

My Child Care Plan

How to use the Provider Update Portal



First Time Providers

Claim and set up your profile

Log into M CCP: <https://partners.mychildcareplan.org/portal>

1. Search for your childcare program using your programs name or 9-digit license number.
2. Once you hit the search button, your program should be in the search results. If you do not see your program listed, try searching again by your license number.
3. Click on **"Claim Profile"**
4. Choose voice call, text message or email to receive the verification code. (The phone number or email address that you use to verify your account will be **the username you use to log in.**)
5. Enter the verification code into the field and hit verify.
6. Once verified, create a password. (Your password must be at least eight characters long and must contain at least one number and capital letter.)
7. Congratulations! You have successfully created an account on the M CCP Provider update portal.

Returning Providers

Logging into M CCP

1. Log into M CCP: <http://partners.mychildcareplan.org/portal>
2. Click **"Log in"** in the upper right hand corner
3. Enter the email address or phone number you used to claim your profile as your username. Please click on **"Phone Number"** or **"Email Address"** to change the login type
4. From the list choose where you want update and click on the section to update. (To see an explanation of information requested-hover cruiser over orange circle or question mark.)
5. In order to assist parents please update vacancies, days, hours, rates etc. **monthly.**

Forgot/Reset Password

1. Click the **"Forgot Password?"** link bellow the Log In button
2. Enter your username, email address or phone number that you used to verify your account
3. A verification code will be sent to you via email, text message, or voice call to verify that it is you accessing your account.
4. Enter the verification code
5. Create a new password