

## **EPICS Child Care Provider Dashboard**

The EPICS Child Care provider dashboard was designed for **childcare providers**. Owners, Directors, and Administrators of licensed and registered child care programs are encouraged to utilize EPICS Child Care provider dashboard.

## Benefits of accessing this user-friendly platform include:

- Accept and decline childcare contracts online
  - Email notifications for pending, approved or denied contracts
  - View/print all childcare contracts
- Manage Employees
  - Identify employee activation and inactivation
  - Update address and contact information
  - View certification information
- View childcare payments and remittances
  - Optional: choose to go paperless
- View of childcare certifications
- Resources/Informational hyperlinks

For **EPICS Child Care Provider Dashboard** information and support visit: <a href="https://bit.ly/EPICSProvider">https://bit.ly/EPICSProvider</a>

## **How to access**Provider Dashboard?

Providers will need to have an account with New Mexico Early Learning System (NMELS).

- Create a free NMELS account here: https://nmels.org
- Providers will need to take a 30-minute training on the on the New Mexico Early Learning System (NMELS) website.
- Upon completion of training, provider will be prompted to complete a request form and ECECD will grant access.

Providers must utilize the provider dashboard to ensure they and their employees are eligible for upcoming one time incentive payments.

