

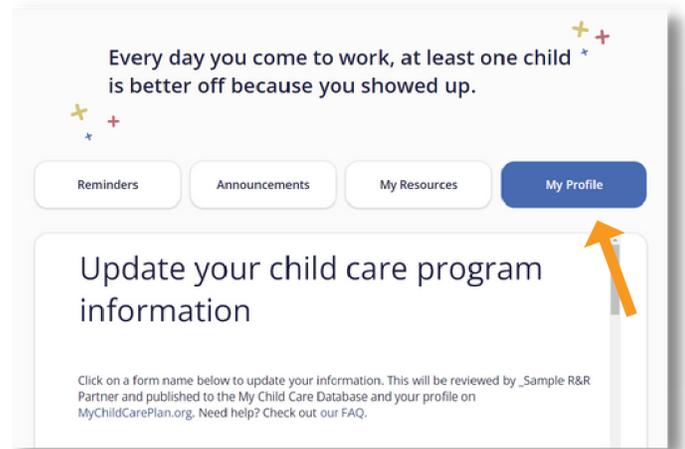
# Updating your Provider Profile on MyChildCarePlan.org

You can update your provider profile on MyChildCarePlan.org by calling your resource and referral (R&R) agency to update any of your information. Providers who have claimed their provider profile can update their information by following the directions below.

*Note, for a resource on how you can claim your provider profile, go to [www.tinyurl.com/ClaimMyProfile](http://www.tinyurl.com/ClaimMyProfile)*

1. Log into [MyChildCarePlan.org/account/](http://MyChildCarePlan.org/account/)
2. Click on the tab titled "Profile".
3. Scroll down to see the list of forms. Click on the title to update your information for that specific form.
4. Once you've updated your information, scroll down to the bottom of the page and click on "Save and Submit".

Note, your updates will go to your local R&R to review and approve. You will see "Last Update Submitted" if your updates are still pending, and "Last Update Approved" once the R&R has published your updates. Please allow 2 business days for your R&R to approve the updates.



## Forms Available to Update on MyChildCarePlan.org

These are the forms you can update on your MyChildCarePlan.org provider account:

- Vacancy , Referral and Licensing Information
- Contact Information
- Program
- Photos
- Schedules of Care
- Hours and Days of Operation
- Transportation and Meals
- Rates and Fees
- Payment Info and Subsidies
- Qualifications

# Updating your Provider Profile on MyChildCarePlan.org

## Forms to Update Provider Profile Fields

You can update the fields found on your provider profile in these forms.

- **Vacancy, Referral and Licensing Information Form**
  - Openings
- **Contact Information Form**
  - Address or Cross Streets
  - Business Name
  - Phone number, email and/or website
- **Program Form**
  - Language (spoken in your program)
  - Tags (Programs Philosophy)
  - "About Me"
- **Photos Form**
  - Environment and Staff Photos
- **Schedules of Care Form**
  - Schedule of Care (Full time, part time, etc.)
- **Hours and Days of Operation Form**
  - Business Hours
- **Transportation and Meals Form**
  - Transportation (Bus, walking, car)
  - Meals
- **Payment Info and Subsidies Form**
  - Subsidies Accepted
- **Qualifications Form**
  - Special Needs Experience
  - Accreditation
  - Quality Improvement Efforts
  - QCC Score (Quality Counts California)

The screenshot shows the 'My Profile' page on MyChildCarePlan.org. At the top, there are navigation buttons for 'Reminders', 'Announcements', 'My Resources', and 'My Profile'. The main content area is divided into two sections: 'Capacity' and 'Program'. The 'Capacity' section includes four input fields: 'Youngest Age Served Years' (value: 1), 'Youngest Age Served Months' (value: 6), 'Oldest Age Served Years' (value: 5), and 'Oldest Age Served Months' (value: 11). The 'Program' section includes a 'Language of Care' section with a list of languages and checkboxes: Amharic, Hindi, Spanish (checked), Arabic, Korean, Tagalog, Armenian, and Farsi. A 'Log Out' button is located at the bottom right of the page.

The screenshot shows a form titled 'License Numbers'. At the top, there is a note: 'You cannot edit responses to the following questions. If anything is incorrect, please contact your CCR&R to update it.' Below this, there are two input fields: 'License Number' (value: 197621321) and 'Infant License Number'. An orange arrow points to the 'License Number' field with the text 'Read-only fields'.

You will notice at the bottom of many forms that some fields are greyed out and cannot be updated through MCCC.org, such as the information your child care license, license capacity, etc. To update these fields, contact your local Resource and Referral (R&R) directly.