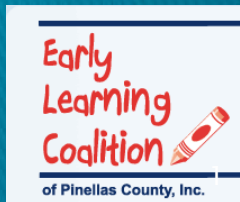


ELC of Pinellas Portal

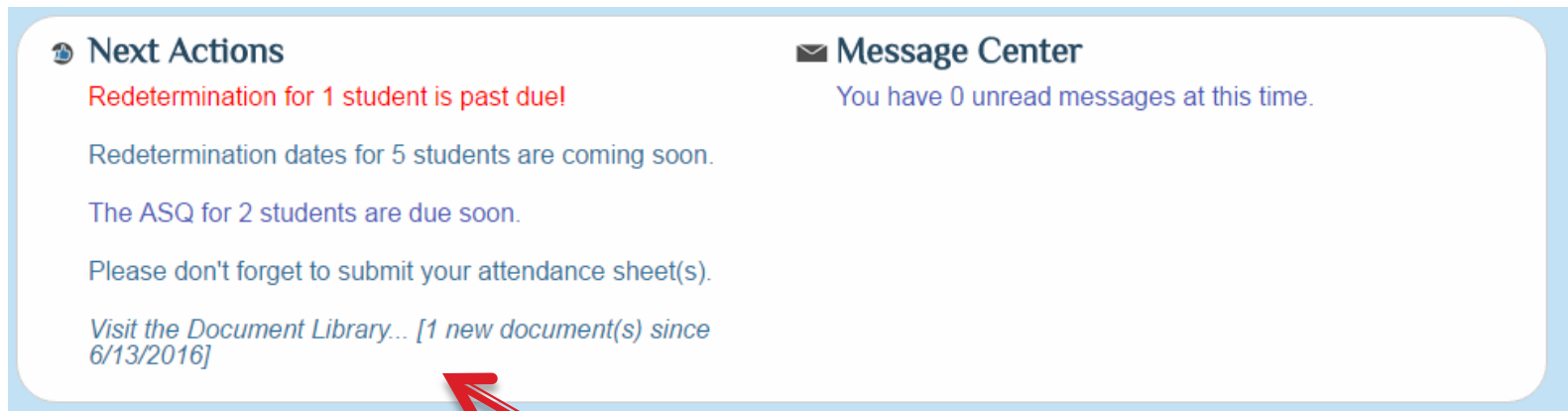
Provider Portal Document Library Instructions



Welcome to the ELC Pinellas Provider Portal

The Document Library is your new electronic filing system where you can upload, download and store all correspondence required by the Early Learning Coalition.

The Document Library link is located on the Dashboard as shown below



Next Actions

Redetermination for 1 student is past due!

Redetermination dates for 5 students are coming soon.

The ASQ for 2 students are due soon.

Please don't forget to submit your attendance sheet(s).

[Visit the Document Library...](#) [1 new document(s) since 6/13/2016]

Message Center

You have 0 unread messages at this time.



Folder: All Documents

- ▶ All Documents will be displayed in Uploaded By order

[Dashboard](#) » Document Library

Folder: All Documents

Select Folder : All Documents

Filters

Expired Documents: Documents about to expire:

Show 10 entries Search

Document Name	Description	Folder	Expiration Date	Uploaded By	File Upload Date
---------------	-------------	--------	-----------------	-------------	------------------



Downloading Documents


- ▶ Click on the blue hyperlink to download a document


Select Folder : All Documents

Filters

Expired Documents: Documents about to expire:

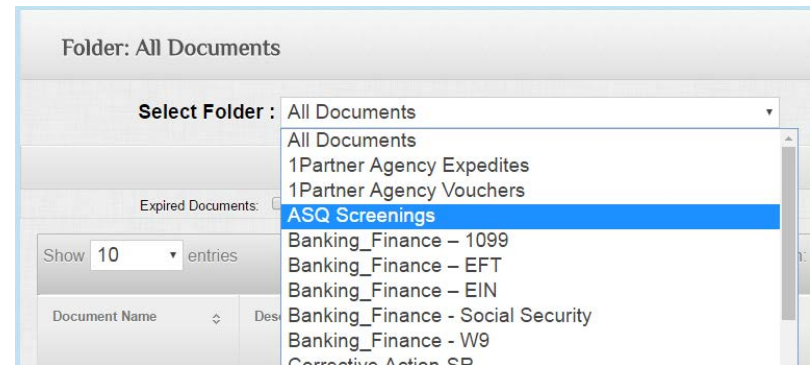
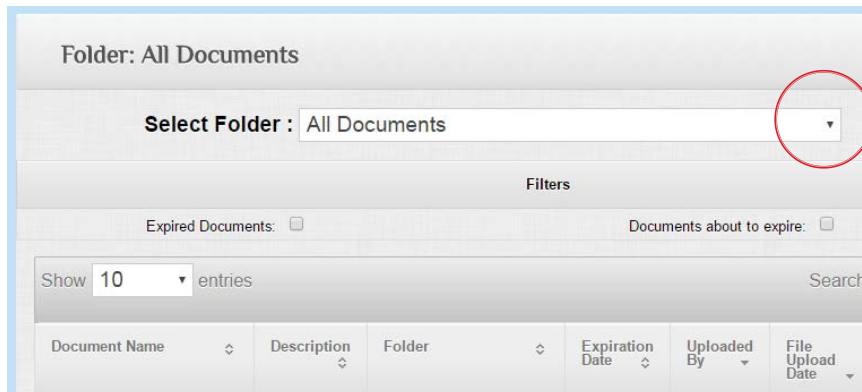
Show 10 entries Search:

Document Name	Description	Folder	Expiration Date	Uploaded By	File Upload Date	Status
 VPK April PD-05262016 094528.pdf	REIMB_VPK-Payment Details			Lewellyn Ippolitto (Staff)	5/26/2016 12:53:20 PM	Active



Selecting Folders

- Select the down arrow to display the list of available folders
- Select the appropriate folder for the document(s) you are going to upload



Selecting Folders

- For example, if you are uploading SR certificate vouchers
- Select the **Enrollment_SR-Cert Vouchers** folder as shown below
- Select **+ ADD NEW DOCUMENT** button

Folder: Enrollment_SR-Cert Vouchers

Select Folder : Enrollment_SR-Cert Vouchers

UPLOAD DOCUMENT

Select file:

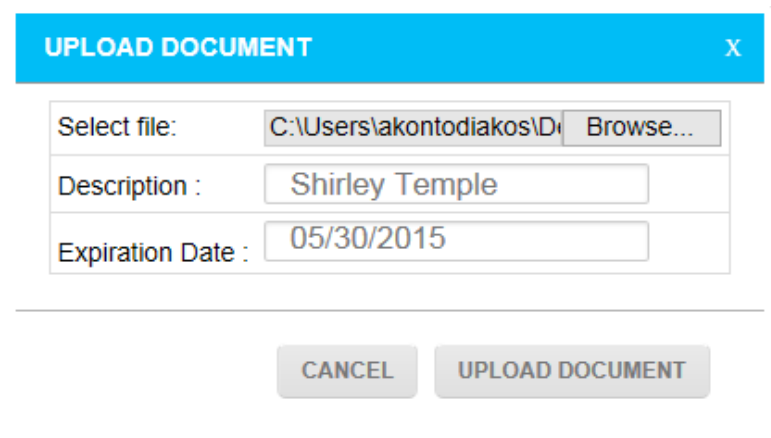
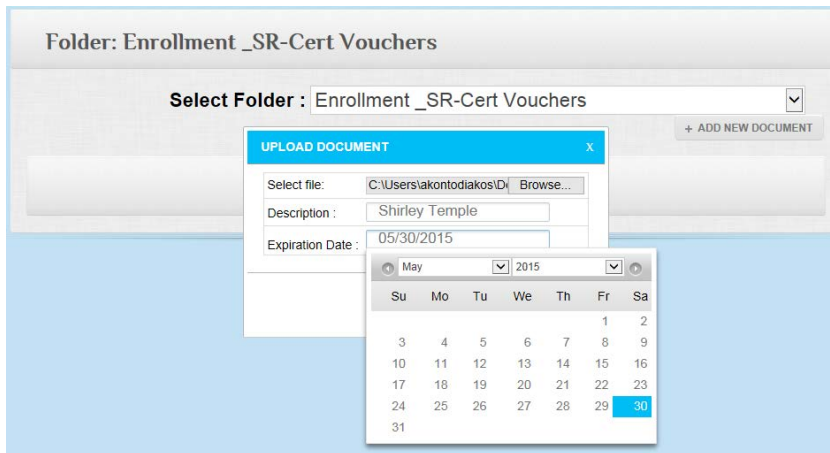
Description :

Expiration Date :



Uploading Documents

- Select the **Enrollment_SR-Cert Vouchers** folder as shown below
- Select **+ ADD NEW DOCUMENT** button
- Select **Browse** to choose the document(s) from your computer, tablet, etc.
 - Description: Add Child(ren) Names
 - Expiration Date: Select today's date
- Select **UPLOAD DOCUMENT** button



Verify the Upload


- Select the folder where you uploaded the document
- Verify that the document has been uploaded as shown below

[Dashboard](#) » Document Library

Folder: Enrollment _SR-Cert Vouchers

Select Folder :

Search:

Document Name	Description	Expiration Date	File Upload Date
 TEST.docx	Shirley Temple	5/30/2015	5/30/2015 11:39:39 AM



Questions

- Should you have any questions email us at helpdesk@elcpinellas.net or contact Argie Kontodiakos at 727.400.4474