

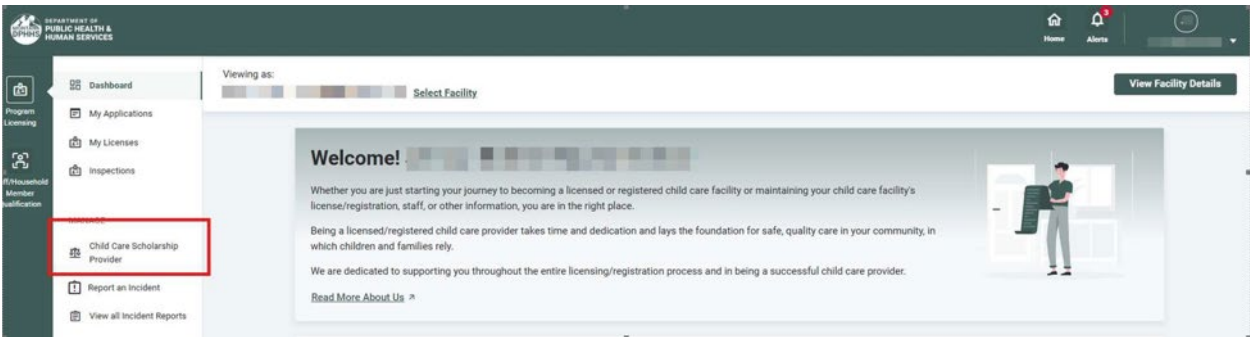


EFT, W9, and Rights and Responsibilities

Follow these steps to complete or recertify your licensing paperwork

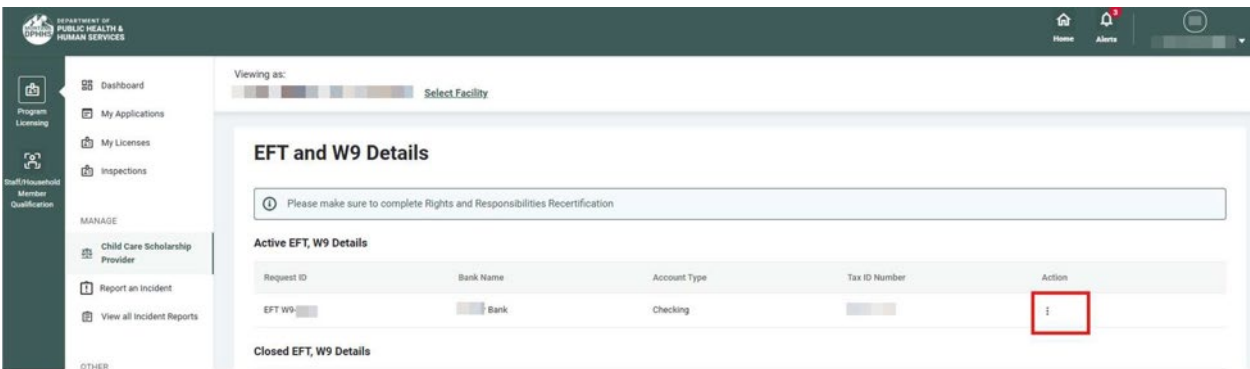
Step 1: Open Child Care Scholarship Provider

- 1. From the main page, locate the navigation menu on the **left side of the screen**.
- 2. Click **Child Care Scholarship Provider**.



Step 2: Open the Action Menu

- 1. On the **Child Care Scholarship Provider** page, locate the record you want to recertify.
- 2. Navigate to Action Column the **right side of the page**.
- 3. Under the column locate the **three vertical dots (:)**.
- 4. Click the **three dots (:)** to open the available actions.



Step 3: Select Recertify

- 1. Review the actions displayed in the drop-down menu.
- 2. Locate and click the **Recertify button**. The system will take you to the recertification process



2