![Child Development Resources — Helping Stars Shine Their Brightest!]

1   Introduction

Dear Child Care Provider,

Child Development Resources (CDR) is excited to announce that we will be launching the MCT Care Portal website that will allow you to print attendance records and check payment progress effective June 1st, 2017.

The changes are as follow
- Effective **June 1st, 2017**, Providers will start printing their online attendance records through Care Portal which means if you are receiving this notification you will no longer be printing your attendance sheets on the old portal.
- Effective **July 3rd, 2017,** Providers can check the status of the attendance records received by our agency.
- Effective **July 25th, 2017,** Providers can print their payment statements directly through Care Portal.
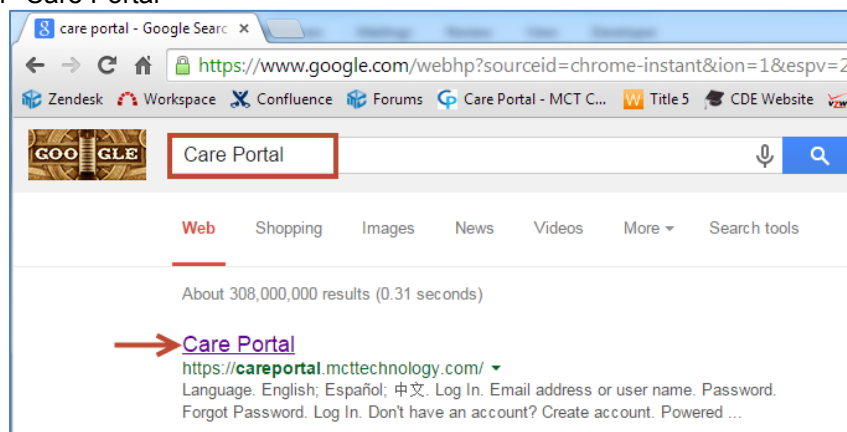
Your Care Portal account is already set up. The following are simple instructions on how to log in and start using the Care Portal.

2   How to Log-in

2.1   Care Portal Site Access
You the Provider can access the Care Portal website at either:
- Direct site link at: https://careportal.mcttechnology.com
  or
- Search at Google for "Care Portal"

2.2   Login Information
Username will be the email address that you provided to CDR (Please call your assigned Contract Specialist if you have changed your email address.)

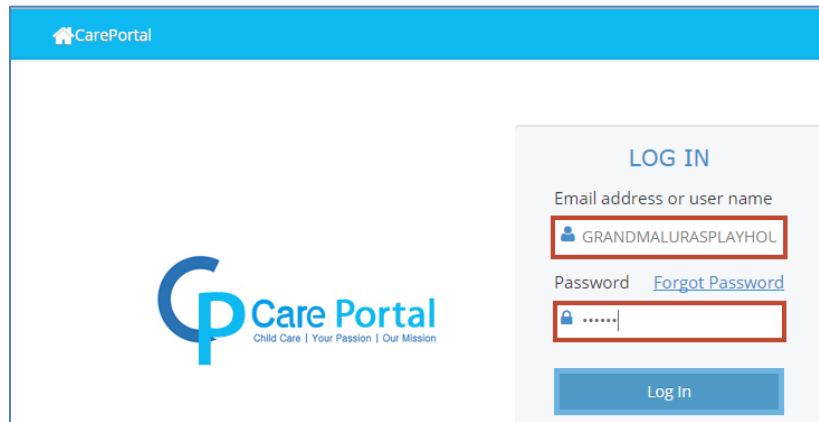**Password** will be the first 4 characters of the email address, followed by the last 4 digits of the Tax ID or SSN.

Example:
Email: GRANDMALURASPLAYHOUSE@GMAIL.COM
SSN: XXX-XX-1111

Username: GRANDMALURASPLAYHOUSE@GMAIL.COM
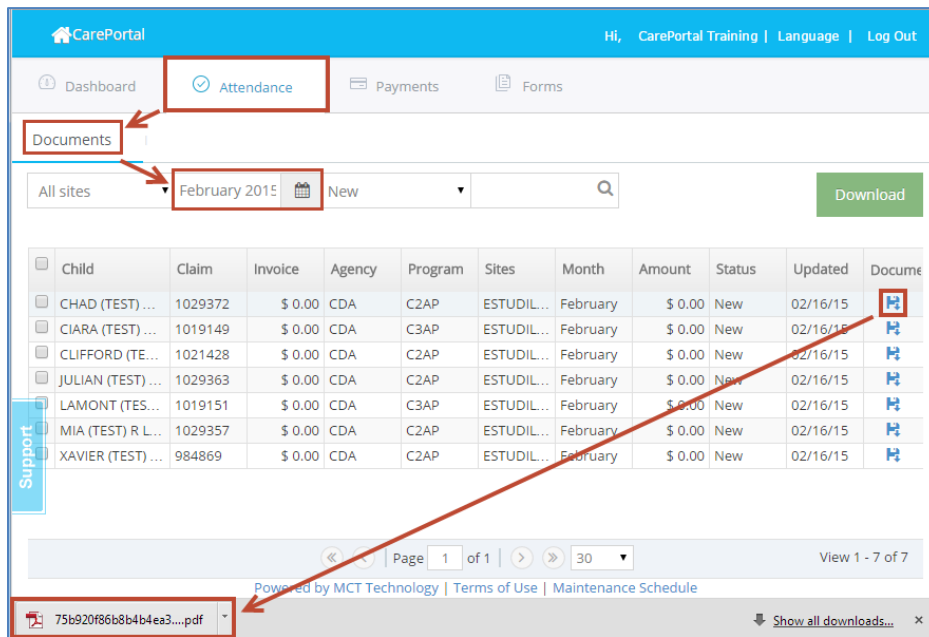**Password**: gran1111

3 How to Download Child Care Attendance Sheets

3.1 Single Print

a) After logging in - At the top part of the webpage, click on **Attendance** tab then click on **Document** tab
b) Select the Month and Year of the attendance sheet

c) Locate the child and click the icon   on the right to download them to your computer
d) After downloading, your web browser will display a PDF icon on the bottom part of the page.
e) Click on the icon and a separate tab will open with your attendance sheet to print.
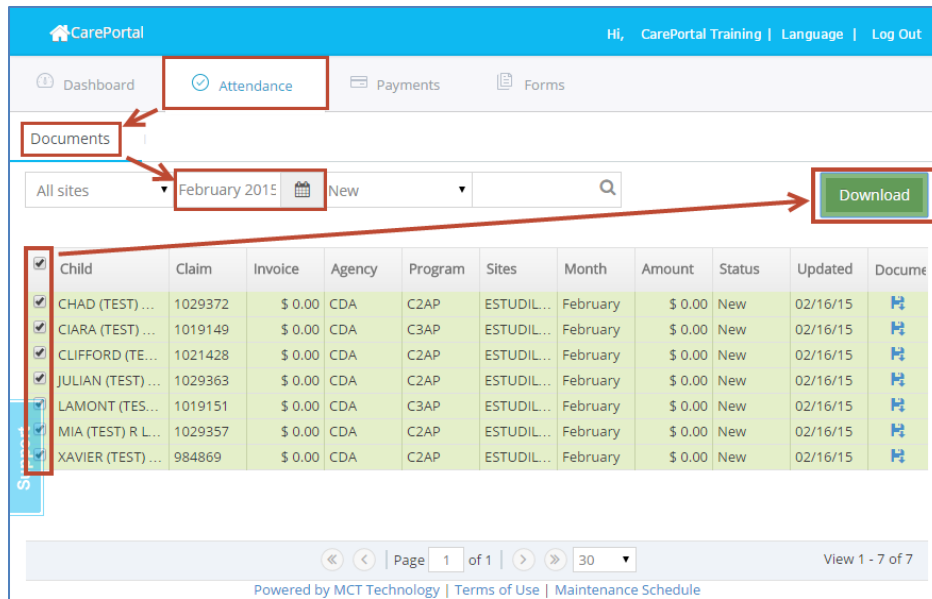
<u>If the Attendance Sheet is NOT available, contact your specialist.</u>

3.2 Multiple (Batch) Print

a) After logging in - At the top part of the webpage, click on **Attendance** tab then click on **Document** tab

b) Select the Month and Year of the attendance sheet

c) Check mark the box next to **Child** to select all,

d) Click the **Download** button to the right of the web page to download them to your computer.

e) After downloading your web browser will display a PDF icon on the bottom part of the page.

f) Click on the icon and a separate tab will open with your attendance sheet to print.

<u>If the Attendance Sheet is NOT available, contact your specialist.</u>

4   How to view payment status

After logging in - At the top part of the webpage, click on **Attendance** tab then click on **Document** tab

Select the prior month then the multiple statuses selection are:

- **New**: Attendance Sheet has not been received by the agency. Provider may select to re-print
- **Received**: Agency has received the Attendance Sheet. Provider **may not** select to re-print
- **Processed**: Agency has paid the Attendance Sheet. Provider **may not** select to re-print
- **Returned**: Agency returned the Attendance Sheet. Provider **may not** select to re-print and **will have to contact Agency**
- **Void**: Agency voided the Attendance Sheet. Provider **may not** select to print and **will have to contact Agency**
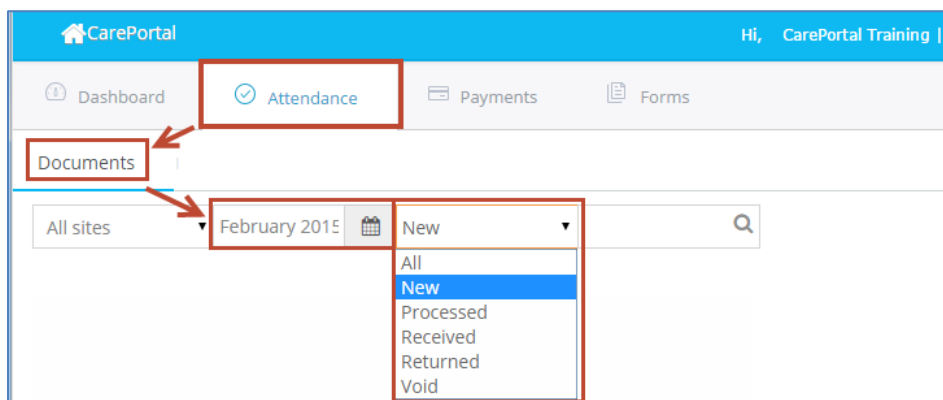
5   How to Download EOP (Explanation of Payments)

If the payment status is 'Processed', providers may view the Explanation of Payment. It is available under the 'Payments' tab. *If the EOP is NOT available, contact your specialist.*