

# Pay by Enrollment Provider Quick Guide: Getting Started

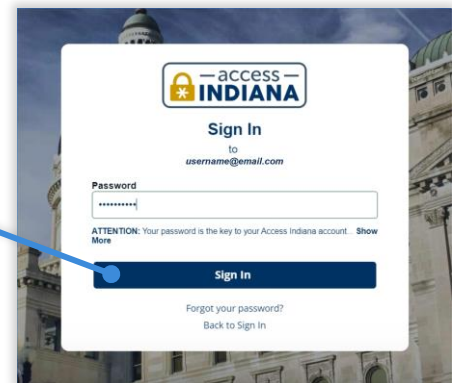
On July 15, 2024, Indiana changed to a Pay by Enrollment voucher model to reduce burdens on providers while enhancing family experience. In the new model, providers use a new portal to record child absences, rather than families using swipe cards to track their child's attendance. Absences are tracked against an updated Excessive Absence policy of 40 days (or 20 consecutive absences) to increase time in care and ultimately improve child outcomes.

Please follow each step in this how-to guide to set up your account in the new portal and payment system.

**Step 1:** Log in to your provider portal account. This portal is where you will track child absences.

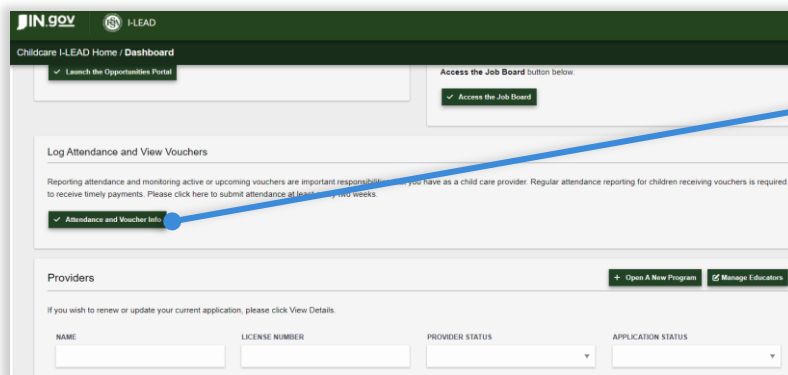
1

Log into I-LEAD. If you are a new provider, you can create an account through Access Indiana.



2

To access the portal, select the 'Attendance and Voucher Info' tile within the 'log Attendance and View Vouchers' section of the I-LEAD home screen.



## Don't have a provider portal account?

If you do not have a portal account, you will first need to set one up:

1. Refer to the email you received from OECOSL with your invitation to link your provider site. Call 1-800-299-1627 or visit <https://brighterfuturesindiana.org/ilead> if you did not receive the email.
2. Select the **"Accept Invitation"** button at the bottom of the email message.
3. Follow the prompts and fill out all required fields. At the end of the process, select the "Update Your Profile" button in the bottom-right corner of the window.

## Step 2: Determine how you will record child absences.

- By default, all providers are set up to submit data through the provider portal. If you plan to do so, no action is required, and you may continue to Step 3.
- If you are using a preferred Child Care Management System (CCMS) vendor (Alliance CORE powered by Early Learning Ventures, brightwheel, or Playground), you may choose to have absence data uploaded automatically from your CCMS. Please reference the 'Connecting your CCMS for Child Absence Tracking Guide' for more information about this process.

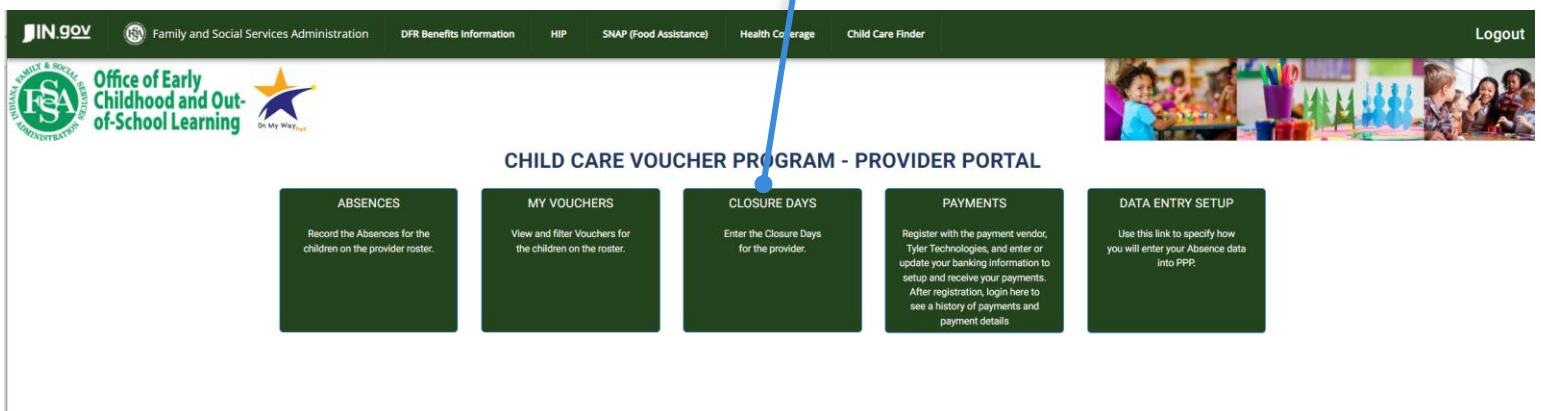
**Note:** you may begin automatically sharing attendance with the state's system through a CCMS connection **after** the first attendance period is submitted (which must be entered in the provider portal).

## Step 3: Enter your program's closure dates.

- Providers are allowed 16 paid closures per year. After 16 paid closures have been recorded, only the Non-Paid-Closure option will be available.
- Providers should use all of their paid closure days before using non-paid closure days.
- Closures are not managed in the CCMS system like other attendance and absence data. Closures must be added in the provider portal.

1

From the provider portal home screen, select the 'Closure Days' tile.



## CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

Service Period 08/25/2024 - 09/07/2024, due on 09/21/2024. Please enter and review absences for this service period and submit.

Home Absences

### CLOSURE DAYS

Provider: 1112223

Legal Name: Tony's Tiny Tots

Facility Name: Tony's Tiny Tots

Facility Type: Licensed Center

County: Howard

Date: MM/DD/YYYY

Type:

Add

### SAVED CLOSURES

Calendar Year: 2024

Paid Closures: 14 of 16

Non-Paid Closures: 00

Date	Type	Action
12/25/2024	PC	Delete
12/24/2024	PC	Delete

2

To add a closure, enter a date in the "Date" field by manually typing the date, or clicking on the Calendar icon next to the field.

3

Choose a closure type, from the "Type" drop-down menu.

4

Select 'Add'.

5

A record for your specified closure will be added to the grid on this screen.

6

To delete a closure, click the "Delete" button beside the closure's entry, then 'Yes' to confirm. You will only be able to delete closures that occur during service periods that have not been submitted. Once a service period has been submitted, a closure cannot be deleted.

### SAVED CLOSURES

Calendar Year: 2024

Paid Closures: 14 of 16

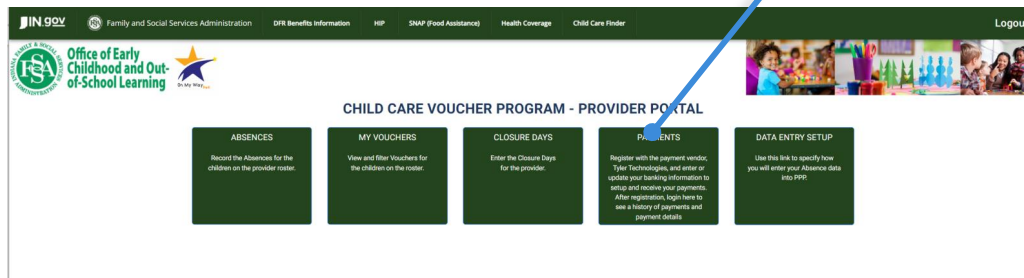
Non-Paid Closures: 00

Date	Type	Action
12/25/2024	PC	Delete
12/24/2024	PC	Delete
12/06/2024	PC	Delete
11/29/2024	PC	Delete
11/28/2024	PC	Delete

## Step 5: Register with Tyler Technologies to ensure you receive voucher payments in the new Pay by Enrollment model.

1

In the provider portal, select the 'Payments' tile.



### CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

Home

#### PAYMENTS

Provider: 12069  
Legal Name: 12069  
Facility Name: 13022  
Facility Type: 14086  
Facility Type: 32-490614  
Facility Type: 46-3003  
County: Marion  
Registered: Yes

2

If managing multiple child care sites, select the site to manage.

### CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

Service Period 08/25/2024 - 09/07/2024, due on 09/21/2024. Please enter and review absences for this service period and

Home

#### PAYMENTS

Provider: 11122233  
Legal Name: Tony's Tiny Tots  
Facility Name: Tony's Tiny Tots  
Facility Type: Licensed Center  
County: Howard  
Registered: Yes  
User Provider Key: Sa@hcN8\$

(Copy the above Provider Key to paste when registering with the payment vendor, Tyler Technologies.)

#### PAYMENT VENDOR LOGIN

Login to Tyler Technologies to view setup and your history of payments.

#### PAYMENT VENDOR REGISTRATION

Register with Tyler Technologies and enter your provider's banking information to set up and receive your payments. Once registered, this link will be disabled.

3

A 'User Provider Key' will be listed on the page. Copy or write down this key, as it will be required later in the process. NOTE: The key is always 8 characters long, please copy all 8.

4

From this page, select the 'Payment Vendor Registration' tile

### Submit Provider Banking Information

Use this form to submit your provider banking information to Tyler Technologies for the first time.

> When entering your license number, please enter all fields including any letters or dashes that may be in your license number.  
> For your provider key, you will enter the code provided when you login to your Provider Portal.

If you have any questions about this form or about your CCDF/OMW payments, please contact your CCDF policy consultant. You can find your CCDF policy consultant contact information at [https://www.in.gov/fssa/carefinder/files/CCDF\\_Consultant\\_Policy\\_map.pdf](https://www.in.gov/fssa/carefinder/files/CCDF_Consultant_Policy_map.pdf). If you need assistance with submitting your banking information for payment, please contact Tyler Technologies at (844) 959-7959.

Please note: banking information must be submitted/updated at least two (2) business days prior to a payment date to be effective with that payment.

5 A new browser tab will open where you can submit bank information

6 Fill out all fields, including entering the Provider Key, and select 'Next.'

First Name Last Name

License Name

License Number

Provider Key

☐ By checking this box and clicking accept, you agree to and accept the [terms and conditions](#), [privacy policy](#), fees and arbitration provisions associated with the account.

Next →

**IMPORTANT:** If you manage multiple programs, you must repeat the registration process for each program.

*To manage every program from one account, be sure to use the same username and password for each registration.*

IN.gov CCDF/ OMW Provider Payments- Bank Information

### Registration Success

Thank you, you have successfully registered your account and updated your banking information with Rapid Financial.

No further action from you is required.

Your funds will be automatically sent to the bank account you provided.

If you would like to view transaction history, you may login below at any time.

For assistance with CCDF/OMW Vouchers or payment details, please contact your CCDF Policy Consultant.  
[https://www.in.gov/fssa/carefinder/files/CCDF\\_Consultant\\_Policy\\_map.pdf](https://www.in.gov/fssa/carefinder/files/CCDF_Consultant_Policy_map.pdf)

If you need further assistance information provided, please contact Tyler Technologies at 1-844-959-7959.

7 A 'Registration Success' window will open, and you should receive a welcome email from Tyler Technologies soon after.

## Addressing and responding to family questions

- Encourage families to check their pre-voucher report to register for the new family portal. This report will contain a "parent key" that families will need to link their case to their account.
- Accessing the parent portal is not required but can be a convenient place for families to track absences and voucher information.
- The [family FAQs](#) on the Pay by Enrollment webpage provide more information about what families can expect.