**BEFORE** you create your Provider Account

If you are a:
- **Person-Owned facility (not an LLC, Inc., etc.)** - you will need your KDHE Person ID number.
  Child Care Licensing mailed letters prior to December 3, 2018 to all person-owned facilities that listed the owner’s person ID number.

- **Organization Owned facility (Your facility is owned by an LLC, LLP, Corporation, or Government entity/agency or School District)** - you will need the KDHE Organization ID number.

**The authorized representative of the Organization is required to call to obtain the ID number.**

If you **do not** have your KDHE Person ID number or Organization ID number, please **STOP** and call Child Care Licensing at 785-296-1270 **PRIOR** to creating your account.
This will allow us to process your user account request timely.
Create a Provider Account

Hello and Welcome!!
The Provider Access Portal Homepage will allow you to create a provider account under the Registration section. Please be aware that when you are creating an account, you will be required to provide certain information. Click [Create Child Care Provider Account] to start.

All fields that are required will be marked with an asterisk (see example below). These fields must be filled out to move to the next step. If you try to move forward without filling out the required fields, an error ribbon will appear at the top of the page and the missing section will be indicated in red.
When all information has been entered and you are ready to submit, you will enter the captcha (see example below). By entering the captcha you are letting us know that you are not a robot. You will need to make sure that you have entered it correctly; if you do not you will receive this notice:

* Not a Valid Entry.

You will then be required to input a new captcha.

Keep in mind that if you cannot read the captcha, there is a speaker button next to the captcha you can select for the computer to say the captcha out loud or a button to request a new captcha.
If you do not have your Person ID, please contact KDHE at 785-296-1270, prior to creating an account.

If you do not have your Organization ID and/or Person ID, please contact KDHE at 785-296-1270, prior to creating an account.
You must read, agree with, and sign the security agreement. The security agreement must be completed to receive the email that contains your assigned username and temporary password. You must have a username and password to login to the Provider Access Portal.

By Agreeing to this CLARIS User Security and Confidentiality Agreement, I agree to:

- Comply with the provisions of K.S.A. 65-525 concerning the use and dissemination of confidential information contained in CLARIS.
- Use CLARIS to access information and generate documentation only as necessary to properly conduct the official business of my employer. Permission is given to print copies of licenses, temporary permits and CLARIS screens as necessary for agency file documentation.
- Comply with Kansas Department of Health and Environment (KDHE) policies and procedures concerning entry of data into CLARIS.
- Carefully and deliberately safeguard my user ID and password which provides access to CLARIS and not permit the use of my user ID and password by any other person, unless expressly authorized by the KDHE Child Care Licensing (CCL) CLARIS Security Manager.
- Promptly, but no later than the close of business, report to the KDHE CCL CLARIS Security Manager any threat to CLARIS or a violation of the CLARIS User Security and Confidentiality Agreement.
- Allow the KDHE CCL staff or assigned agents to audit my CLARIS transactions and agency records to ensure compliance with the CLARIS User Security and Confidentiality Agreement.
- Not furnish identifiable information or documentation obtained from CLARIS to individuals, including individuals who may be the subject of the information, for personal use or to any individuals who do not have duties relating to the administration, recording and management of child care data.
- Not attempt to copy the CLARIS database or software without specific written consent from the KDHE CCL CLARIS Security Manager.
- Not attempt to link nor permit others to attempt to link the information contained in CLARIS with personally identifiable records from any other source.
- Complain with applicable state and federal law regarding the use and dissemination of child care facility data and information contained in CLARIS.

I have read, understand, and agree to abide by the CLARIS User Security and Confidentiality Agreement. I understand that the KDHE Child Care Licensing CLARIS Security Manager may terminate my access to CLARIS for any reason. I understand that my access to CLARIS will be terminated for any violations of the CLARIS User Security and Confidentiality Agreement and that I may be subject to penalties imposed by law.

Do you agree with the terms of this usage agreement?  ☐ I Agree  ☐ I Do Not Agree
After agreeing to the Security Agreement, this indicator screen will appear.

- If the information was correctly submitted the ribbon will be green (see example below), and you will receive an email from the Provider Access Portal that will contain your assigned username and temporary password.
- If there are errors with the information submitted, the ribbon will be red and will indicate what the error was. You will be required to correct all errors and resubmit.
Once you receive your assigned username and temporary password, click on the link in the email to access the Provider Access Portal.

**EXAMPLE OF EMAIL WITH USERNAME AND TEMPORARY PASSWORD**

From: KDHE Webservice

Sent: Tuesday, June 25, 2018 3:19 PM

To: KDHE.CCLR <kdhe.cclr@ks.gov>

Subject: CLARIS Access Information

Please do not respond to this message.

This is a message from the Child Care Licensing and Regulation Program.
Your request for Provider Access to Facilities you own has been accepted.

Your User Id Is: mmouse94560
Your Initial Password is: ______________________

Enter your username and password.

CLARIS will automatically request that you change your password and add Security Questions/Answers before continuing on into the system.

Enter your username and temporary password; when you first login. You will then be required to create a security question and change your password. Your security question and answer should be something that will never change such as: Where was I born? What is my mother’s maiden name? Please remember that passwords are case sensitive.
After changing your password and creating your security question you will have access to the Provider Access Portal. You will now be able to familiarize yourself with the Portal and be able to view the information in your account.

Thank you and remember good beginnings last a lifetime!