Accessing the Provider Portal
The link to access the Provider Portal is https://providerservices.floridaearlylearning.com.

Creating a Provider Portal Account
First-time Provider Portal users must register for an account to access the Provider Portal. Provider Portal users with multiple provider sites should begin by registering only one site location. This could be the provider’s primary, flagship or main location. Once a Provider Portal account registration request is approved for one provider site, the provider user will be able to create accounts for additional sites after logging on to the Provider Portal.

Click the here link to start the new account registration process and the following page will display:

A Provider Portal user must enter the taxpayer identification number (from the provider), the provider identification number (from the early learning coalition) and the Department of Children and Families (DCF) license, registration, exemption number or type the word “EXEMPT”. Providers may enter “EXEMPT” if they do not have an exemption number from DCF.

The Provider Portal user must click the Verify License Details button to complete step 1 of the Provider Portal account registration process.
If a match is found for the submitted information, the following message will display:

Provider Data Found

We found the following Provider data which corresponds to the license information that you entered. If we’ve correctly identified your provider, click Yes to pre-fill sections of the registration form. Otherwise, click No and try again with different license information.

Business name: 4 Kids Academy
Doing Business As name: 4 KIDS ACADEMY
Owner name: SARINA

Is this your provider?

Yes  No

If the information is not correct, click the No button and contact the local early learning coalition.

If the information is correct, click the Yes button. On the next screen, the registration information will be populated by the system, with the exception of User Information.

If a match is not found for the provider information, the following message will display:

No Matching Provider Data Found

Taxpayer or Provider ID:   0000000000
License/Registration/Exemption #:   EXEMPT

We were not able to find matching provider site or principal business data to the specified taxpayer/license information. If you are a new provider, this situation is to be expected.

If you have reason to expect that your information should be in our provider system, please re-enter your license information and try again or contact your early learning coalition for assistance.

OK
After filling in the required information (noted with a red asterisk *), the Provider Portal user must click the **Register** button to complete the registration process.

**License Details**

**Taxpayer or Provider identification number** *

34534534545

**License/Registration/Exemption number, or EXEMPT** *

EXEMPT

**Business Details**

**Business name associated with your taxpayer identification number** *

**Owner/Operator name** *

**Principal Address line 1** *

**Principal Address line 2**

**Principal City** *

**Principal State** *

**Principal Zip code** *
Location Details

Doing Business As name (DBA)*

Provider type *

Legal status *

Contact person phone number *

Physical Address of Facility

☐ Facility address is the same as principal address.

Address line 1 *

Address line 2

City *

State

Florida

Zip code *

County of physical location *

--please select a value--
User Information

First name

Middle name

Last name

Account user name (must be a valid email address)

Confirm account user name

Password (must contain at least 8 characters)

Confirm password

Register
After clicking the **Register** button, the following message may display:

Click the **Select this** radio button to accept the standardized United States Postal Service (USPS) address or the Entered Address if the USPS Address is not found. Then, click the **Apply** button to continue. If the Provider Portal user clicks the **Close** button, the user will be taken back to the previous screen to re-enter the address information.

Once the Provider Portal user submits an account request, the following page will display:

The Provider Portal user should access the email address used in the account and find the email sent by **DONOTREPLY@oel.myflorida.com**.

If the registration request is approved, the following email will be sent by **DONOTREPLY@oel.myflorida.com**.
The Provider Portal user can log on to the Provider Portal at https://providerservices.floridaearlylearning.com.

**Troubleshooting a Provider Portal Account Error Message**

If the Provider Portal user receives the following message, contact the local early learning coalition to verify that the taxpayer identification number matches the OEL database.

**The license number belongs to a provider/business that is associated with a different taxpayer identification number.**

If the Provider Portal user receives either of the following messages, contact the local early learning coalition to determine if a provider portal account has already been created.

**The license number belongs to a provider that is already associated with a registered account.**

If the Provider Portal user receives the following message, contact the local early learning coalition to determine if the user name (email address) has been used in the Family Portal. The coalition may need to consult with OEL to make this determination. If a user name has been used in the Family Portal, even if an application was not created, OEL will have to remove the user name from the database so it can be used in the Provider Portal. If a provider has improperly used a user name to complete SR or VPK applications for a parent, the provider must contact that parent to get a replacement user name for that application so the provider’s user name can be used in the Provider Portal. Another option is for the provider to pick another user name to use in the Provider Portal.

**Account user name (must be a valid email address)**

oeldemonstration+pb@gmail.com

User name "oeldemonstration+pb@gmail.com" is not available.