



# How to Set Up “Pay to Family”

Child Care Assistance Provider

- **Note:** If selected this will apply to all families you provide care for.
- Click "My Account" in the top right part of the screen.
- Click "Provider Details."

**NORTH Dakota** Be Legendary.  
Health & Human Services

Dashboard   My Associations   View Statements & Documents ▾   My Registration Fee   FAQ

**My Account** ▾

- Provider Details
- Address Details
- W-9 Details
- Direct Deposit Details
- Communication Settings
- Profile Access Settings
- Logout

**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**   Due Oct 25, 2022 ⓘ

**Certification & Payment Activity**

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

[View Certification & Payment Activity](#)

**Certification for Current/Past Months**

Service Month	Current Certification Status
November 2022	<b>Not Certified</b>
October 2022	<b>Certified</b>

[View Old Certifications](#)

**Attendance Submission for Current/Past Months**

Service Month	Attendance Status	Action
October 2022	Submitted	<a href="#">View</a> <a href="#">Upload</a>

[Download Attendance Form](#)

- On the “Child Care Provider Details” screen, check the to “Pay to Family” box then click “Save.”
- Once complete you will be returned to the Dashboard.

**Child Care Provider Details**

Select License Type  
CHILD CARE CENTER

Business Name  
Fall Weather Care

First Name

Middle Initial

Last Name

Provider License Number

Provider License Start Date  
1/1/2021

Provider License Expiration Date  
12/31/2022

Pay to Family

CANCEL SAVE