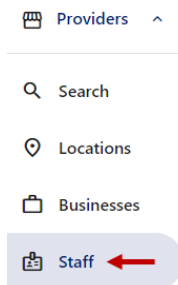


TX Child Care Connection – How to Verify Provider Email

Admin members can verify the email the Provider will use to log into their Provider Portal. **Note:** There are **three** methods to check. They can be found on the **Provider Staff** page, **Provider Location** page, and **Reports** page.

Provider Staff Page

A Press **Staff** under **Providers**.



B Search for the email of the Staff Member using the search bar.

Staff

A search bar with the placeholder text "Filter by name or email" and a magnifying glass icon. To its right is a blue button labeled "Upload". A red arrow points to the search bar.

C Click on the **name** in the search results. The Provider's email is displayed next to the name.

A screenshot of a table titled "Staff". It has a search bar at the top with "txprovider@abc.com" entered. Below the search bar is a table with three columns: "Name", "Email", and "Last login".

Name	Email	Last login
Miss Director	txprovider@abc.com	October 30, 2023 at 3:48 PM

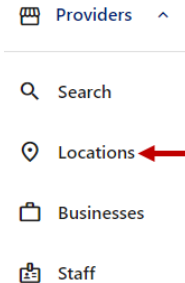
The "Email" and "Last login" cells for the first row are highlighted with red boxes.

Note: If the Provider has never logged in, they will have an **unknown name**. Search for these individuals by email instead. Go to **Step H** to continue with this method.

Note: If no results are found, the email is not added or found in the system.

Provider Location Page

D To view the email through a second method, press **Locations** under **Provider**.



E Search for the name of the **Provider's Business** using the search bar.

A search bar with the placeholder text "Filter results by name" and a magnifying glass icon. To its right is a blue button labeled "Assign". A red arrow points to the search bar.

Locations

Child care provider

Team County

F Click on the **Provider's Business** in the search results.

☐ Name

☐ [ABC Academy](#)

A red arrow points to the text "ABC Academy".

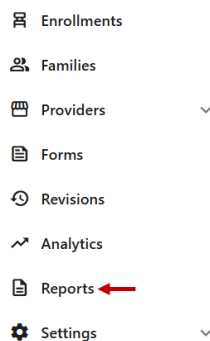
- G** Use the scroll bar to locate the **Licensed email** under the **Contact Information** section. This shows the email address the Provider must use to log in to **TX3C Availability Portal (Provider Central)**.

Licensed email

Note: This information is from the State licensing system and cannot be updated on this system.

Reports page

- H** For the third method, click on **Reports** from the left navigation.



- I** Search for the **Provider Access Analysis** report using the search bar and select the report from the search results.

Name	Type
Copy of Provider access analysis	Businesses
Provider access analysis	Businesses

- J** The system generates the report. The **Member Email** column shows the provider's email address for logging in to the TX3C Availability Portal (Provider Central).

Provider access analysis

ID	Name	Member.ID	Provider.ID	Member.Email	Provider.Unique License Number	Provider.Licensed email
0006d2f0-14d3-42ae-bd48-c2d8b90b9083		683e9e1e-ddf8-43ca-ad55-f0acd7f7b7a	cbc36a63-3d11-4990-a7f7-f145fa1774f5	txprovider@abc.com		
000b8b65-bd7d-4f9e-ae14-5f0266974ee4		ef1ce481-b126-4b45-8ae4-a8b85a9bdf99	4a4aeadd3-f8f9-4c01-880c-a6c096b0ae2b			
000b8b65-bd7d-4f9e-ae14-5f0266974ee4		ef1ce481-b126-4b45-8ae4-a8b85a9bdf99	7d9534b3-6071-4880-80b5-333aaa780fe6			
000d5c9c-5621-4be9-b9da-eadd671f8b17a		73e837fd-3df7-48af-8e9b-a45007619ccb	b9a0839b-2e1a-4e59-9452-65cb2d3f2de2			
00121aee-0d6a-480a-82f8-0dfce56d0c29		3c38e7ca-b4ec-4ef0-8850-5b892d6c8f8	ea63c596-e510-49f0-8afc-aec4266cecb			
001d53f2-0b35-4b7c-a64f-762892717edf		196ba9d4-8858-4f9d-88f8-0790d38e5778	cb2f055c-1478-4abb-b87c-6063a5cc24db			