

Employer-Sponsored Child Care Fund grantees quarterly reporting instructions

Instructions for accessing the quarterly report

- 1** Navigate to the Child Care Grants Portal at childcaregrants.fssa.in.gov.
- 2** Login with your email and password used to submit the employer-sponsored grant application
- 3** Upon login, you will be directed to the “Available” tab as your home page. Here you may see one or multiple tiles under “Available forms.”
- 4** Click the tile labeled “Employer-sponsored child care fund reporting period #.”
- 5** Click the “Start Form” button.
- 6** Check the box next to your associated grant application name. It will be in the format of “Employer-sponsored child care fund grant application by (applicant name).”
- 7** Click the “Continue” button.
- 8** Your Employer-Sponsored Child Care Fund report will open. You can save and exit your report at any time. This moves your report to the “In Progress” tab on your home page.
- 9** You can navigate to the “In Progress” tab at the top of the screen on your home page to reopen and continue any previously saved reports within the reporting period.

NOTE: If you **do not** have access to the grant applicant login, please submit the information to OECOSLDirector@fssa.in.gov and it will be added to the portal.

Subject Line: Grant Portal Access Change – [Name of the entity]

1. The name of the organization you wish to have access to.
2. The name and email address of anyone your organization wants added to the account.
3. The name and email of the applicant who applied for the grant and currently has access to the account. *Does this person need to be removed from accessing the portal account?*