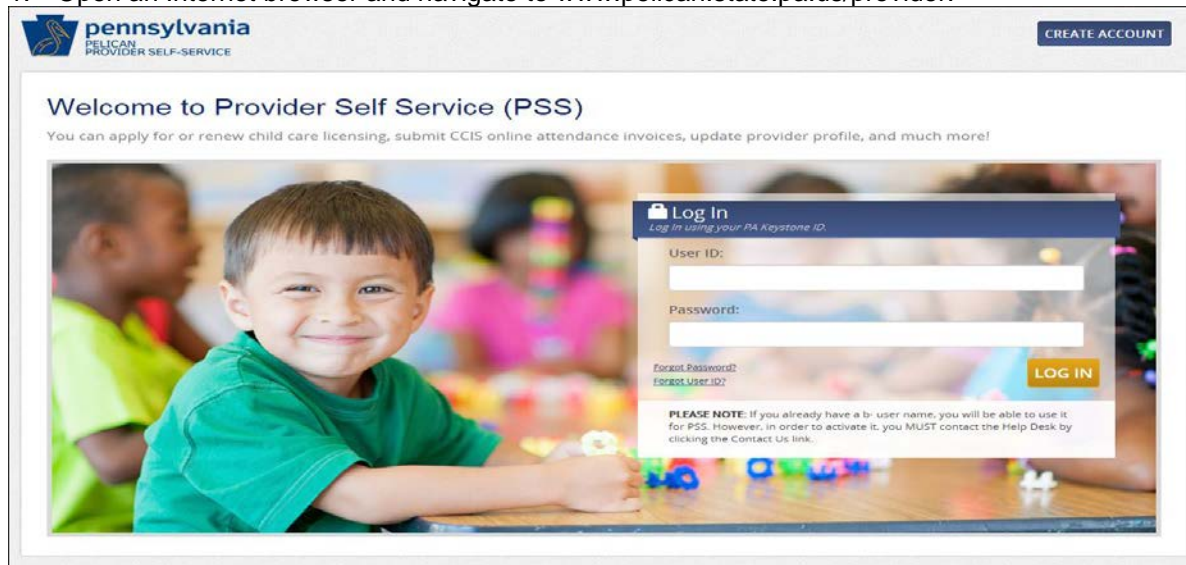


Registering as a New User in Provider Self Service

Note: If you already are a Provider Self Service (PSS) User, skip to the section on page 3 to Updating Private Pay Rates

Child care providers who do not already have a **b-** user name should complete the following steps to register as a new user in PSS.

1. Open an Internet browser and navigate to www.pelican.state.pa.us/provider.



The Welcome to Provider Self Service page appears.

2. Click **CREATE ACCOUNT**.

The User Registration, Personal Information page appears.

3. Complete all the required fields.

4. Click **NEXT**.

The User Registration, Security Questions/User Agreement page appears.

5. Select three required security questions and enter their answers.
6. Answer the additional security validation question at the bottom of the page.
7. Click the **Terms of Service** hyperlink at the bottom of the page to open and read the Management Directive Agreement, then click the checkbox to confirm agreement.

8. Click **NEXT**.

The User Registration, Registration Confirmation page appears.

9. Click **PRINT USER ID** to open a local printer window and print this confirmation page.

10. Click **RETURN TO PSS LOGIN PAGE**.

11. Enter your User ID and Password and click **LOG IN**.

Note: The first user who requests to link to an organization is considered the PSS Account Manager for that organization. The request will be directed to the PELICAN Provider Help Desk, who will perform the approval. Once an organization's first user—the PSS Account Manager for that organization—is in place, requests from subsequent users to link to that organization will be directed to the PSS Account Manager for approval.

The Link to your Organization! window appears.

Link to your Organization!

To review/update your location profile, CCIS online attendance invoice, or SLDS, you must register for access by linking to your Organization. Hover over the "?" icon for more details about where to find your MPI ID.

MPI ID (required) ?

Tax ID (required)

12. Enter an MPI ID and Tax ID and click **SUBMIT**.
The Organization Information window appears.

Note: The Terms and Conditions statement appears only for the user who is the first to link to the organization, requesting to be that organization's PSS Account Manager. If the Terms and Conditions statement does not appear under the organization information, there is a PSS Account Manager for this organization already.

13. Click the **Terms and Conditions** hyperlink to open and read the Data Release Agreement, then click **CONTINUE**.

The Notice! window appears, explaining that the user will be given PSS Account Manager privileges.

14. Click **CONTINUE**.

The PSS Home Page appears, with a message in the top left corner explaining that the access request is pending.

Note: The PELICAN Help Desk contacts the user to explain the PSS Account Manager role.

15. Once the provider receives an automatic email notice that the request has been approved, he or she can log back in to PSS, where the Home Page will display the following:

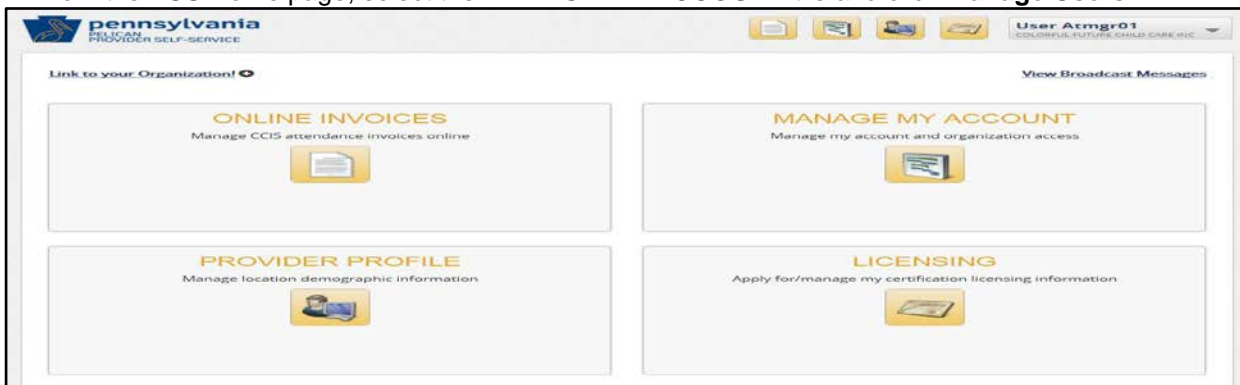
- The **Access Request Status: Pending** message in the top left corner has been replaced with a new message to **Link to your Organization!** This message is a hyperlink that allows the user to link to another organization, when necessary.
- The user's name and organization name appear in the top right corner.
- The tasks that the user is authorized to perform appear when the user hovers over each of the four tiles.

Once approved as the PSS Account Manager for an organization, the provider will need to establish his or her own authorizations for access by location and access level before being able to carry out the responsibilities of the PSS Account Manager.

Note: See the **PSS Account Manager Responsibilities** topic for more information about the functions of this role.

The PSS Account Manager should complete the following steps to establish access level and location access.

1. From the PSS Home page, select the MANAGE MY ACCOUNT tile and click **Manage Users**.



The Manage Users page appears.

2. Click the radio button to select your own user ID, and then click **MODIFY USER**.

The Modify User page appears.

Modify User: User Atmgr40
User ID: b.uatmgr40
Email: uat40@pelican.net

Activate User Deactivate User

User Access
Please check/uncheck the Access Level boxes to change the access level of the user. Checking a box will add the access level for all locations. Unchecking a box will remove the access level for all locations.

Select	Access Level	Description
<input type="checkbox"/>	Manage Profile	Update child care and early learning provider profiles
<input type="checkbox"/>	Update/Report on SLDs Data	Upload child data and access the Child Longitudinal Outcomes Report in PKC/ELN
<input type="checkbox"/>	Update Invoices	Update the CCIS Child Care Attendance Invoice
<input type="checkbox"/>	Update and Submit Invoices	Update and Submit the CCIS Child Care Attendance Invoice

Locations
Please check/uncheck the Location boxes to change the locations for this user. Checking a box will add the access to the location. Unchecking a box will remove the access to the location. Select the location to view location details.

Select	Location Name	MPE-Loc ID	Address
<input checked="" type="checkbox"/>	ORTIGA'S DAY CARE GROUP	100128990-0001	1330 POWELL RD, BROOKHAVEN, PA 19015

Note: The user will have the same access for all checked locations.

CANCEL SAVE

3. Click the checkboxes for the access levels for which you need access, then click **SAVE**.

Note: You must check the box next to Manage Profile to be able to enter Rates.

Updating Private Pay Rates

1. From the PSS Home page, select the PROVIDER PROFILE tile.

2. Click **Manage Location Demographic Information**.

The Location R&R Profile Summary page appears.

3. Click **Rates** on the Location R&R Profile Summary page.

4. Click **UPDATE** on the Location Rates Summary page.

The Edit Private Pay Rates window appears.

Edit Private Pay Rates Close

Current Effective Date: 07/01/2009
Accept Blended Rate for the School Year? Yes No

New Effective Date: 08/01/2015
Blended Rate Effective Date: 09/01/2015

Frequency (Must select prior to entering rates): Weekly
Note: All rates will be converted to daily rates. Click the Convert button to see daily rates before saving.

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	Pre-School (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$ 0.00	\$ 300.00	\$ 250.00	\$ 200.00	\$ 190.00	\$ 190.00
Part Time	\$ 0.00	\$ 200.00	\$ 175.00	\$ 150.00	\$ 125.00	\$ 125.00

CLOSE RESET CONVERT SAVE

Note: There is no need to change the *Accept Blended Rate for the School Year?* Or the *Blended Rate Effective Date* at this time.

5. Enter today's date as the New Effective Date.

6. Select the **Frequency** of your rates from the Frequency drop-down list.

Note: If you have weekly and daily rates, enter the weekly rate and allow the system to change the rate to daily.

7. Enter the rates for each Full Time and Part Time age group served.

8. Click **CONVERT**.

Rates entered are converted to daily rates.

Note: Review the daily rates to ensure they correctly reflect what private pay parents are paying. If incorrect, reenter the rates and convert again.

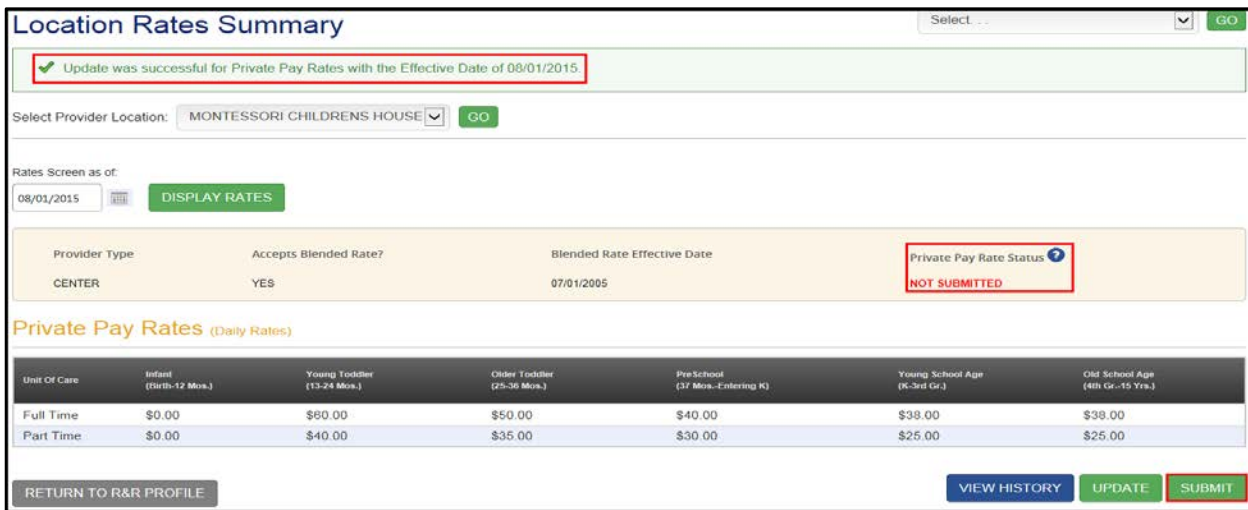
9. Click **SAVE**.

The following warning appears.



10. Click **SAVE** again.

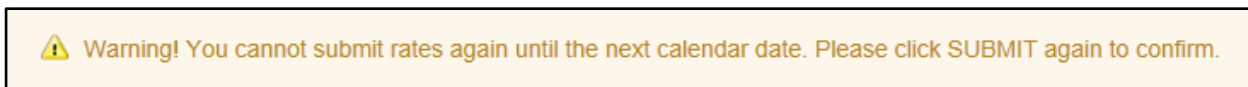
The confirmation message appears, and the Private Pay Rate Status is updated to **NOT SUBMITTED**.



The screenshot shows the "Location Rates Summary" page. At the top, a green message box states: "Update was successful for Private Pay Rates with the Effective Date of 08/01/2015." Below this, the provider location is set to "MONTESSORI CHILDRENS HOUSE". The "Rates Screen as of:" is "08/01/2015". A table shows the provider details: "CENTER" type, "YES" for "Accepts Blended Rate?", "07/01/2005" for "Blended Rate Effective Date", and "NOT SUBMITTED" for "Private Pay Rate Status". Below the table is a "Private Pay Rates (Daily Rates)" table with columns for "Unit Of Care", "Infant (9mths-12 Mos.)", "Young Toddler (13-24 Mos.)", "Older Toddler (25-36 Mos.)", "Pre-School (37 Mos.-Entering K)", "Young School Age (K-3rd Gr.)", and "Old School Age (4th Gr.-15 Yrs.)". The rates are: Full Time (\$0.00, \$60.00, \$50.00, \$40.00, \$38.00, \$38.00) and Part Time (\$0.00, \$40.00, \$35.00, \$30.00, \$25.00, \$25.00). Buttons for "RETURN TO R&R PROFILE", "VIEW HISTORY", "UPDATE", and "SUBMIT" are at the bottom.

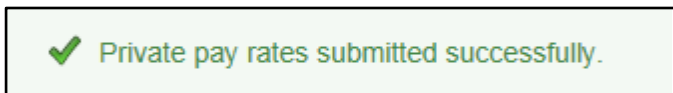
Unit Of Care	Infant (9mths-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	Pre-School (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$0.00	\$60.00	\$50.00	\$40.00	\$38.00	\$38.00
Part Time	\$0.00	\$40.00	\$35.00	\$30.00	\$25.00	\$25.00

11. Click **SUBMIT** to submit the rates.



The following warning appears:

12. Click **SUBMIT** again.



The rates will be reflected on referrals from COMPASS (www.FindChildCare.pa.gov) the next business day. Your CCIS Agency will also receive an alert stating that you updated your private pay rates.

Call the PELICAN Provider Help Desk at 1-877-491-3818 if you have any questions.