How to Use the CCAP Provider SSP

Child Care Assistance Provider

- The Dashboard is the first page you will see when logging into the SSP.
- You can return to this page by clicking "Dashboard" in the top menu.

This area will display messages based on action needed or activities currently available.

This is where you can view past certifications and payments.

Dashboard   My Associations   View Statements & Documents ⌄   FAQ

Certification & Payment Activity

There is no action required as of today.

There are no Certification and Payment Activity records available.

Certification for Current/Past Months

Attendance Submission for Current/Past Months

Service Month	Attendance Status	Action
October 2022	Not Available	Upload

There are no Certification records available.

Download Attendance Form

Certification is completed here.

Submit attendance records here.

- Click "My Associations" in the top menu to see children that are linked to you.
Note: If children are missing from your associations, contact the human service zone office.
Click here for a directory.

- Click "View Statements and Documents" to view all your documents or to upload new ones.

- "My Registration Fee" is where you can submit a registration fee.
  Note: This is only available for center or group licensed providers. A registration fee can only be submitted once per child in a year.
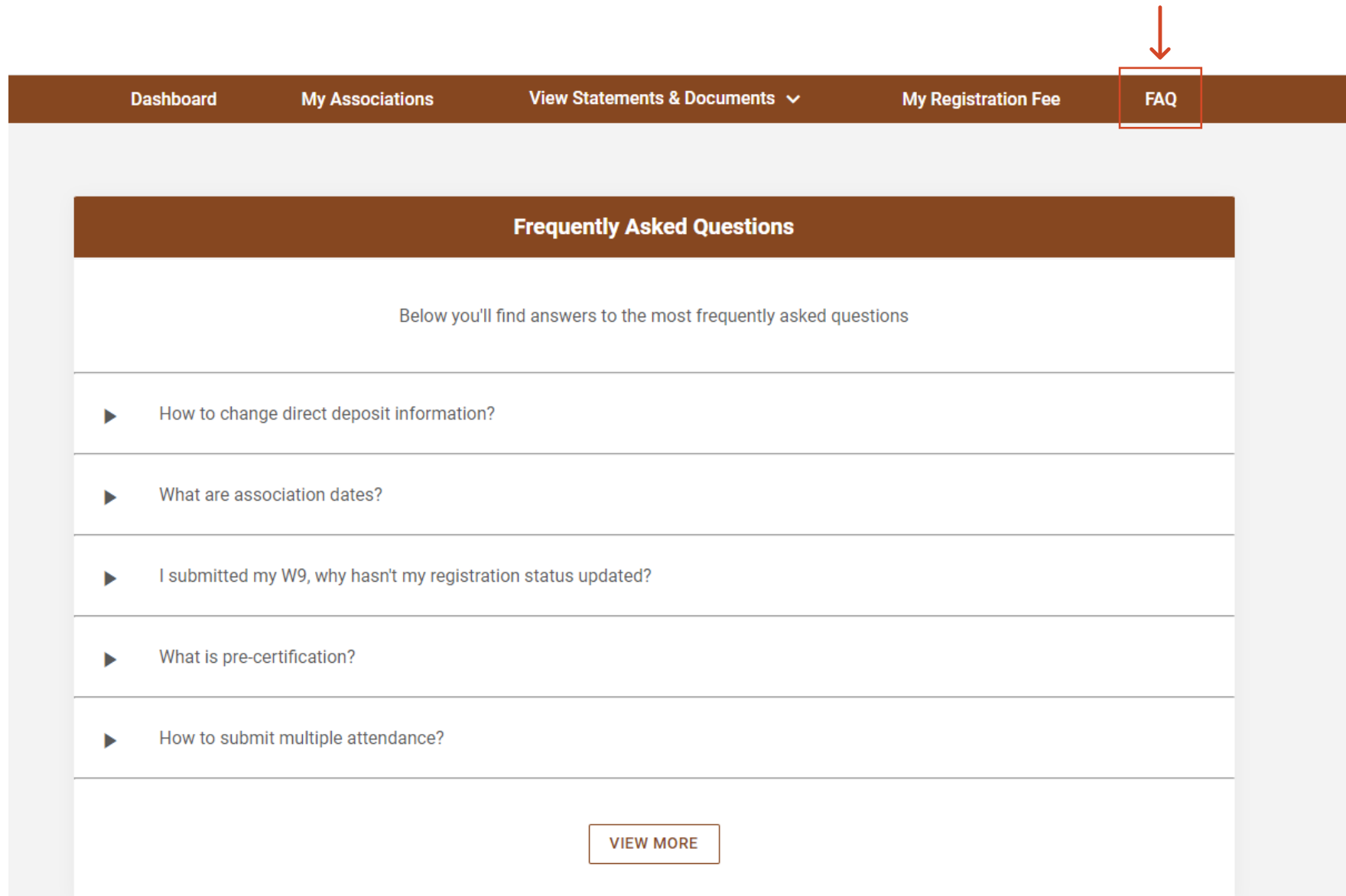
- Frequently asked questions (FAQs) can be found using the top menu.

| Dashboard | My Associations | View Statements & Documents ⌄ | My Registration Fee | FAQ |

Frequently Asked Questions

Below you'll find answers to the most frequently asked questions

▶ How to change direct deposit information?

▶ What are association dates?

▶ I submitted my W9, why hasn't my registration status updated?

▶ What is pre-certification?

▶ How to submit multiple attendance?

VIEW MORE

- Additional options are available in the "My Account" dropdown.

- Click "Communication Settings" to go paperless by enabling email notifications.

My Account ⌄ 🔔

Provider Details

Address Details

W-9 Details

Direct Deposit Details

Communication Settings

Profile Access Settings

Logout

Edit Account Notifications & Communication Settings

Contact Details
Email
ccapprovider@email.com   ✓ VERIFIED

Cell Phone   VERIFY & SAVE

How do you prefer to receive correspondence from DHS?

☐ Enable Email Notifications
(We will email you when a message is available for viewing.)

SAVE

- Click "Profile Access Settings" to add additional users or staff members the SSP.
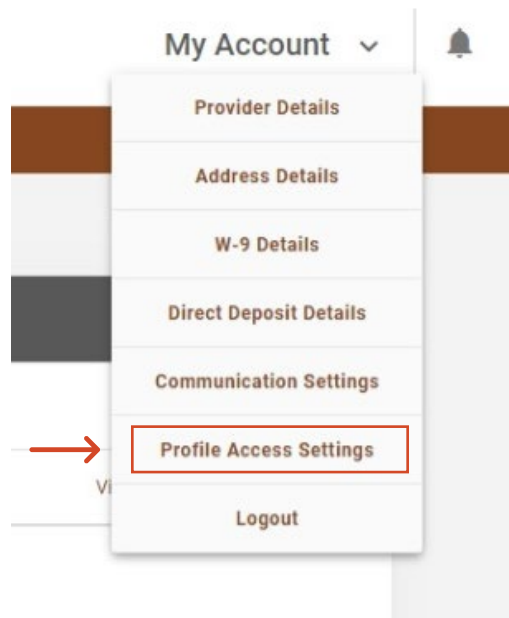
Profile Access Settings

In this section, you can control which individuals can view payment request data through the Self Service Portal. By default, only the approved Providers are allowed to certify for payment.

Who can add, edit and view the Payment Requests

Individuals with an Admin account will be able to update the Profile, add/remove users from this account and add, edit, and view Payment Requests. Individuals without an Admin account can add, edit and view payment requests on behalf of the Provider.

Enter the user's North Dakota Login Username and click on 'ADD' to give access to this account.

ADD

Note: You need to add the 'North Dakota Login Username' of the user you want to give access to. If the user does not have a North Dakota Login Account, he/she can create one through the Self Service Portal

The table below displays all users that have been added to this account. There must always be at least one active Admin user.

Admin	ND Login Username	Name	Action
☐	ccapprovider@email.com	ccapprovider@email.com	REMOVE