Provider Verification

To start, we need to verify you and your eligible facility to access the system. You will **start a new application** OR **choose an existing application**.

![Provider Verification Image](image)

1. **Choose an existing application**
   - Click on the **menu** arrow to choose an existing application.
   - Click on the **Facility** name.
   - Click on the **Next** button.

2. **Start a New Application**
   - Click on **NYS Provider** or **NYC Provider**. NYS Providers need to enter a **License/Registration ID number**. NYC Providers need to enter a **NYC Permit Number** (Article 47 Day Care Centers Only).
   - After entering the number, **click on the Search button**.

3. **OR Choose an Existing Application**
   - Click on the **menu** arrow to choose an existing application.
   - Click on the **Facility** name.
   - Click on the **Next** button.

Stabilization Help Line
1-844-863-9319
Select and Confirm Program

1. **Scroll down** the page and find the right program. **Select Provider** by clicking on the Check Mark.
2. **Click the Next button.**

<table>
<thead>
<tr>
<th>ID</th>
<th>Program Name</th>
<th>Address</th>
<th>First Licensed/Registration Date</th>
<th>Facility Status</th>
<th>Contact</th>
<th>Select Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EduKids, Inc.</td>
<td></td>
<td>Licensed</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Please select your program and click next.
When you click “Next” a one-time Security Code will be sent to the email associated with the provider record in the NYS or NYC database. The Security Code will expire 10 minutes after it is requested. Please make sure you have access to the email to retrieve this code to complete the verification process.

Provider Verification Security Code

1. **Check your email for passcode.** A one-time Security Code will be sent to the email associated with the provider record in the NYS or NYC database. The email will be from the sender nyocfs@public.govdelivery.com. Note that the code will expire 10 minutes after it is requested. **If you don’t see it check your Spam or Junk folder!**
2. **Enter the passcode** into the **Enter Security Code** field. Click on **Next.**

Grant Eligibility Confirmation

1. If your facility is eligible for the grant a **green checkbox** will appear under **Current Grant Eligibility.**
2. **Click on the Apply Today button.**