GUIDANCE FOR USE

Note: The overall function and purpose of the ELCHC Portal is not changing. The links, documents and forms will remain the same. The portal has a new look and a new layout, but other changes are minimal and should not affect current portal account holders.

Accessing Your Account

This is the new login page look. It functions exactly like the old page. Existing users will put their current email and password into the fields on the right in the blue box. If you forget your password, click “reset password.” New providers can create an account by clicking “register.”
Provider Dashboard

The Provider Dashboard allows you to access all the tools you might need from the portal, just as it did before. Now rather than a list format, documents, links and resources are organized into blocks. Scroll down to access more links and resources.
Your Document Library is available under Next Actions in your Dashboard. To get back to your Dashboard, click “Home.” To access the Message Center, click “My Profile.”
Click the “CHILDREN” tab to access your ASQ list.

The New ELC Portal Design

ASQ List

The purposes for using the ELC Portal are not changing at this time.

Providers use the ELC Portal for uploading sign-in, sign-out sheets for VPK and SR, ASQs and messaging.

The OEL Provider Portal is for Provider Profile, Provider Contracts, Enrollment, Attendance and Reimbursement.