



How to Submit an Attendance Form

Child Care Assistance Provider

- Click "Upload" in the Attendance Submission for Current/Past Months
Note: If you do not already have an attendance form that you use, you can download one.

The screenshot displays a web interface with several sections:

- Pre-Certification for Nov 2022 month is available now!**
Payments will be processed first day of the following month. Additional Information is available here
[View Associations >](#)
CERTIFY button
Due Oct 25, 2022 ⓘ
- Certification & Payment Activity**

Date	Description	Amount	View
10/26/2022	October Month Certified	\$1860	View Certification

[View Certification & Payment Activity](#) button
- Certification for Current/Past Months**

Service Month	Current Certification Status
November 2022	Not Certified
October 2022	Certified

[View Old Certifications](#) button
- Attendance Submission for Current/Past Months**

Service Month	Attendance Status	Action
October 2022	Not Available	Upload

[Download Attendance Form](#) button

Red arrows and boxes highlight the "Upload" button and the "Download Attendance Form" button in the Attendance Submission section.

- Add your attendance form.
- Select attendance as the document type.
- Click "Upload."

The screenshot shows a web interface titled "Upload Documents". At the top, there is a brown header bar with the text "Upload Documents". Below the header, the text "Please upload any documents here." is displayed. A warning icon (a yellow triangle with an exclamation mark) is followed by the text: "Uploading password protected documents will cause a delay in registration process. Please ensure to upload documents that are not password protected." Below this is a large white box with a red border containing the text "Drag & Drop Your Files Here" and "or" followed by a link "Click Here to Browse (Max. 3MB)". Below the box, there is a green checkmark icon followed by the text "Upload document.docx" and a download icon. Below this is a dropdown menu labeled "Document Type*" with "Attendance" selected. A red arrow points to the dropdown menu. At the bottom, there are two buttons: "CANCEL" and "UPLOAD". The "UPLOAD" button is highlighted with a red border, and a red arrow points to it from the right.

Upload Documents

Please upload any documents here.

⚠ Uploading password protected documents will cause a delay in registration process. Please ensure to upload documents that are not password protected.

Drag & Drop Your Files Here
or
[Click Here](#) to Browse (Max. 3MB)

✔ Upload document.docx ↓

Document Type*
Attendance

CANCEL UPLOAD

- Once you have submitted your attendance form you will be returned to the Dashboard.
- The attendance status for the month you uploaded will show "Submitted."

The screenshot displays a dashboard with four main sections:

- Pre-Certification for Nov 2022 month is available now!**: A brown banner with a "CERTIFY" button and a "Due Oct 25, 2022" date with an info icon. Text below reads: "Payments will be processed first day of the following month. Additional Information is available here" and a link "View Associations >".
- Certification & Payment Activity**: A table with columns: Date, Description, Amount, View.

Date	Description	Amount	View
10/26/2022	October Month Certified	\$1860	View Certification

A "View Certification & Payment Activity" button is located below the table.
- Certification for Current/Past Months**: A table with columns: Service Month, Current Certification Status.

Service Month	Current Certification Status
November 2022	Not Certified
October 2022	Certified

A "View Old Certifications" button is located below the table.
- Attendance Submission for Current/Past Months**: A table with columns: Service Month, Attendance Status, Action.

Service Month	Attendance Status	Action
October 2022	Submitted	View Upload

A red arrow points to the "Submitted" status, and a "Download Attendance Form" button is located below the table.