



# Guide for Providers

Hello Provider,

Below we have provided a guide to help you navigate through Sofcare, our new and current child care database available to you, which includes NEW and updated features. You can access this advantage at [www.mysofcare.com](http://www.mysofcare.com)

Once you have reached the site you will sign in as a provider through the FCC Portal as shown below:



Login

FCC Portal

Parents

Contact Us

Try it Free

## Parent Fees Made Simple!

- ✓ Parent Fee Management
- ✓ Accurate Meal Claiming
- ✓ FCC Network Management

Try SofCare for Child Care Providers

NAME	ID	BEGIN BALANCE	FEE	AMOUNT DUE	AMOUNT PAID	END BALANCE
Janet Ericson	322	0.00	112.00	112.00	112.00	0.00
Diane Devlin	280	0.00	70.00	70.00	0.00	70.00
Rodney Johnson	175	75.00	10.00	85.00	35.00	50.00
Ellen Samuels	254	25.00	120.00	145.00	145.00	0.00
James Smith	521	50.00	19.00	69.00	55.00	14.00

Track fee payments & balances

There you will be able to log in with the username and password provided by our network →

(If you have not received a username or password please let the network know)



## FCC Portal Login

Providers: Please fill in your credentials to login.

Network ID

Username

Password

Login

## Once logged in you will see the following home page

The screenshot shows the SofCare home page. On the left is a navigation menu with items: Dashboard, Portal Help, Sign In Help, Attendance, and Receipts. Below the menu is a quote: "You will never win if you never begin." -Helen Rowland. The main content area features a "Parent Sign In/Out" link with a calendar icon. Below this is a table with the following data:

Name	Physical Due	Recert Due	Dental Due
Jane Doe 1	03/29/2023	03/25/2023	03/28/2023

Below the table is a "Portal Bulletins" section with two "Network News" items. The first item contains the text: "Professional Learning Day - 3/18/2023", "All providers closed and expected @ 8 AM at 297 Livingston Street", and "Thank you". The second item is empty.

At the top right of the page, there is a green button that says "Hello Madelyn Diaz!" with a dropdown arrow.

## The homepage contains various features broken down below

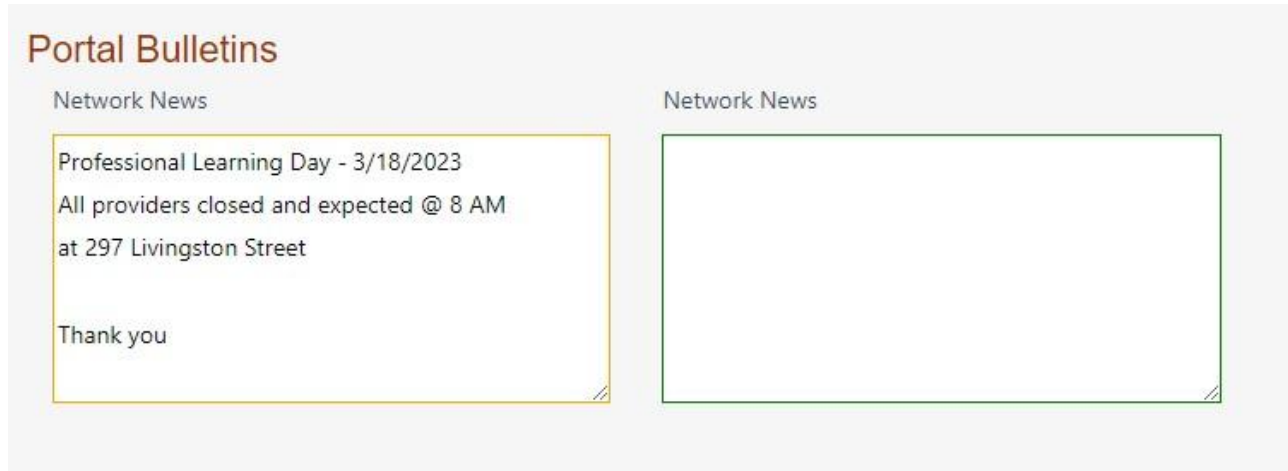
- 1) Here you can see all the children enrolled in your program as well as any important documentation that may be due for the child such as recertifications, dental and/or physical forms.

You also have the option to log attendance for each child where it says **Parent Sign In/Out** (this is optional)

This screenshot is a cropped version of the SofCare home page, focusing on the "Parent Sign In/Out" link and the table of due dates. The table contains the same data as in the previous screenshot:

Name	Physical Due	Recert Due	Dental Due
Jane Doe 1	03/29/2023	03/25/2023	03/28/2023






## 2) Below the children enrolled you will find the Portal Bulletins



Here you can find important announcements updated monthly by the network for both Network and 3K SDY children such as closures, PL days, holiday etc. (see example in image above)

**Yellow Box - Announcements for Network Children = Infant, Toddlers, 3K EDY**  
**Green Box - Announcements for 3K SDY**

## 3) The left side contains a task bar list

-  **Dashboard** → the dashboard tab will bring you back the main page
-  **Portal Help** → 90 second video guiding and explaining how to use the portal
-  **Sign In Help** → 2 min. video explaining how to log attendance if you choose to do so
-  **Attendance** → attendance is confirmed here, access to attendance report
-  **Receipts** → access to provider payment receipts

**We hope this guide has been beneficial to you. As a Network we pride ourselves in making sure our providers have access to all the resources available to them in order to thrive and continue to grow as a family.**

**Please feel free to contact us at any time should you have any questions or concerns in regards to this new childcare database.**

**Thank you!  
PS FAMILY NYC**