How to Submit a Registration Fee

Child Care Assistance Provider

- Click "My Registration Fee" in the top menu.

- Click "Submit."
- Note: This is only available for center or group licensed providers. A registration fee can only be submitted once per child in a year.

- Enter the registration fee charged for each child then click "Submit."

- You will be returned to the My Registration Fee screen, where you will see the total amount submitted for each year.
- Repeat the same steps to submit a registration fee for additional children who join your care.