Payment-to-Provider

Webinar 1

July 22, 2015

Department of Workforce Services

Office of Child Care

Topics:

1. DWS Child Care Provider Portal demo
2. Security Access Roles
3. Banking Info
4. Upcoming training

Create a DWS Provider Portal account

- New users: **email** occ@utah.gov

  – email OCC from the same email address given to Child Care Licensing.

  – Include your first and last name

  – License ID #

  A password will be emailed to you that you should change once you log-in. Your username is your email address.

DWS Provider Portal Demo

jobs.utah.gov/childcare

- What's New
- Frequently Asked Questions (FAQ's)
- Children in Care
- My Facilities and My Employees
- My Account
- My Reports
- Banking information

Security Access Roles

- There are three security access roles that can be granted:

    – Facility Worker

    – Facility Administrator

    – Financial Administrator-*NEW*

1. <u>Facility Worker</u>

- "View only" access to the "Children in Care" information.

- View FAQ's

- Email OCC

- Manage their own personal account and password information

2. Facility Administrator

- Same as Facility Worker

- Also Includes:
    - Add, manage Facility Administrators and Facility Workers.

    - Report changes through the "Actions" on the "Children in Care" screen.

    - Run and view reports.

3. Financial Administrator

- Same as Facility Administrator

- Also Includes:
  - Add/manage other Financial Administrators
  - View/add/change/remove BANKING INFO.

BANKING SECURITY

- All portal users who were previously granted <u>Facility</u> Administrator access were automatically changed to a <u>Financial Administrator.</u>

- DWS has no way of knowing who should and should not have this access.

- In most instances, only one person is listed in the Portal and is the Owner.

BANKING SECURITY

- For providers who have granted multiple user's access and/or have multiple facilities, the provider must <u>manually change each user's access back to the Facility Administrator</u>.

IMPORTANT

- **Owners must ensure that only those whom they want to have the ability to add or change their bank account information have the Financial Administrator Access Role!!**

- **Usually this person is the business owner or an accountant.**

REMEMBER

- When a user is no longer employed,

    (1.) Remove their security access role.

    (2.) Notify Child Care Licensing of changes in Directors and Owners.

Business OWNER Access

- OCC or an employee with a Financial Administrator role can add an owner as a user.

- The owner then needs to review all employee's security access and change them back to a facility administrator or worker, as appropriate.

- After these steps are completed, enter the banking information.

Portal Demo-Security Access Roles

- Add a person (My Employees or My Facilities)
- Change an access role
- Remove a person

Entering Financial Accounts

- Must have a routing number of the financial institution. This is 9-digits.

- Must have an account number. This may be a checking or savings account.

- Other types of accounts may be used as long as they have a routing number and an account number. For example, Greendot Card and American Express Bluebird Card are acceptable.

Financial Account verification

- The routing number will be verified to ensure the number is associated with a valid financial institution.

- The account number must be entered twice to ensure it is the correct account number.

- DWS is not responsible if the wrong account number is entered.

Additional Financial Info

- Only the last four digits of the account number will be viewable.

- Must agree to DWS Financial Terms and Conditions for your direct deposit information to be saved.

- Providers can add or change bank accounts.
  - Keep in mind minimum 2-day processing time for deposits.

- Enter FEIN for tax purposes.

Portal Demo-Banking

- Add a direct deposit account
- Activate/deactivate/remove a direct deposit account.

Owners must ensure that only those whom they want to have the ability to add or change their bank account information have the Financial Administrative Access Role!!

Key Points

1. Log-in to DWS Provider Portal at jobs.utah.gov/childcare.

2. Review/change Security access roles on the My Facilities page.

3. Enter banking info and agree to "Terms" to save.

Goal to have everyone enter accounts by August 20.

SAVE THE DATE

Upcoming webinar trainings:

- August 12 at 12:30 p.m.

- August 26 at 12:30 p.m.

Webinars will be recorded.