

## Statewide Provider Portal Phase One Quick Tips for Providers

### How do providers access the Provider Portal?

The web address for the Provider Portal is <https://providerservices.floridaearlylearning.com>.

### How does a provider register for a new account?

First-time provider portal users will go to <https://providerservices.floridaearlylearning.com/Account/Register> and register for a new provider account. If a provider has multiple sites, only one account registration is needed.

### What information does a provider need to register for a new account?

- Taxpayer identification number or provider identification number.
- License, registration, exemption number or type the word EXEMPT if the provider does not have a DCF license number.

### What if a provider does not have that information?

A provider who does not have the taxpayer identification number can contact the local early learning coalition for this information. Providers who do not have the license, registration or exemption number can go to the DCF CARES website and log on with their provider email and password to locate the number: <https://cares.myflfamilies.com>.

### Who should a provider contact for technical assistance?

Contact the local early learning coalition for technical assistance:  
386.323.2400 x 8803 Child Care and Referral Department