

# **HOW TO COMPLETE AND SUBMIT A VPK FORM**

# Where to Start

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- Begin by going to <http://www.vpkhelp.org/>
- To access the forms, click on **Forms and Policies** under the *For Providers* menu on the left-hand side of the webpage
- To open the document, click on it and a box will appear
- Click open

# Where to Start

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- Correctly fill out the forms and save them
- To save the forms, click on **file** and scroll down to **save as**
- The file can be saved in Documents or My computer
- Make sure the name of the file and the form are the same so you can easily find it later

# Getting Started

- After all the documents have been completed they will be uploaded to the Provider Portal
- The **Provider Portal** link is the last option on the *For Providers* menu
- An image of the Provider Portal can be seen on the following slide





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**ELC Provider Portal  
for  
School Readiness Funded Services  
and  
Voluntary Pre-Kindergarten Application Collection**

**Login**

Username (Email):

If you don't have an Email, you can get a free Email address at [Yahoo](#) or [Google](#).

Password:

Login

[Forgot password?](#)

**Note:** In order to manage documents for more than one Provider, login as usual with your email address and password. Then select the desired function, School Readiness Contracts or VPK Documents. The initial screen for each function type will provide information on the Providers currently associated with this user and how to add additional Providers.

**Create Account**

Username (Email):

Re-enter Username:

If you don't have an Email, you can get a free Email address at [Yahoo](#) or [Google](#).

Password:

Re-enter Password:

Every account must have at least one Licensed or Exempt Provider associated with it at creation. Instructions to associate additional Providers with this account will be available after login.

**Initial Provider Information**

DCF ID / License #:

Or phone if you are exempt:

Phone:

And your ZIP code

Zip Code:

The above information will be used to verify your Provider status in our system.

Create

# Provider Portal - New Account



- To create an account you must fill out the box on the right-hand side
- Your username will be your e-mail address and you will need to create a password
- Fill in the box with the DCF License Number for your school
- If you don't have a license use your 7-digit phone number (**NO AREA CODE**)
- Next, enter your zip code in the box and click on **create**

# Provider Portal - Existing Account



- If you have already created an account, enter your existing username and password
- Once this information is entered, click **log-in**
- Remember that your username is your email address
- If you have forgotten your username or password, contact Elizabeth Machado at 305-646-7220, ext. 229

# Web Site Function Page

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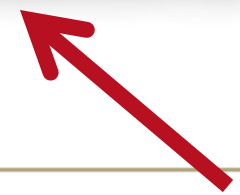
- The following page should require that you select either the School Readiness Program or VPK
- Click on VPK, which is located on the right-hand side
- An image of the webpage can be seen on the next slide





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### Select Web Site Function



**CLICK  
VPK  
ICON**

# VPK Provider Page

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- Once **VPK** is selected, you should see the name of your school in the box on the left
- Click on the **school's name** to access the next page
- If your school is not listed, then you must fill out the box on the right
- Enter the DCF ID
- If you don't have the DCF ID then you must enter your 7-digit phone number (**NO AREA CODE**)
- Next, enter the zip code
- Once the required information is filled out, click on **Add a new Provider**
- An example of the webpage can be seen on the following slide



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## Select Provider

### Provider(s) associated with this account

Please click on Provider Name to view/update the Files:

The Gan
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If your provider is not listed, use the 'Add a new Provider' tool to add your provider to the list.

### Add a new Provider

DCF ID / License #:

Or phone if you are exempt

Phone:

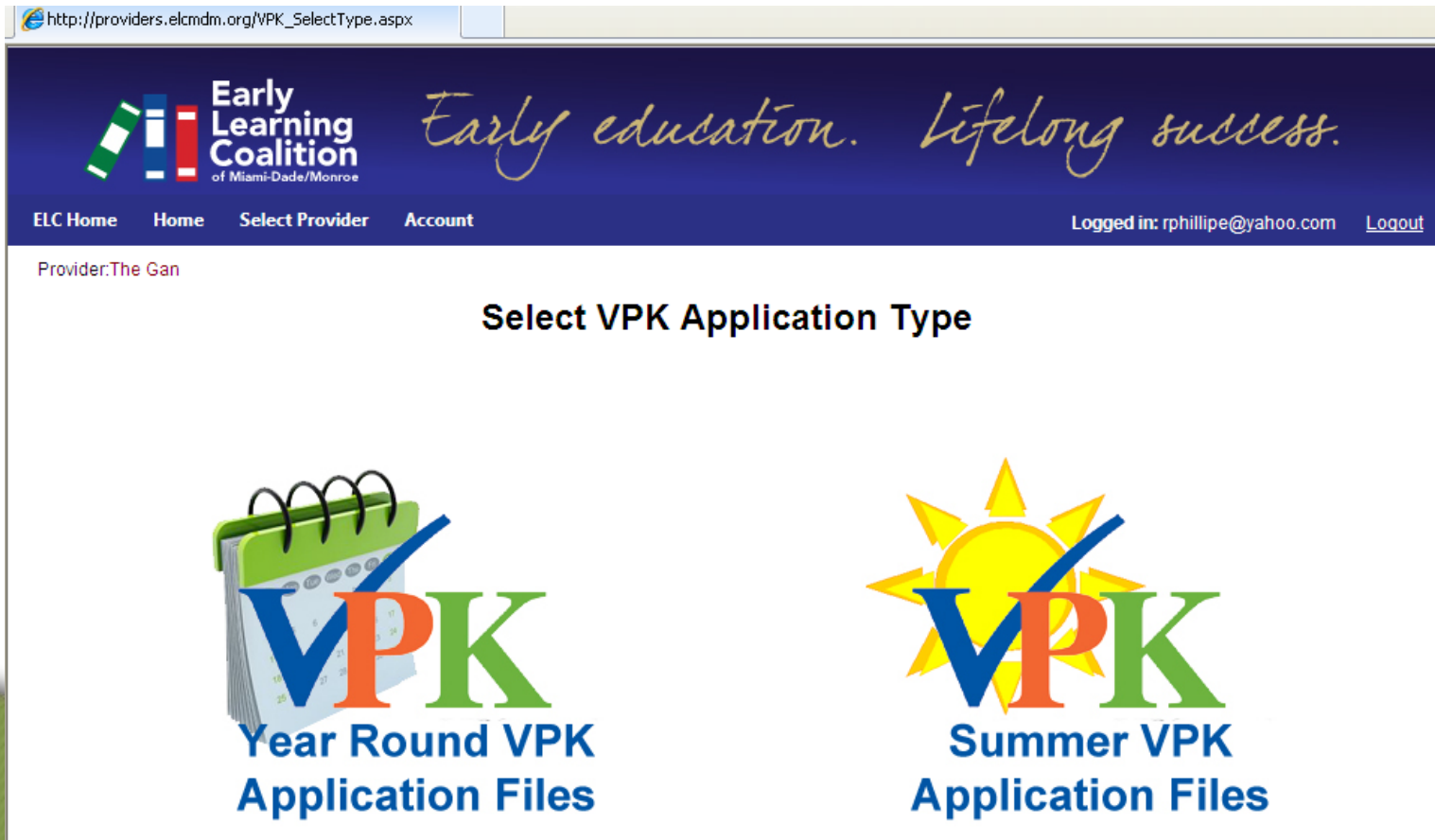
And your ZIP code

Zip Code:

The above information will be used to verify your Provider status in our system.

# VPK Application Type

- Based on your application, select **Year Round VPK** or **Summer VPK**



The screenshot shows a web browser window with the URL [http://providers.elcmdm.org/VPK\\_SelectType.aspx](http://providers.elcmdm.org/VPK_SelectType.aspx). The page header features the Early Learning Coalition logo and the tagline "Early education. Lifelong success." Navigation links include "ELC Home", "Home", "Select Provider", and "Account". The user is logged in as "rphillipe@yahoo.com" with a "Logout" link. The main content area is titled "Select VPK Application Type" and displays two options:

- Year Round VPK Application Files**: Represented by a calendar icon with a checkmark.
- Summer VPK Application Files**: Represented by a sun icon with a checkmark.

# Uploading a File

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- To upload a file, click on **select** to bring up your saved documents
- Once you have located your document, select it and click **open**
- If you are uploading more than 5 files, click on **Show More File Inputs** to add more selections
- Once you have selected all of your files, click on **Upload Files**
- Next, a pop-up box will appear. Click **OK**
- Your selected files should now appear in the box on the right-hand side
- When you are finished uploading your files, click on **Submit my Application**
- An example of the webpage is on the following slide



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Provider: The Gan

VPK Application Type: Year Round 2011-2012 Application Status: Updating

## Manage VPK Application Files

### Upload New file(s):

To Upload files to the server, queue one or more files and then you click the "Upload Files" button. Use the "Select" button to pop up a dialog to select a file from your system. Only one file may be selected in each slot. Use additional slots to queue many files at once. **The selected files are not uploaded to the server until the "Upload Files" button is clicked.**

<input type="text"/>	Select	Clear
<input type="text"/>	Select	Clear
<input type="text"/>	Select	Clear
<input type="text"/>	Select	Clear
<input type="text"/>	Select	Clear

Show More File Inputs

**Note: Large file uploads can take a very long time! Please wait for the confirmation or failure message before taking any other action with the browser. Also, there is a limit of 25 MB for each upload action (summing all files queued).**

Upload Files

### Existing File(s):

The files which have previously been uploaded to the server are listed here. If you would like to delete files from the server, select one or more check boxes and then click the "Delete Selected Files" button.

- [atta.pdf](#) uploaded on 5/20/2011
- [form11 a.pdf](#) uploaded on 5/20/2011
- [vpk form 10.pdf](#) uploaded on 5/20/2011
- [vpk form 11b.pdf](#) uploaded on 5/20/2011
- [prov. agreement.pdf](#) uploaded on 5/20/2011

Delete Selected Files

### Complete Application:

When you have uploaded all of your files and see them listed above in the Existing Files list You can notify the ELC you are done by clicking this button.

Submit my Application

# Updating a Form

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- If you need to update a form you must delete the old one and then upload a new one
- To delete a file, click on the adjacent box to select the file and then click on **Delete Selected Files**
- The directions to upload a file are on page 13 - **Uploading a File**