

A top-down view of a group of children and adults sitting on a colorful play mat. They are looking at educational cards with letters and numbers. The mat is made of interlocking foam tiles in various colors like blue, yellow, green, and purple. There are toys and a green chair visible in the background.

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.

The screenshot shows the SSP Dashboard interface. At the top, a navigation bar contains the following items: **Dashboard** (highlighted with a red box and a red arrow pointing down), **My Associations**, **View Statements & Documents** (with a dropdown arrow), and **FAQ**. Below the navigation bar, the dashboard is divided into several sections:

- Top Left:** A large brown box with the text "There is no action required as of today." A callout box points to this area.
- Top Right:** A section titled "Certification & Payment Activity" with the text "There are no Certification and Payment Activity records available." A callout box points to this section.
- Bottom Left:** A section titled "Certification for Current/Past Months" with the text "There are no certification records available." A callout box points to this section.
- Bottom Right:** A section titled "Attendance Submission for Current/Past Months" containing a table and a "Download Attendance Form" button. A callout box points to the button.

Four blue callout boxes provide additional context:

- Top Left: "This area will display messages based on action needed or activities currently available."
- Top Right: "This is where you can view past certifications and payments."
- Bottom Left: "Certification is completed here."
- Bottom Right: "Submit attendance records here."

Service Month	Attendance Status	Action
October 2022	Not Available	<input type="button" value="Upload"/>

- 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.

NORTH Dakota Be Legendary.
Health & Human Services

My Account

Dashboard **My Associations** View Statements & Documents My Registration Fee FAQ

My Associations

View My Associations

Child Name	Caretaker Name	Level of Care	Association Begin Date	Association End Date
Yellow Apple	Granny Smith	Full Time	08/01/2022	12/31/2022
Red Apple	Granny Smith	Full Time	08/01/2022	12/31/2022
Green Apple	Granny Smith	Full Time	08/01/2022	12/31/2022

Items per page: 5 1 - 4 of 4

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

The screenshot displays the North Dakota Health & Human Services website interface. At the top left is the logo with the text "NORTH Dakota Be Legendary. Health & Human Services". The top navigation bar includes "Dashboard", "My Associations", "View Statements & Documents" (highlighted with a red box and a red arrow pointing to it), "My Registration Fee", and "FAQ". The "View Statements & Documents" dropdown menu is open, showing "View Statements And Documents" and "Upload Documents". Below the navigation bar, the "View Statements & Documents" page is shown, featuring an introductory paragraph and a list of document categories, each with a plus icon:

- Remittance Payment Notice
- Tax Documents
- Certification Notice
- Provided by you
- Other Miscellaneous Notices

- “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.

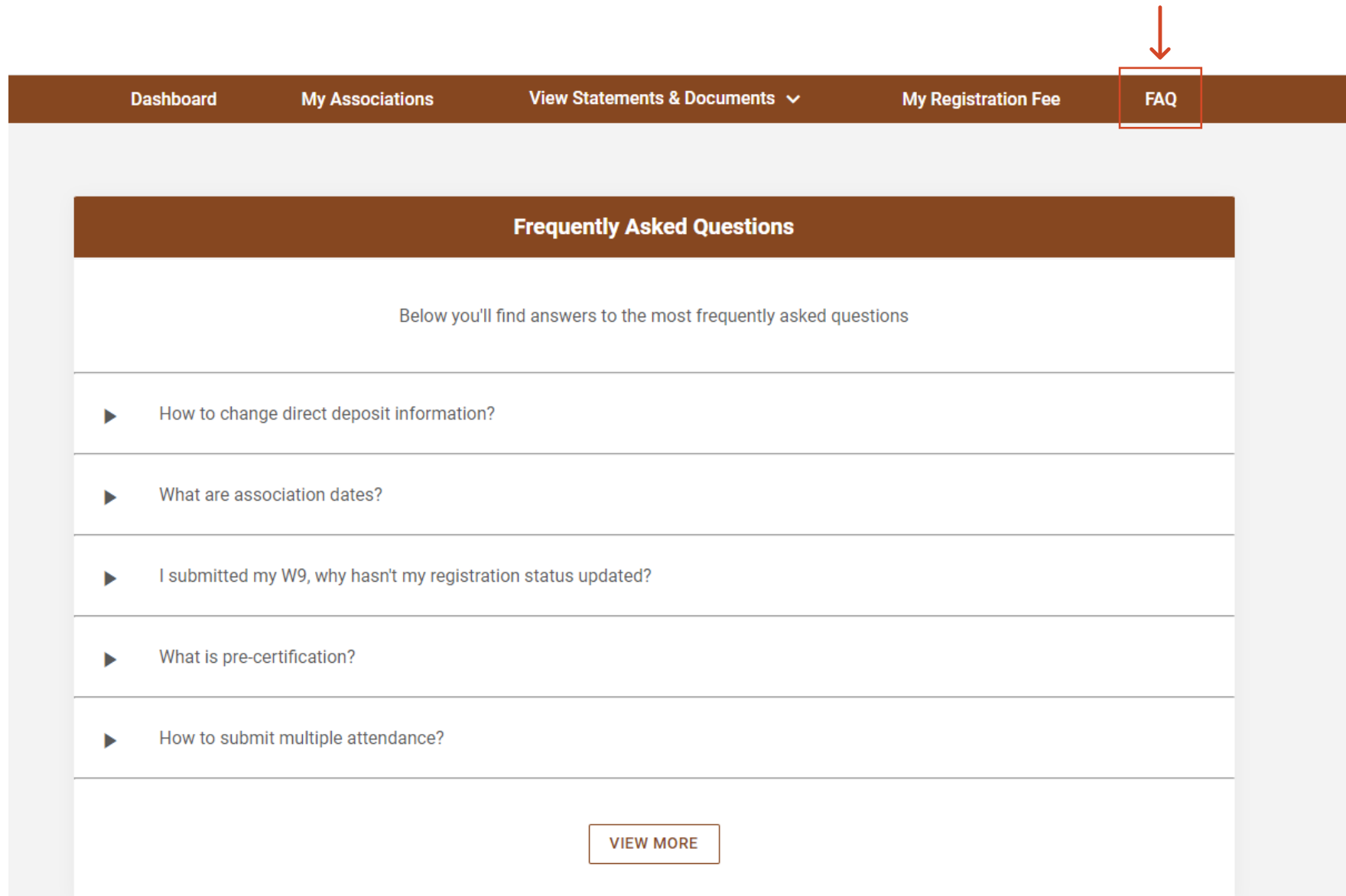
The screenshot displays the user interface for the "My Registration Fee" section. At the top left is the logo for North Dakota Health & Human Services. The top navigation bar includes links for Dashboard, My Associations, View Statements & Documents, My Registration Fee (highlighted with a red box and a red arrow), and FAQ. On the top right, there is a "My Account" dropdown menu and a notification bell icon.

The main content area is titled "My Registration Fee" and contains a section for "View My Registration Activity". This section includes a search bar and a table with the following data:

Year	Amount (\$)	Action
2022	\$0	SUBMIT VIEW

Below the table, there is a pagination control showing "Items per page: 5" and "1 - 1 of 1" with navigation arrows.

- Frequently asked questions (FAQs) can be found using the top menu.



- Additional options are available in the “My Account” dropdown.

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Health & Human Services

Dashboard My Associations View Statements & Documents My Registration Fee FAQ

My Account ▾

- Provider Details
- Address Details
- W-9 Details
- Direct Deposit Details
- Communication Settings
- Profile Access Settings
- Logout

Pre-Certification for Nov 2022 month is available now!
Payments will be processed first day of the following month. Additional Information is available here
[View Associations >](#)

CERTIFY Due Oct 25, 2022 ⓘ

Certification & Payment Activity

Date	Description	Amount
10/26/2022	October Month Certified	\$1860

[View Certification & Payment Activity](#)

Certification for Current/Past Months

Service Month	Current Certification Status
November 2022	Not Certified
October 2022	Certified

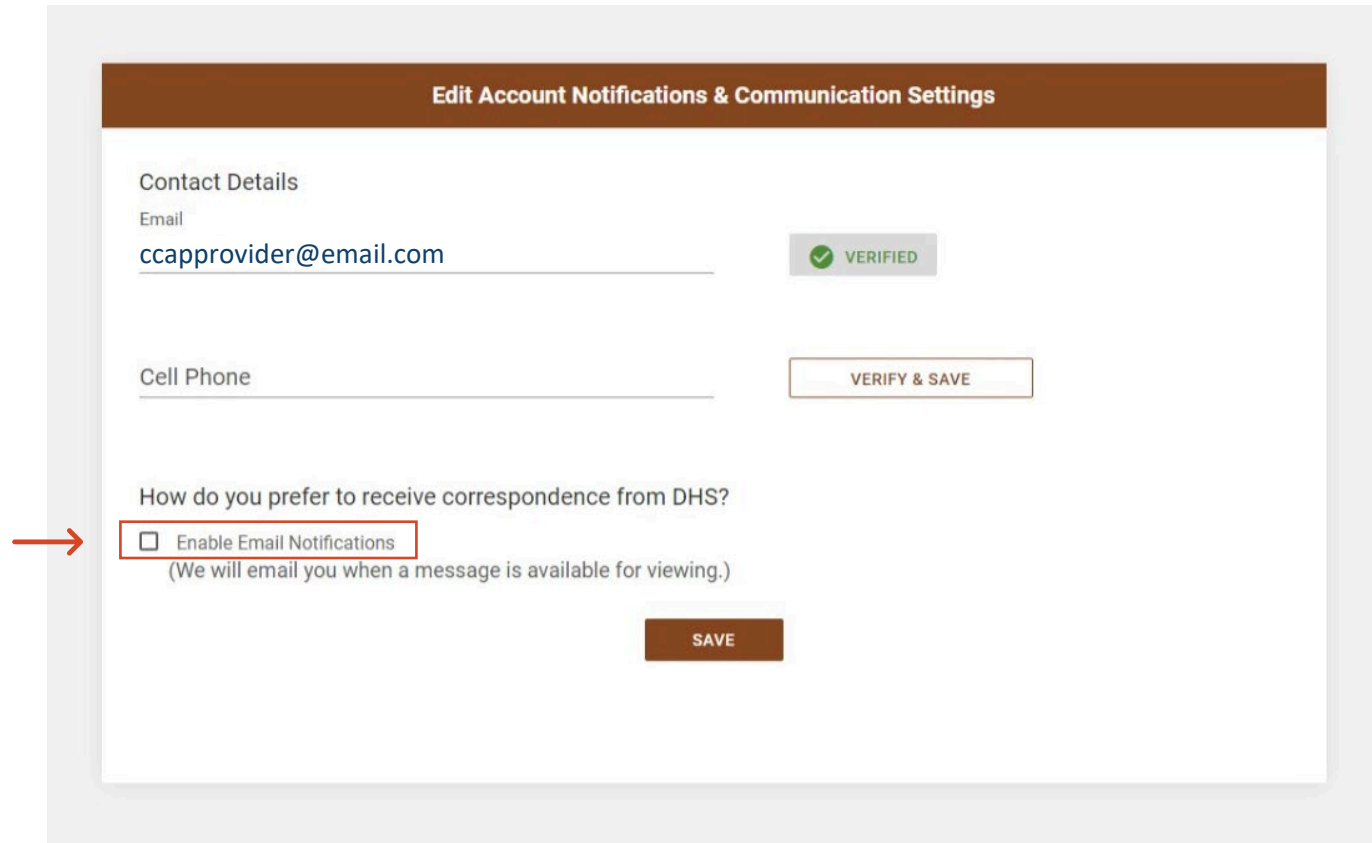
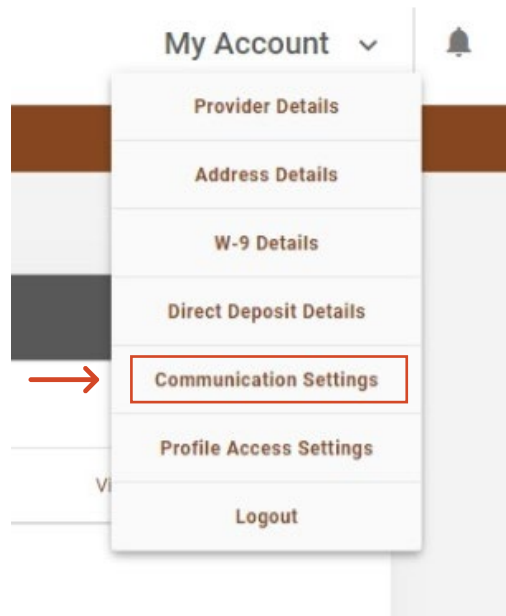
[View Old Certifications](#)

Attendance Submission for Current/Past Months

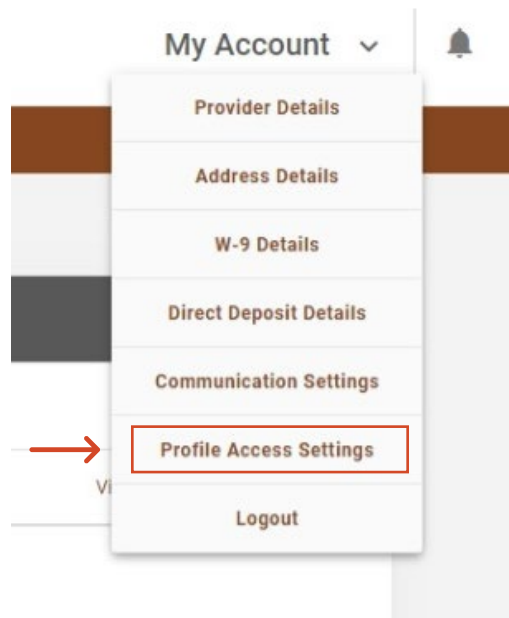
Service Month	Attendance Status	Action
October 2022	Submitted	View Upload

[Download Attendance Form](#)

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



- 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.

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
<input type="checkbox"/>	ccaprovider@email.com	ccaprovider@email.com	<input type="button" value="REMOVE"/>