP</a>

**B**

Retrieve SOPs for Month

Enter Month (MM/YYYY)

07/2019

[Search](#)

#### b. Retrieve SOPs for Month

1. Enter “The Month” and year (mm/yyyy) for the SOPs that are desired.  
(Yellow Highlight in Green Square – above image)
2. Select Search (Green Circle – above image)
3. After Search is selected in Step 2 above, the results for the Month/Year entered will appear.]

Best Beginnings Childcare Provider Portal

Provider Statement of Payment List

**A**

Results for July 2019

Month	Issuance Date	
July 2019		
July 2019	07/08/2019	<a href="#">View SOP</a>

**B**

Retrieve SOPs for Month

Enter Month (MM/YYYY)

07/2019

[Search](#)

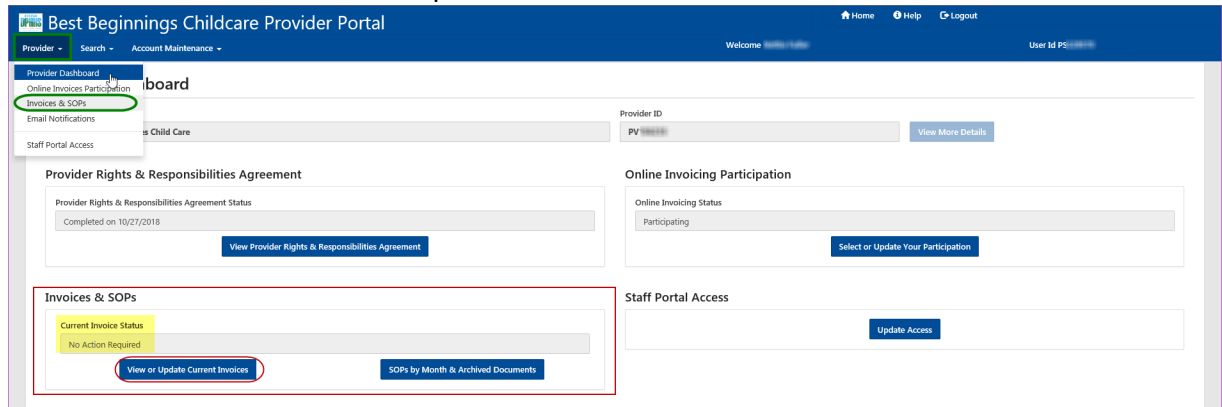
4. Select “View SOP”
  - A PDF of the selected SOP will open in a new Web Browser window.

# VIEWING EXPLANATION OF INVOICE STATUSES DOCUMENT

## 1. Access the Invoices & SOPs page

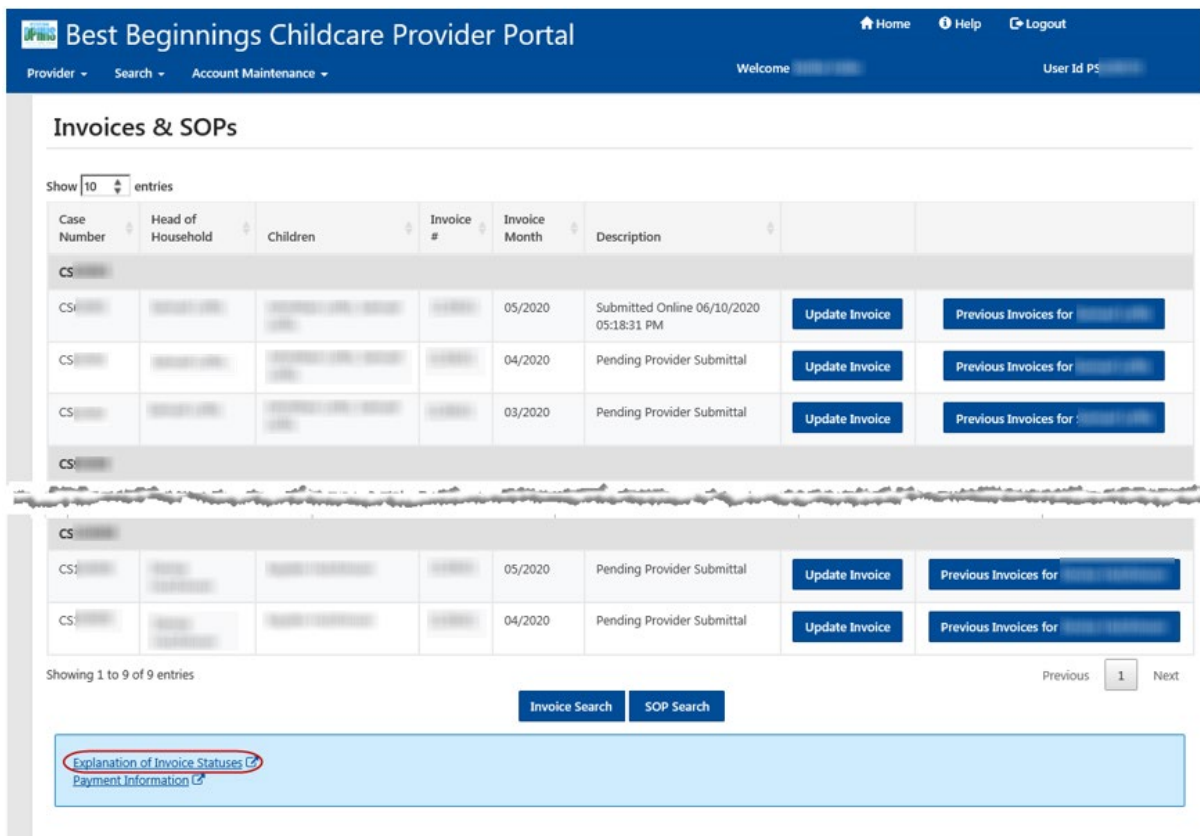
From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
  - Select Provider
  - Select Invoices & SOPs
- Option 2: in the “Invoices & SOPs” section (Red Square & Circle)
  - Select “View or Update Current Invoices”



## 2. Invoices & SOPs page

- Select “Explanation of Invoice Statuses”
- A PDF of the “Explanation of Invoice Statuses” document will open in a new Web Browser window.



## VIEWING PAYMENT INFORMATION DOCUMENT

## 1. Access the Invoices & SOPs page


From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... **(Green Square & Circle)**
  - Select Provider
  - Select Invoices & SOPs
- Option 2: in the “Invoices & SOPs” section **(Red Square & Circle)**
  - Select “View or Update Current Invoices”

The screenshot displays the 'Best Beginnings Childcare Provider Portal' interface. At the top, there is a navigation bar with a logo, the portal name, and user information (Welcome, Home, Help, Logout, User ID: P51000000). Below this is a sidebar menu for the 'Provider' role, listing 'Provider Dashboard', 'Online Invoices Participation', 'Invoices & SOPs', 'Email Notifications', and 'Staff Portal Access'. The 'Invoices & SOPs' menu item is circled in green. The main content area is divided into three primary sections: 1. 'Provider Rights & Responsibilities Agreement' showing a completion status of 'Completed on 10/27/2018' with a 'View Provider Rights & Responsibilities Agreement' button. 2. 'Online Invoicing Participation' showing a status of 'Participating' with a 'Select or Update Your Participation' button. 3. 'Invoices & SOPs', which is highlighted with a red rectangular box. This section contains a 'Current Invoice Status' of 'No Action Required' and two buttons: 'View or Update Current Invoices' (circled in red) and 'SOPs by Month & Archived Documents'.

## 2. Invoices & SOPs page

- click on the circled “Payment Information” link.
- A PDF of the “Explanation of Invoice Statuses” document will open in a new Web Browser window.



# Best Beginnings Childcare Provider Portal

[Home](#)
[Help](#)
[Logout](#)

[Provider](#)
[Search](#)
[Account Maintenance](#)

Welcome 123456789

User ID P5

## Invoices & SOPs

Show  entries

Case Number	Head of Household	Children	Invoice #	Invoice Month	Description		
CS12345	John Doe	John Doe, Jane Doe	123456	05/2020	Submitted Online 06/10/2020 05:18:31 PM	<a href="#">Update Invoice</a>	<a href="#">Previous Invoices for 123456</a>
CS12345	John Doe	John Doe, Jane Doe	123456	04/2020	Pending Provider Submittal	<a href="#">Update Invoice</a>	<a href="#">Previous Invoices for 123456</a>
CS12345	John Doe	John Doe, Jane Doe	123456	03/2020	Pending Provider Submittal	<a href="#">Update Invoice</a>	<a href="#">Previous Invoices for 123456</a>
CS12345	John Doe	John Doe, Jane Doe	123456	02/2020	Pending Provider Submittal	<a href="#">Update Invoice</a>	<a href="#">Previous Invoices for 123456</a>

Showing 1 to 9 of 9 entries

[Invoice Search](#)
[SOP Search](#)

[Explanation of Invoice Statuses](#)
[Payment Information](#)

# LOGGING OUT

## 1. Menu Bar

- Click the Logout button in the upper right corner. **(Red Circle)**
- This bar appears regardless of what page you are on

The screenshot shows the 'Best Beginnings Childcare Provider Portal' dashboard. At the top is a blue navigation bar with the portal logo, title, and links for Home, Help, and Logout (circled in red). Below the navigation bar is a 'Provider Dashboard' section. It contains several widgets: 'Provider Name' (showing 'Montana Child Care'), 'Provider ID' (showing 'PV 123456'), 'Provider Rights & Responsibilities Agreement' (showing 'Completed on 10/27/2018'), 'Online Invoicing Participation' (showing 'Participating'), 'Invoices & SOPs' (showing 'No Action Required'), and 'Staff Portal Access' (showing 'Update Access'). Each widget has a corresponding button to view more details or update information.

## 2. Login screen

- Is now displayed.
- You can sign on again or close your browser.

The screenshot shows the 'Best Beginnings Childcare Provider Portal' login screen. It features a blue header with the portal logo and title. Below the header is a 'Login' section with input fields for 'User ID' and 'Password'. To the right of the input fields are links for 'Forgot password?' and 'Provider Portal User Guide'. Below the input fields are 'Submit' and 'Cancel' buttons. At the bottom of the login section is a disclaimer box stating: 'This computer system is the property of the State of Montana and is subject to the use policies located at: <http://mom.mt.gov>. This computer system may contain sensitive U.S. and State government information and is limited to authorized personnel only. Authorized personnel may inspect any uses of this system. By using this system, the user consents to such inspection at the discretion of authorized personnel. Unauthorized access is a violation of state law 45-6-311, MCA, and prohibited by Public Law 99-474, Title 18, United States Code, Public Law 99-474 and Chapter XXI, Section 1030. Unauthorized use of this system may result in disciplinary action, civil and criminal penalties. Federal punishment may include fines and imprisonment for not more than 10 years, or both. By using this system you indicate your consent to these terms and conditions of use. Log off immediately if you do not agree to these conditions.'