



Staff Member Login and Qualification Paperwork for Child Care Providers

This document outlines the procedure for staff members to access the HHS MAQCS Child Care Providers portal via Okta and to complete the Staff/Household Member Qualification (background check) application for an affiliated facility.

ACCESSING THE PROVIDER PORTAL

Follow these steps to access the provider portal.

1. Log into your Okta account to access [HHS MAQCS Child Care Providers](#).

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES AGENCIES LOGIN Search MT.gov Sites

SIGN IN

Username
State Employees use your state network username, all others use email address
johnjames@mt.email

Password
.....

☐ Keep me signed in

Sign in

[Forgot password?](#)

OR

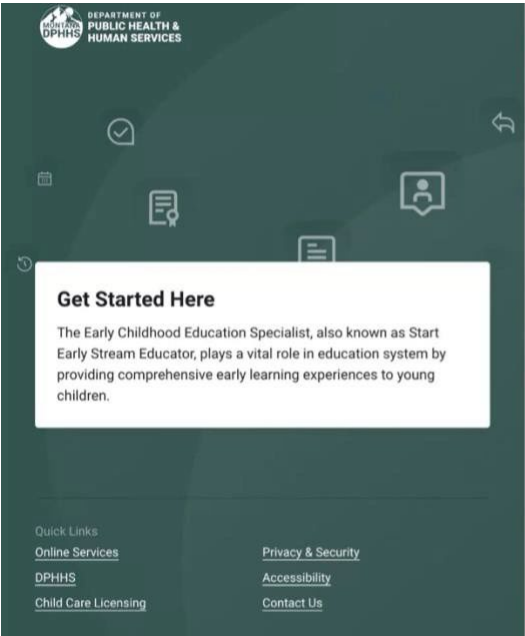
→ **Sign in with Employee Sig...**

[Help](#)

Don't have an account? [Sign up](#)

2. If you have yet to register with your MAQCS email address in Okta, please use the Sign up link at the bottom of the screen.
3. If you are a new staff member, you will be directed to register with the following information (Email address, First name, Last name, Date of birth).

Note: If an attempt to register results in an error indicating an existing account, please contact your provider's owner or director for further assistance.



Register

Asterisk (*) indicates required field

*Email Address
Matrife@mailinator.com

PS Number
PS417441

*First Name
Kathie

Middle Name
Enter Middle Name

*Last Name
Wells

Suffix
Enter suffix

*Date of Birth
3/14/1995

☒ By Signing up you agree to our Terms and Conditions and Privacy Policy.
You also agree to receive automated promotion notifications.

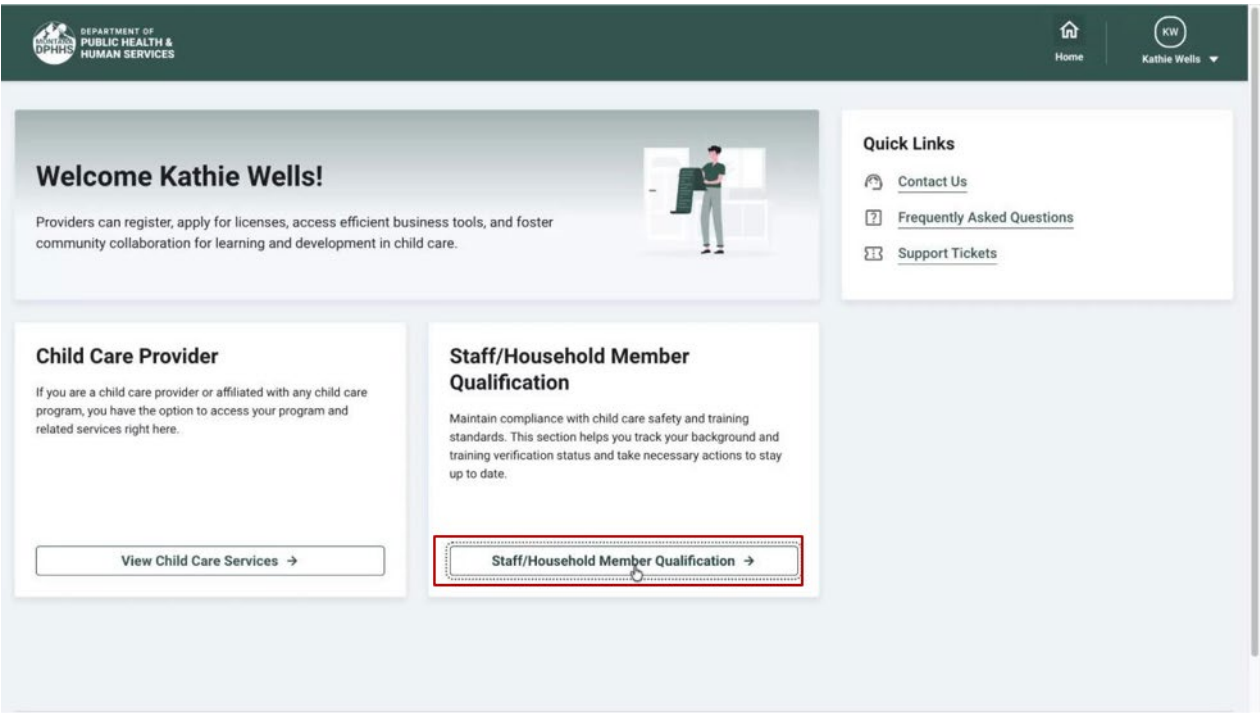
Register

ACCESSING QUALIFICATION PAPERWORK

Follow these steps to access staff qualification paperwork.

Step 1: Accessing the Staff Member Qualifications Module

1. Navigate to the Staff Member Qualifications module to start your application.





2. Select Add Staff Member Qualification to begin a new qualification application.

Step 2: Selecting the Facility and Role

1. Search for your facility using the facility search functionality.
2. For instance, you may select the Apple Kids facility.
3. Choose your Role Type (e.g., Teacher) from the provided list.



4. Enter your Date of Hire.

Person Information Hide Details

Facility Information

Facility Name: Apple Kids x Provider ID/No.: PV112960 Director Name: Automation KS

Phone Number: (772) 007-7074

*Role Type: Teacher *Date of Hire: 3/16/2026 (Format: 12/31/2024)

Person Information

First Name: Kathie Middle Name: Maiden Name: Enter Maiden Name

Last Name: Wells *Phone Number: Enter Phone Number *Date of Birth: 3/14/1995

Step 3: Reviewing and Completing Personal Information

1. Scroll to the Personal Information section.
2. Ensure all fields marked with a red asterisk are completed; leaving any of these blank will result in an error.
3. Click Submit

Conviction Information

Please select one of the following regarding convictions:

☐ I have been convicted of, or am under pending indictment for, the following crimes:

* ☒ I have not been convicted of, nor am I under pending indictment for, any crimes.

Authorization

* ☒ I authorize the Montana Department of Justice, Criminal Records and Identification Services Section to disseminate criminal history record information to Child Care Licensing.

Signature of Applicant: Kathie Wells Date: 3/16/2026

Upload Background Verification Document **Upload Files is available for the following:**

- Parent consent if under the age of 18
- Out of state background check documentation if available

Cancel Submit



Step 4: Submitting the Application and Addressing Errors

1. After clicking Submit, click Submit again on the confirmation message pop up that will appear.
2. Upon seeing a success message, your qualification for the selected facility (e.g., Apple Kids) has been submitted successfully.
3. Inform your owner or director that your application has been finalized and submitted.

The screenshot shows a web application interface for the Montana Department of Public Health & Human Services. A modal window titled "Submission Confirmation" is displayed over the application form. The modal contains the following text:

Submission Confirmation

You are about to submit this application.

- Need to change any information, please select "Cancel".
- Ready to submit this application, please select "Submit".

Once submitted, you will not be able to change any information.

At the bottom of the modal are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red rectangle. In the background, the application form is visible, showing sections for "Conviction Information", "Authorization", and "Signature of Applicant". The "Signature of Applicant" field is filled with "Kathie Wells".