

Final Steps for Educator Bonuses

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Congratulations for completing the requirements for an Educator Bonus!

Please follow the steps below to submit your required documentation for payment:

- **1.** Sign in to Webauthor using your username and password.
- **2.** Choose Educator/Director Request to start the Educator Application. Each Educator will need their own application submitted.

— ELC HILLSBOROUGH TEST PROVIDER - LC59874				Approv	ved View Request
+ Educator/Director Request + Child Success and CLASS Observer + Ch	ild Care Supply Building	+ Continuous Qua	lity Improvement		
Staff/Item	Amount	Status	Submitted	Approved	Paid
	\$0.00				

- **3.** Select existing staff or add staff if you have not already done so.
- **4.** Choose which bonuses to submit. Each bonus checked, will show the documentation and upload section.

Educator Application	IGH TEST PROVIDER - LC5	59874				
1119	2/7/2023 1:44	PM	58463	LC59874	Yes	
C, ID	Date Submitte	ed	Provider ID	License #	Signature Confirmation	
	Bonus *			d on each application form.	Ÿ	Add Staf
		CLASS Bonus -	The second se			
		CLASS Bonus -				

5. Once you have completed adding all documentation, sign and save entry.

Signature of Authorized Repre	Provider sentative *					
		irm that this el ate to the best	ectronic signature is to b of my knowledge.	e the legally binding equiva	ilent of my handwritten sig	jnature and that the data on this form
After Caul	ng, Go To	quest Detail	Page			

• Please note that due to the volume of submissions at this time it will take several weeks to review and process it for payment. We thank you in advance for your patience.