GREG GIANFORTE
GOVERNOR

MONTANA DPHHS

DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES

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Important Updates: New Provider Portal

To apply for your child care facility license and/or manage your child care scholarship invoices, you must create an account using the State of Montana's secure OKTA system. This account allows you to safely log in to the Provider Portal to child care licensing program, manage provider information, submit required documents, and complete other provider-related tasks.

Get Started with OKTA

Visit the OKTA login page: https://okta.loginmt.com/

- If you already have an OKTA account, use the link above to log in.
- If you do not have an account, follow the steps below.

How to Create an OKTA Account

1. Go to the OKTA login page (https://okta.loginmt.com/) and click **"Don't have an account? Sign Up."**

2. Enter your first name, last name, and email address.

3. Open the verification email from OKTA and click **Verify Email**.

4. Create a password and answer the required security questions.

5. Sign in with your new OKTA username and password.

6. Complete any additional security steps if prompted.

7. After logging in, you will be taken to the Parent Portal to start your application.

Need Help?

- Step-by-step instructions: https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fokta.mt.gov%2F_docs%2FOkta-Account-Creation-and-Password-Reset-Procedure-TMP-Draft-1-5.docx&wdOrigin=BROWSELINK
- Okta Help: https://okta.mt.gov/Help

If you have trouble logging in, contact the HHS Service Desk at mailto:HHSServiceDesk@service.mt.gov or **406-444-9500**. If you still cannot access your account, email MAQCSsupport@mt.gov.

For more information on the Provider Portal features:

- Scholarship Features
    - Contact your local Child Care Agency at https://dphhs.mt.gov/ecfsd/childcare/childcareresourceandreferral
- Licensing Features
    - Contact Spark Montana at https://sparkmontana.com/
- General Information
    - Visit the Child Care Bureau website at https://dphhs.mt.gov/ecfsd/childcare
- MAQCS Contact Website:
    - See available contacts at DPHHS.MT.GOV/ECFSD/MAQCS/Contacts