

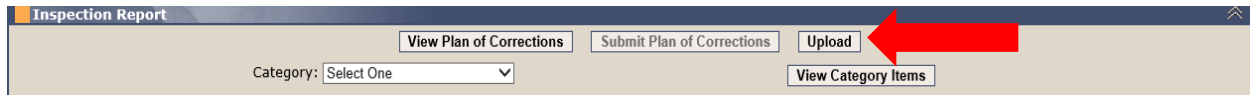
Uploading/Viewing Supporting Documents for Plan of Correction

Beginning August 8, 2019 child-care providers will have the ability to upload/view documents when submitting a plan of correction on the Provider Portal. Document types that are accepted are Word documents (doc, docx), Adobe documents (pdf), EXCEL spreadsheets (xls, xlsx), and images (tiff, jpeg).

Before clicking the “Submit Plan of Correction” button on the “Inspection Report” section, documents may be uploaded to support the plan of correction.

To upload a document:

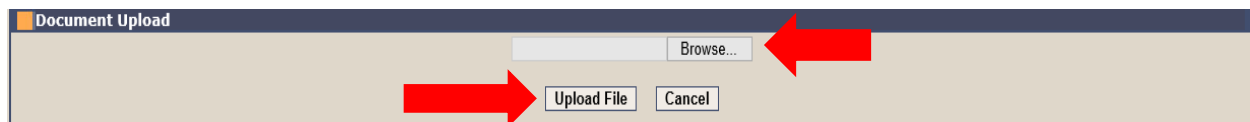
Click the “Upload” button. This will display the “Document Upload” section.



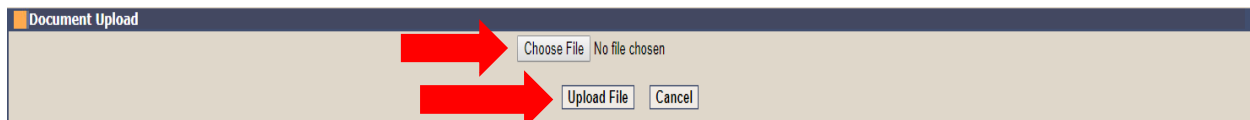
Internet Explorer: Click the “Browse” button in the “Document Upload” section

Chrome: Click the “Choose File” button in the “Document Upload” section

Locate the document on your machine that is to be uploaded. Once the document is selected, click the “Upload File” button.



Internet Explorer



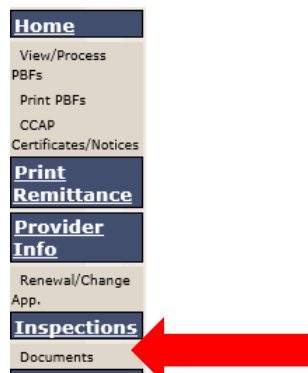
Chrome

A message will be displayed at the top of the “Plan of Corrections” screen when the document has been successfully uploaded.



To view an uploaded document:

Click on the “Documents” link under the “Inspections” tab on the left menu bar.



Uploading/Viewing Supporting Documents for Plan of Correction

Click on the "Inspection ID" in the "Inspection Documents Information" section.

Inspection Documents Information			
Inspection ID	Inspection Type	Inspection Date	Submission Date
126531	Initial Application	1/23/2019	

Click on the "View" link beside the desired document in the "Inspection Documents" section.

Inspection Documents				
	Document Name	Document Type	Uploaded From	Upload Date
View	Consent.pdf	PDF	Provider Portal	6/12/2019
View	Consent.pdf	PDF	Provider Portal	6/12/2019

A document that has been uploaded for a plan of correction can be viewed before and after the plan of correction is submitted.