



Dear Provider,

Children's Resource & Referral is excited to announce we will be launching the MCT Care Portal effective 4/1/2016. This portal will allow you to print attendance records and check payment progress.

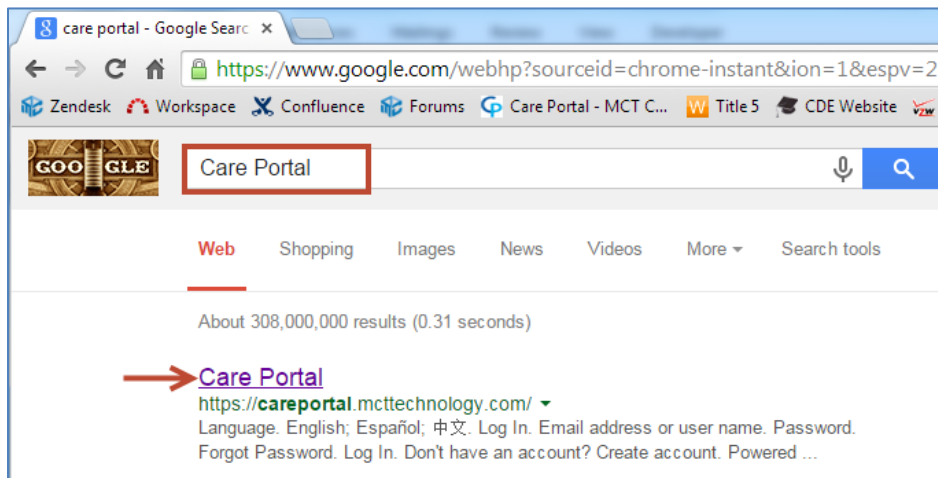
Please see the changes below.

- Effective 4/1/2016 Providers will start printing their online attendance records through the new portal; MTC Care Portal. (If you are receiving this notification you will no longer be receiving the printed attendance records through mail after).
- Effective 5/1/16 Providers can check the status of the received attendance records
- Effective 5/20/16, Providers can print their payment statements directly through MCT Care Portal.

See instructions below.

- **Logging In / Inicio de sesión**

Link: <https://careportal.mcttechnology.com> or Google: Care Portal



You may also go to our website at: http://www.sbfcc.org/index.php/providers/alternative_payment_calworks_programs

Log in Email address: Email address provided to your agency (please call us if you have changed your email address.

Note that if you have an existing account with MCT Care Portal you can print the attendance records with the same log in and password rather than create two different accounts)

Iniciar sesión Dirección de correo electrónico: Dirección de correo electrónico que usted proporciono a CCD

Password: First 4 characters of email address + Last 4 digits of Tax ID or SSN

Contraseña: Primeras 4 caracteres de su correo electrónico + Últimos 4 dígitos de su SSN o Tax ID.

Provider Care Portal Instructions

Care Portal
Child Care | Your Passion | Our Mission

LOG IN

Email address or user name
mychildcare@yahoo.com

Password [Forgot Password](#)

Log In

Example/Ejemplo:

Log In: [Email]

Password/Contraseña: Last 4 of social or Tax ID

➤ Attendance Sheets/Hojas de Asistencia

How to download Attendance Sheets/Como Descargar Hojas de Asistencia

- **Single Print/Imprimir Hojas Individuales**

CarePortal Hi, CarePortal Training | Language | Log Out

Dashboard Attendance Payments Forms

Documents

All sites February 2015 New

Child	Claim	Invoice	Agency	Program	Sites	Month	Amount	Status	Updated	Documents
CHAD (TEST) ...	1029372	\$ 0.00	CDA	C2AP	ESTUDIL...	February	\$ 0.00	New	02/16/15	
CIARA (TEST) ...	1019149	\$ 0.00	CDA	C3AP	ESTUDIL...	February	\$ 0.00	New	02/16/15	
CLIFFORD (TE...	1021428	\$ 0.00	CDA	C2AP	ESTUDIL...	February	\$ 0.00	New	02/16/15	
JULIAN (TEST) ...	1029363	\$ 0.00	CDA	C2AP	ESTUDIL...	February	\$ 0.00	New	02/16/15	
LAMONT (TES...	1019151	\$ 0.00	CDA	C3AP	ESTUDIL...	February	\$ 0.00	New	02/16/15	
MIA (TEST) R L...	1029357	\$ 0.00	CDA	C2AP	ESTUDIL...	February	\$ 0.00	New	02/16/15	
XAVIER (TEST) ...	984869	\$ 0.00	CDA	C2AP	ESTUDIL...	February	\$ 0.00	New	02/16/15	

Page 1 of 1 30 View 1 - 7 of 7

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75b920f86b8b4b4ea3....pdf Show all downloads...

Provider Care Portal Instructions

- **Multiple Print (Batch)/Imprimir Hojas Múltiples (Grupo)**

The screenshot shows the CarePortal interface. At the top, there is a navigation bar with 'CarePortal' logo and user information: 'Hi, CarePortal Training | Language | Log Out'. Below this is a menu with 'Dashboard', 'Attendance', 'Payments', and 'Forms'. The main content area is titled 'Documents' and includes filters for 'All sites', 'February 2015', and 'New'. A search icon is present. A red box highlights the 'Download' button in the top right corner. Below the filters is a table with columns: Child, Claim, Invoice, Agency, Program, Sites, Month, Amount, Status, Updated, and Docume. The table contains several rows of data, with the first row being 'CHAD (TEST) ...'. A red box highlights the first column of the table. At the bottom, there is a pagination control showing 'Page 1 of 1' and 'View 1 - 7 of 7'. The footer text reads 'Powered by MCT Technology | Terms of Use | Maintenance Schedule'.

➤ **Attendance Sheet Status/Estatus de Hojas de Asistencia**

- **New:** Attendance Sheet has not been received by the agency / **Nuevo:** Hoja de asistencia no ha sido recibida por la agencia.
- **Received:** Agency has received the Attendance Sheet / **Recibido:** Agencia ha recibido la Hoja de Asistencia.
- **Processed:** Agency has paid the Attendance Sheet / **Procesado:** Agencia ha pagado la Hoja de Asistencia.
- **Returned:** Agency Returned your Attendance Sheet (not likely, will have to contact Agency) / **Volvió:** Agencia regreso su Hoja de Asistencia (probablemente no sucederá, tendrá que ponerse en contacto con la Agencia).
- **Void:** Agency Voided the Attendance Sheet (will have to contact Agency) / **Anulado:** Agencia ha Anulado la Hoja de Asistencia (tendrá que ponerse en contacto con la Agencia).

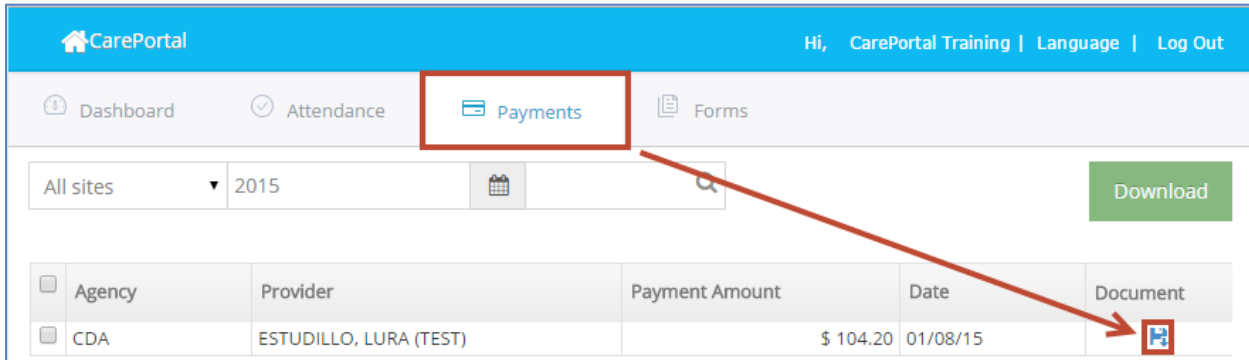
The screenshot shows a dropdown menu for the 'New' status. The menu is open, showing options: 'All', 'New', 'Processed', 'Received', 'Returned', and 'Void'. The 'New' option is highlighted in blue. The background shows the same filters as the previous screenshot: 'All sites', 'February 2015', and 'New'.

**If no Attendance Sheets are available, contact the agency prior to the first day of the month/ *Si no hay hojas de asistencia disponibles, comuníquese con la agencia.*


Provider Care Portal Instructions

➤ Explanation of Payments (EOP) / Explicación de Pagos (EOP)

How to download EOP / Como descargar el EOP



The screenshot shows the CarePortal interface. At the top, there is a blue header with the CarePortal logo and user information: "Hi, CarePortal Training | Language | Log Out". Below the header is a navigation bar with "Dashboard", "Attendance", "Payments", and "Forms". The "Payments" menu item is highlighted with a red box. Below the navigation bar is a filter section with "All sites", "2015", a calendar icon, and a search icon. A green "Download" button is located to the right of the filter section. Below the filter section is a table with the following columns: Agency, Provider, Payment Amount, Date, and Document. The table contains one row of data: Agency: CDA, Provider: ESTUDILLO, LURA (TEST), Payment Amount: \$ 104.20, Date: 01/08/15. A red arrow points from the "Payments" menu item to a download icon in the "Document" column of the table row.

Agency	Provider	Payment Amount	Date	Document
CDA	ESTUDILLO, LURA (TEST)	\$ 104.20	01/08/15	

** If no EOP is available, contact agency / * Si la EOP no está disponible, contacte a la agencia.*