

Youth and Early Care Workforce Bonus

How to Associate your UtahID with an old Care About Childcare Account

- 1. Go to https://cac.utah.gov on Utah's Department of Workforce Services website.
- 2. Click on the "Log in to Care About Childcare" button.



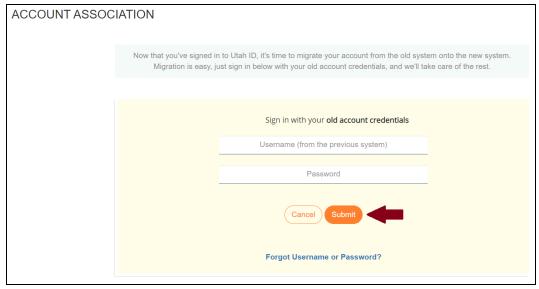
3. You will be directed to a UtahID login page. If you already have a UtahID for another state web application, you may log in with the same username and password. If not, you will need to select "Create an account." Please note that if you use the same unique email address that was associated with your old Care About Childcare (CAC) account, your accounts will automatically be connected. Skip to step 9.



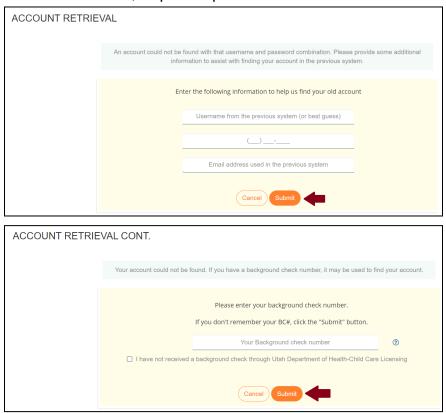
- 4. Follow the instructions to authenticate your account and set up your username and password. For questions regarding UtahID, visit the <u>UtahID FAQs</u> page. If you need further assistance with your UtahID account, call the Department of Technology Services (DTS) Help Desk at 800-678-3440.
- 5. After you have signed in with your UtahID, if your email address did not match your old account, you will be directed to a Care About Childcare (CAC) "Account Not Found" page. If you had an account in the old CAC account, you will select the "Find My Account" button.



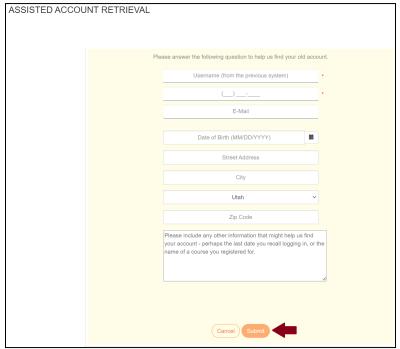
6. If you remember your old CAC account username and password, you can enter those credentials to link your UtahlD with your old account. Click "Submit," and skip to step 9. If you cannot remember your credentials, select "Forgot Username and Password."



7. On the "Account Retrieval" pages, enter in your old account information and background check number to link your UtahID to your old CAC account. (Help) Click "Submit." If the information matches your old CAC account, skip to step 9.



8. If information does not fully match with an account in the system, you will be directed to an "Assisted Account Retrieval" page. Fill out the form, and click "Submit." A CAC website administrator will review your information to match up your accounts and will reach out to you when your accounts have been linked so that you may log in.

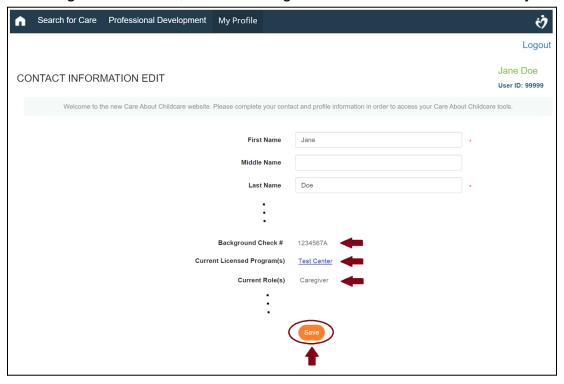


- After submitting registration information and connecting accounts, complete all required fields on the "Contact Information" page. Ensure the following are listed so that you will receive access to the Youth and Early Care Workforce Bonus application when it becomes available: (Help)
 - Background Check # Ensure your correct number is listed.
 - Current Licensed Program(s) Ensure your eligible program name is listed.
 - Eligible Current Role(s) Ensure one of the following eligible roles is listed:
 - Caregiver;

For employees 18 or older:

- Owner;
- o Director:
- o Director Designee; OR
- Other Staff

After reviewing all information, click the orange "Save" button to be directed to your homepage.



Once you have completed all of these steps, you should receive an email with instructions and a link to apply for the bonus when the application period opens, or within one business day during the application period from mid-July through August 31, 2022.

If you have questions or need assistance associating your UtahID with your old CAC account, contact your local Care About Childcare agency.

If you have further questions about the Youth and Early Care Workforce Bonus, contact OCCworkforcebonus@utah.gov. If you have already accessed the application, include your application ID number in your email.