

REGISTER AN ACCOUNT

Quick Reference Guide (QRG)

OVERVIEW

This QRG provides an overview of how to register an account on the Provider Portal.

AUDIENCE

This QRG is for all users.

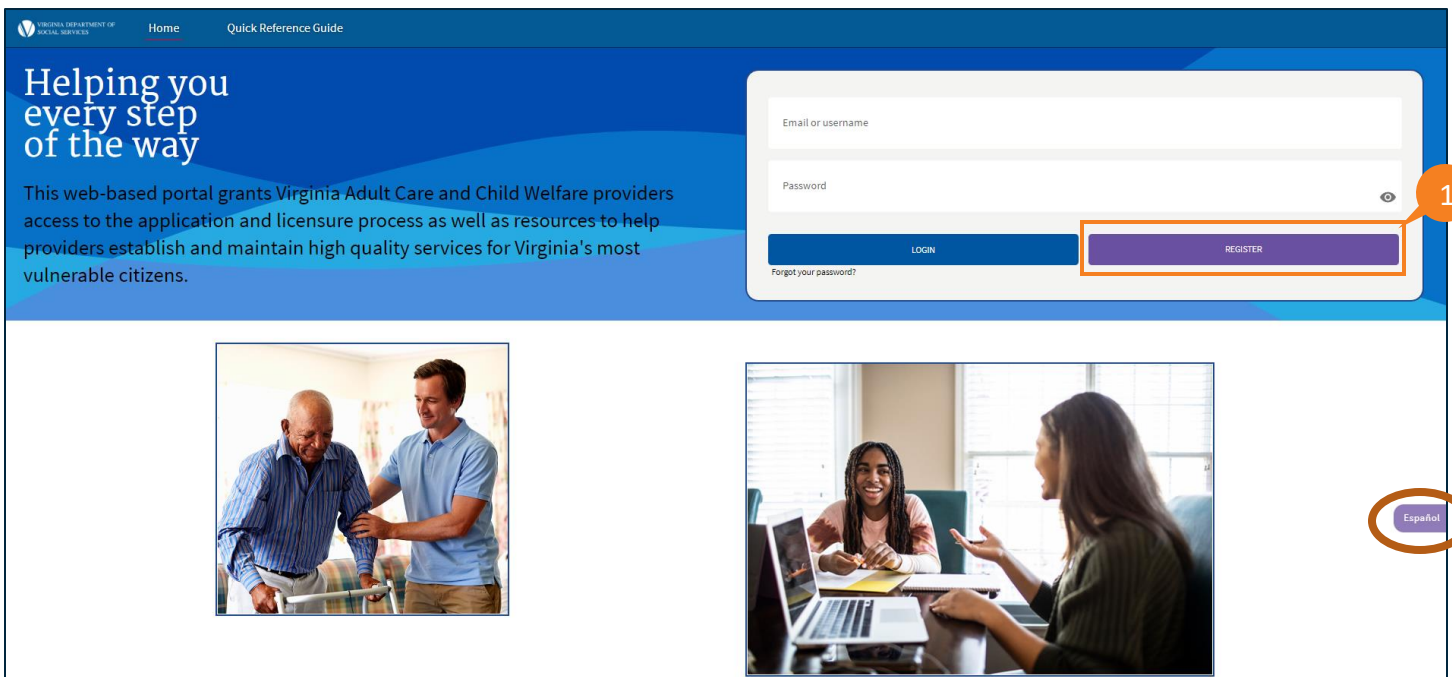
About Registering an Account: All new applicants and current providers navigate to the Provider Portal homepage to begin the registration process. Registering for an account allows new applicants and current providers to submit initial applications to open a new facility or center.

REGISTER AN ACCOUNT

From the *Provider Portal* homepage, complete the following steps:

1. Click **Register**.

Note: To view a Spanish version of this site, click the **Español** link.



The screenshot shows the Provider Portal homepage. At the top left, there is a navigation bar with the Virginia Department of Social Services logo, a 'Home' link, and a 'Quick Reference Guide' link. The main heading reads 'Helping you every step of the way'. Below this, a paragraph states: 'This web-based portal grants Virginia Adult Care and Child Welfare providers access to the application and licensure process as well as resources to help providers establish and maintain high quality services for Virginia's most vulnerable citizens.' On the right side, there is a login/register form with fields for 'Email or username' and 'Password'. Below these fields are two buttons: 'LOGIN' and 'REGISTER'. The 'REGISTER' button is highlighted with an orange box and a callout bubble containing the number '1'. Below the form, there are two images: one showing a caregiver assisting an elderly man with a walker, and another showing two women in an office setting, one pointing at a laptop screen. In the bottom right corner of the screenshot, there is a purple button labeled 'Español' which is also circled in orange.

REGISTER AN ACCOUNT

QRG

- The *User Registration* page displays. Enter the following required information: **First Name**, **Last Name**, **Email**, **Confirm Email**, **Language** (select your language preference from the *Language* dropdown menu), **Password**, and **Confirm Password**.

Note: The email address entered is your Username when logging into the portal.

Note: The Language dropdown sets the default language (Spanish or English based on selection) for the Provider when Users log in. If Spanish is selected, then this is the default language for the portal upon logging in.

Note: Passwords must contain a minimum of 12 characters and utilize at least three of the following: special characters, alphabetical characters, numerical characters or a combination of upper-case and lower-case letters.

The screenshot shows a 'User Registration' form with the following fields and buttons:

- First Name** (required)
- Last Name** (required)
- Email** (required)
- Confirm Email** (required)
- Language** (dropdown menu with "-- Select Language --")
- Create Password** (required)
- Confirm Password** (required)
- Back** button
- Sign Up** button



Callout 2 points to the registration form area, and callout 3 points to the Sign Up button.

- Click **Sign Up**.

REGISTER AN ACCOUNT

QRG

4. After clicking **Sign Up**, a new account is created in the system. The user receives an email containing a link to verify their account. Once the user clicks the **Verify Account** link in the email, they are verified and routed to the *Provider Log-In* page.

 No Reply - Licensing <no-reply-licensing@dss.virginia.gov>
 Monday, September 12, 2022 2:35:05 PM

CONGRATULATIONS! You have successfully registered your account in the Virginia Department of Social Services Licensing Programs Portal.
Your user ID is [REDACTED]

Please [click here](#) to verify your account.

You may return to the [Virginia Enterprise Licensing Portal](#) to apply for an applicable adult care or child welfare program license, manage your online account or to learn more about programs overseen by the Virginia Department of Social Services.

If you would like to learn more about adult care or child welfare programs licensed by the Virginia Department of Social Services, we suggest visiting the following resources:

ADULT CARE PROGRAMS RESOURCES
[Adult Day Care Centers \(ADCC\)](#)
[Assisted Living Facilities \(ALF\)](#)
[CHILD WELFARE PROGRAMS RESOURCES](#)

DEPARTMENT OF AGING AND REHABILITATIVE SERVICES (DARS)
[Adult Services Programs](#)
[Adult Services Auxiliary Grants](#)
[Adult Protective Services](#)

TRAINING
[Available Adult Care Training in the VLC \(Virginia Learning Center\)](#)
[VLC instructions and guidance](#)

Thank you,
Virginia Department of Social Services

REGISTER AN ACCOUNT

QRG

LOG IN TO THE PROVIDER PORTAL

From the *Provider Login* page:

5. Enter the **Username** in the *Username* text field, set at the time of registration.
Note: Your Username is the email entered when you registered for an account.
6. Enter the **Password** in the *Password* text field, set at the time of registration.
7. Click **Login**.

When login is successful, the user enters the *Provider Portal*.

The screenshot shows the login interface on the Virginia Department of Social Services website. The page header includes "A Commonwealth of Virginia Website" and "Virginia.gov | Find An Agency". The navigation bar contains "Home" and "Quick Reference Guide". The main content area features a "Login" form with the following elements:

- A "Username" text input field, highlighted with an orange callout bubble containing the number 5.
- A "Password" text input field, highlighted with an orange callout bubble containing the number 6.
- A blue "Login" button, highlighted with an orange callout bubble containing the number 7.
- Links for "Forgot your password?" and "Create an account" located below the login button.

REGISTER AN ACCOUNT

QRG

8. The *Disclaimer* page is displayed. Read the disclaimer statements to acknowledge that access to the information contained in the Provider Portal is restricted to Department of Social Services authorized users. Unauthorized access or misuse can result in violations, including fines or other actions.
9. Click **Agree**.

A screenshot of the Virginia Department of Social Services website. The page is titled "Disclaimer" and features a central information icon. The text on the page reads: "The Virginia Department of Social Services computer system, and its component parts, contains privileged customer and government information. Access to information is restricted to Department of Social Services authorized users. Unauthorized access, use, misuse, or modification of the data or the system, or unauthorized printing or release of data, is a violation of Department policy, it is also a violation of Title 18, United States Code Section 1030. Violators may be subject to criminal and civil penalties, including but not limited to a fine of up to \$5,000 and/or 5 years in prison, as set forth in Title 26, United States Code, Sections 7213 and 7431. The computer system, its component parts, and related equipment are subject to monitoring. Any and all transactions on the online system or its component parts may be monitored, recorded or analyzed. This includes, but is not limited to, accessing, communicating, transmitting, processing or storing data. Please be aware that during your visit to the system, we will record the following information: Your User ID, Date/Time of transaction, IP Address, Actions Performed. This information may be provided upon request to authorized personnel." At the bottom of the page, there are two buttons: "Decline" and "Agree". A callout box with the number "8" points to the disclaimer text, and another callout box with the number "9" points to the "Agree" button. The website header includes "A Commonwealth of Virginia Website" and "Virginia.gov | Find An Agency". The navigation menu includes "Home", "My Dashboard", "Business Entity", "Useful Links", "CRS Portal", and "Quick Reference Guide". A "Español" button is visible in the bottom right corner.

REGISTER AN ACCOUNT

QRG

SELECT BUSINESS ENTITY TYPE

10. Select the corresponding **legal (business) entity** that you are associated with from the *Business Entity Type* dropdown menu. This information is used when applying for licensure. Virginia businesses are required to register with the State Corporation Commission. The Business Entity Type selected must be the same as is registered with the SCC.

Note: Selecting the Business Entity Type is completed once during the registration process and does not need to be selected again unless you want to change the User ID (Username email required to log in) or you wish to submit a new application using a different Business Entity.

11. Click **Continue**.

A Commonwealth of Virginia Website Virginia.gov | Find An Agency

VIRGINIA DEPARTMENT OF SOCIAL SERVICES Home My Dashboard Business Entity Useful Links CRS Portal Quick Reference Guide

Please Select Business Entity Type

Individual/Sole Proprietor

Partnership

Corporation

Association

Limited Liability Company (LLC)

Public Agency

Business Trust

Religious Organization

ment; state agency, including any department, institution, authority, instrumentality,

is the owners) who share in the profits and losses of the company's business. It is (manager-managed) or by one or more managers (manager-managed). A limited liability ot liable for the obligations of the limited liability company.

BackContinue

Español

REGISTER AN ACCOUNT

QRG

12. When selecting from the *Business Entity* dropdown, the corresponding information related to that business entity is displayed (see example below).
13. Once all the required fields have been completed, click **Save and Continue**. The user is routed to the *Dashboard* page.

A Commonwealth of Virginia Website

Home My Dashboard Business Entity Useful Links CRS Portal Quick Reference Guide

Virginia.gov | Find An Agency

Business Entity - Individual/Sole Proprietor

* First Name Middle Name * Last Name

Suffix

* Mailing Address Line 1

Mailing Address Line 2

* City/County * State * Zip Code

* Phone * Email

Social Security Number Federal Employer Identification Number

Please enter either a Social Security Number (SSN) or a Federal Employer Identification Number (FEIN).

Back Save & Continue

Español

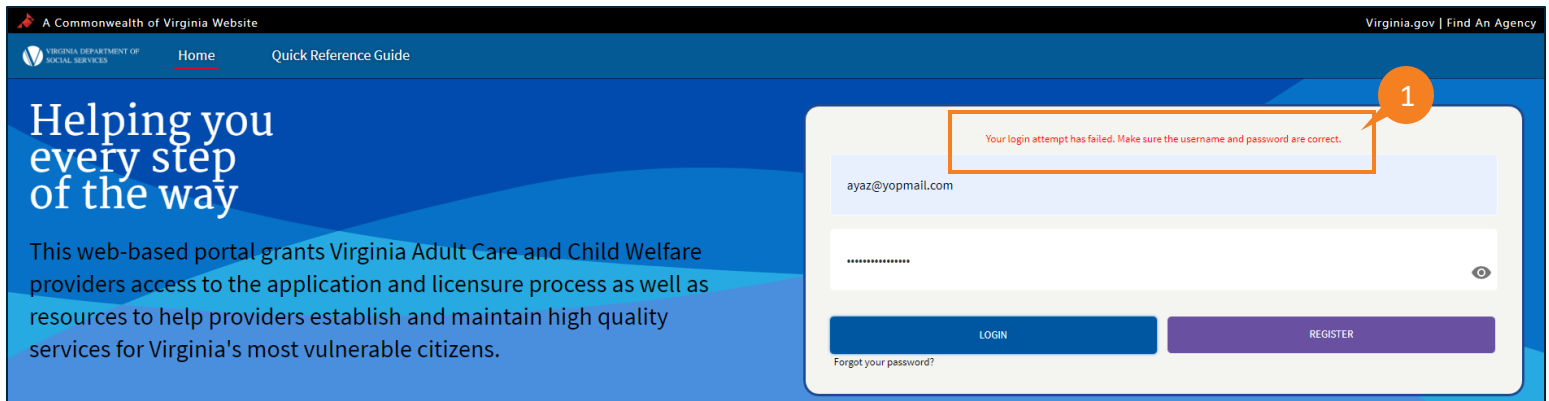
REGISTER AN ACCOUNT

QRG

PROBLEMS LOGGING IN TO THE PROVIDER PORTAL

Username and Password Entered Incorrectly

1. When the username and password combination doesn't match, the following message is displayed *“Your Login attempt has failed. Make sure the username and password are correct.”*



2. If the user enters their password incorrectly 3 times, then the account is disabled for a period of 30 minutes. After an account has been disabled and subsequently enabled after 30 minutes, the user can successfully log in to the system by entering the correct username and password.

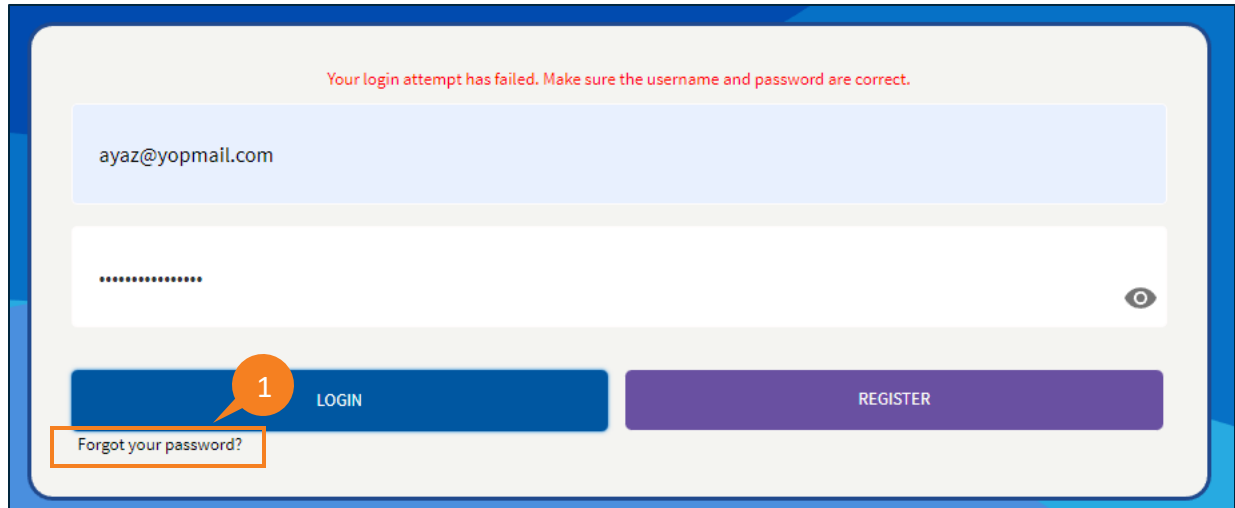
REGISTER AN ACCOUNT

QRG

PROBLEMS LOGGING IN TO THE PROVIDER PORTAL

Forgot Password

1. When the user forgets their password, click the **Forgot your password?** link located below the *Login* button.



REGISTER AN ACCOUNT

QRG

PROBLEMS LOGGING IN TO THE PROVIDER PORTAL

2. The **Password Reset** is displayed asking the user to enter their **Username**.
3. When the username has been entered, click **Reset Password**. Instructions on resetting your password are sent to the email address associated with your account.

A screenshot of the Virginia Department of Social Services website showing a "Password Reset" form. The form is centered on a blue background. At the top of the page, there is a navigation bar with "A Commonwealth of Virginia Website" on the left and "Virginia.gov | Find An Agency" on the right. Below the navigation bar, there are links for "Home" and "Quick Reference Guide". The form itself has a light blue header with the title "Password Reset". Below the title, there is a message: "To reset your password, we'll need your username. We'll send password reset instructions to the email address associated with your account." There is a white input field labeled "Username". Below the input field is a blue button labeled "Reset Password". At the bottom of the form is a "Cancel" link. Two orange callout boxes with numbers "2" and "3" are present. Callout "2" points to the "Password Reset" title, and callout "3" points to the "Reset Password" button.

REGISTER AN ACCOUNT

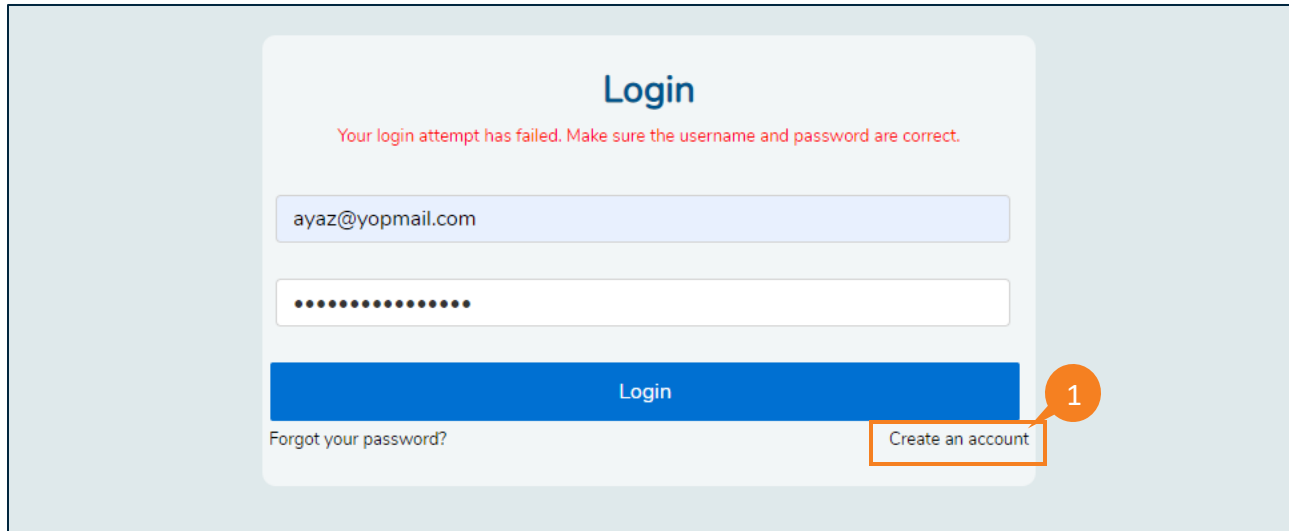
QRG

PROBLEMS LOGGING IN TO THE PROVIDER PORTAL

Not Registered Yet

Providers who have not registered yet can click on the **Create an account** link from the *Login* page to navigate to the *User Registration* page and to register in the system.

1. Clicking the **Create an account** link from the *Login* Page directs the user to the *Registration* page.



The screenshot displays a login form with the following elements:

- Title:** Login
- Message:** Your login attempt has failed. Make sure the username and password are correct.
- Username Field:** Contains the text "ayaz@yopmail.com".
- Password Field:** Contains a series of dots representing a masked password.
- Login Button:** A blue button labeled "Login".
- Forgot your password?:** A link located below the login button.
- Create an account:** A link located at the bottom right of the form, highlighted with an orange box and a callout bubble containing the number "1".