

ARISE Provider Portal – Registration

The Alabama Department of Human Resources has implemented Arise, a new childcare management system with a provider portal. Providers must now register on the provider portal to receive reimbursement, track attendance, schedule inspections and submit applications.

How to Register as a Provider on the Arise Provider Portal?

The following is a quick step-by-step guide to register as a Provider!

Opening the Provider Portal leads to the following Login/Registration Page:

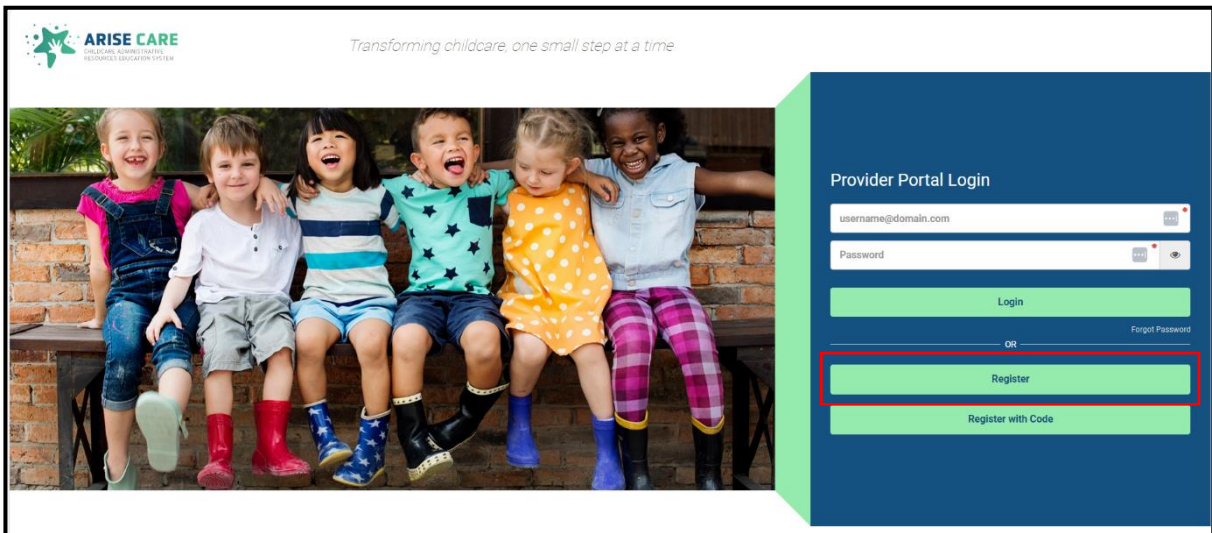


Figure 1: Login Page

New users may begin their registration on the Provider Portal by directly clicking on the ‘Register’ button.

This will then direct you to the New User Registration page, as follows:

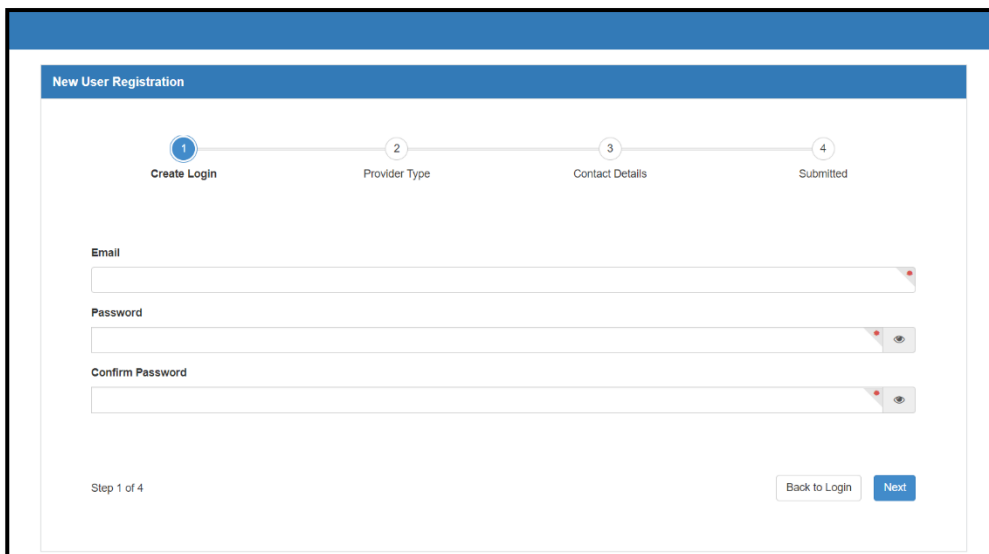
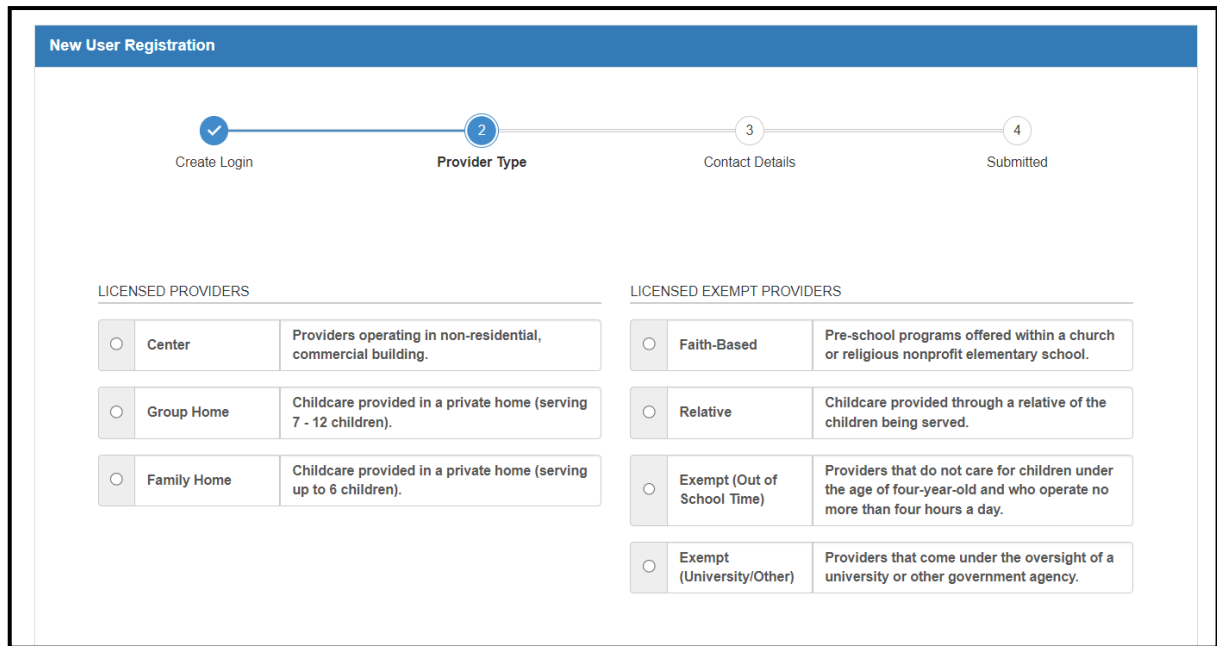


Figure 2: Create Login

On the New User Registration page:

1. Enter all relevant details (including the email ID and password you would like associated with this account)
2. Click on the 'Next' button to proceed
3. You will then be directed to the Provider Type Page

On this screen, you will see a variety of options that you may choose from. These options are divided into two broad categories – “Licensed Providers” and “Licensed Exempt Providers”.



New User Registration

Progress: 1. Create Login (✓) 2. **Provider Type** 3. Contact Details 4. Submitted

LICENSED PROVIDERS		LICENSED EXEMPT PROVIDERS	
<input type="radio"/> Center	Providers operating in non-residential, commercial building.	<input type="radio"/> Faith-Based	Pre-school programs offered within a church or religious nonprofit elementary school.
<input type="radio"/> Group Home	Childcare provided in a private home (serving 7 - 12 children).	<input type="radio"/> Relative	Childcare provided through a relative of the children being served.
<input type="radio"/> Family Home	Childcare provided in a private home (serving up to 6 children).	<input type="radio"/> Exempt (Out of School Time)	Providers that do not care for children under the age of four-year-old and who operate no more than four hours a day.
		<input type="radio"/> Exempt (University/Other)	Providers that come under the oversight of a university or other government agency.

Figure 3: Provider Type Page

Here, **Licensed Providers** refers to those users who wish to set up a childcare facility that will require a **state license** to be a legally functioning entity.

There are three options under this category:

1. Center
2. Family Home
3. Group Home

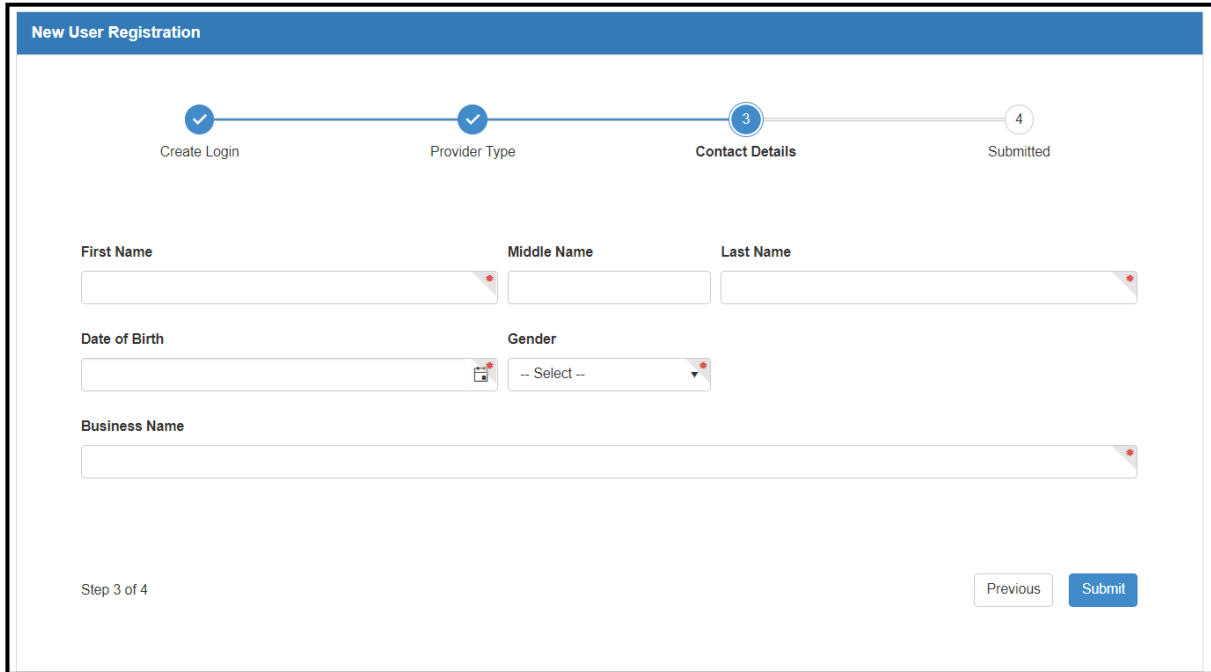
On the other hand, **Licensed Exempt Providers** are those who **do not require a state license** to provide their childcare services.

There are four options under this category:

1. Faith-based
2. Relative
3. Exempt (out of school time)
4. Exempt (university/other)

Based on the brief descriptions provided, choose the option that fits most closely with the kind of service that you wish to provide.

Following this, click on the 'Next' button and you will be directed to Step 3 on the New User Registration page – Contact Details.



New User Registration

Progress: 1. Create Login (✓) 2. Provider Type (✓) 3. **Contact Details** 4. Submitted

First Name Middle Name Last Name

Date of Birth Gender

Business Name

Step 3 of 4

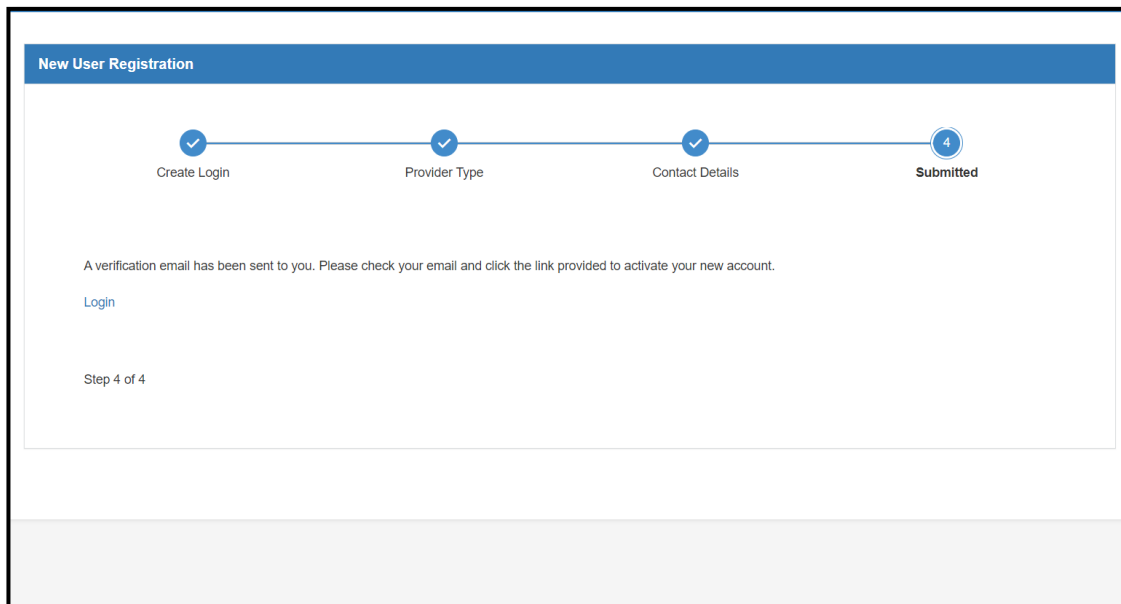
[Previous](#) [Submit](#)

Figure 4: Contact Details Page

On the Contact Details Page:

1. Fill in all mandatory details (marked with a red asterisk on the top right corner)
2. Click on the 'Submit' button

Following this, you will be taken to the fourth and final step of the registration process.



New User Registration

Progress: 1. Create Login (✓) 2. Provider Type (✓) 3. Contact Details (✓) 4. **Submitted**

A verification email has been sent to you. Please check your email and click the link provided to activate your new account.

[Login](#)

Step 4 of 4

Figure 5: Step 4

Once the above message is visible on the screen, you must check the inbox of the email ID that you had provided, to find the following confirmation email:

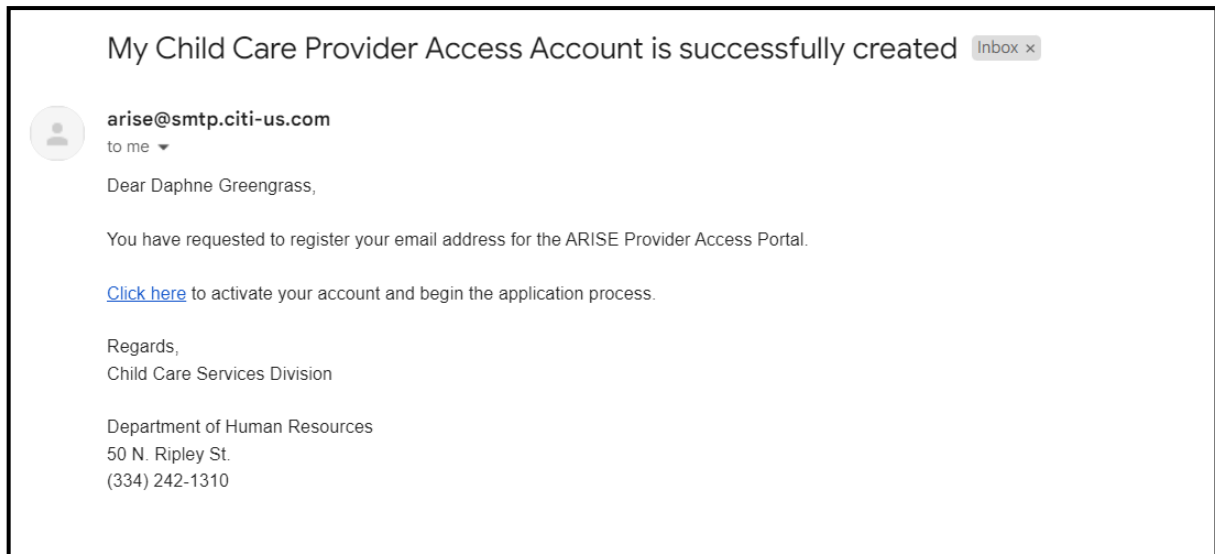


Figure 6: Confirmation Email

Clicking on the provided link in the email will lead to the Portal Login page, with a message indicating that your email ID has been verified.

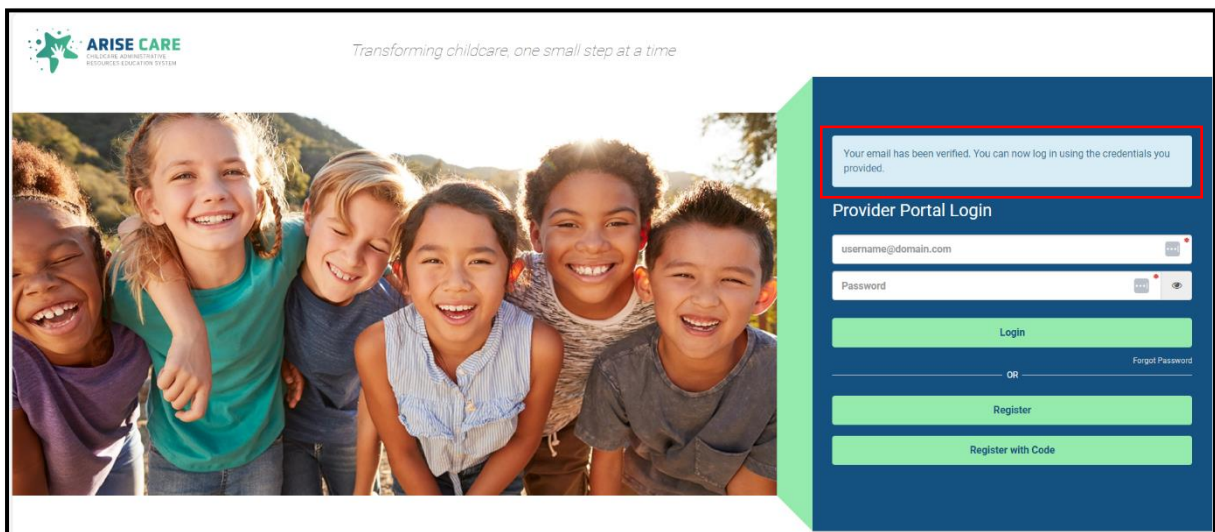


Figure 7: Final Login Page

You may log in as follows:

1. Enter verified email address
2. Enter password
3. Click on the Login button

Congratulations! You have officially registered and logged in to the Arise Provider Portal!

This process will redirect you to the 'Landing Page', where you will be able to begin your License Application process.