



How to Submit a Registration Fee

Child Care Assistance Provider

- Click "My Registration Fee" in the top menu.

The screenshot shows the user interface of the North Dakota Health & Human Services portal. At the top left is the logo for North Dakota Health & Human Services with the tagline "Be Legendary." The top right corner contains a "My Account" dropdown menu and a notification bell icon. A dark brown navigation bar spans the width of the page, featuring several menu items: "Dashboard", "My Associations", "View Statements & Documents" (with a dropdown arrow), "My Registration Fee" (highlighted with a red box and a red arrow pointing down to it), and "FAQ".

Below the navigation bar, the main content area is divided into several sections:

- Pre-Certification for Nov 2022 month is available now!**: A brown banner with a "CERTIFY" button and a "Due Oct 25, 2022" notice with an information icon. It includes text about payment processing and a link to "View Associations >".
- Certification & Payment Activity**: A table with columns for Date, Description, Amount, and View. It shows one entry for 10/26/2022 for "October Month Certified" with an amount of \$1860. A "View Certification" link is provided for this entry. Below the table is a "View Certification & Payment Activity" button.
- Certification for Current/Past Months**: A table with columns for Service Month and Current Certification Status. It shows "November 2022" as "Not Certified" and "October 2022" as "Certified". A "View Old Certifications" button is at the bottom.
- Attendance Submission for Current/Past Months**: A table with columns for Service Month, Attendance Status, and Action. It shows "October 2022" with a status of "Not Available" and an "Upload" button. A "Download Attendance Form" button is at the bottom.

- Click "Submit."
- Note: This is only available for center or group licensed providers. A registration fee can only be submitted once per child in a year.

The screenshot displays a web interface titled "My Registration Fee". At the top, there is a search bar labeled "View My Registration Activity" with a search icon. Below this is a table with the following structure:

Year	Amount (\$)	Action
2022	\$0	 SUBMIT VIEW

At the bottom of the table, there is a pagination control showing "Items per page: 5" and "1 - 1 of 1" with navigation arrows.

- Enter the registration fee charged for each child then click "Submit."

Fiscal Year : 2022

A registration fee may also be referred to as an annual enrollment fee or a deposit. These fees may only be paid when the fee is required by a provider to enroll or continue enrollment of a child in the child care setting. Registration fees must be submitted within 2 months, following the month the fee was incurred. Fees that are charged separately from the registration fee (transportation, meals, etc.) will not be paid.

Please Note: Registration fees can be paid once per child in a household, per calendar year.

Total Registration Fee Requested : \$0

Child Name	Last Registration Fee Approved Month (MM/DD/YYYY)	Amount (\$)
Yellow Apple	→	\$ 0
Red Apple	→	\$ 0
Green Apple	→	\$ 0

Items per page: 5 1 - 3 of 3 < >

- You will be returned to the My Registration Fee screen, where you will see the total amount submitted for each year.
- Repeat the same steps to submit a registration fee for additional children who join your care.

The screenshot displays a web interface titled "My Registration Fee". At the top, there is a dark grey header with the text "View My Registration Activity" and a search bar on the right. Below this is a table with three columns: "Year", "Amount (\$)", and "Action". The table contains one row for the year 2022 with an amount of \$150. In the "Action" column for this row, there are two buttons: "SUBMIT" and "VIEW". The "SUBMIT" button is highlighted with a red rectangular box. At the bottom of the interface, there is a pagination section showing "Items per page: 5" and "1 - 1 of 1" with navigation arrows.

Year	Amount (\$)	Action
2022	\$150	SUBMIT VIEW

Items per page: 5 1 - 1 of 1