

ARISE Provider Portal – Registration with Code

The Alabama Department of Human Resources has implemented Arise, a new childcare management system with a provider portal. Providers must now register on the portal for their license and subsidy applications to be approved, to manage their facilities or childcare homes, to track attendance, and much more.

Providers who are already licensed or license exempt will also be required to register and verify their credentials on the new system. Existing provider records will be moved to Arise, where providers will be able to easily access their details and manage their accounts, as required.

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

The following is a quick step-by-step guide to registering your credentials on the Provider Portal, as a licensed or license exempt provider!

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

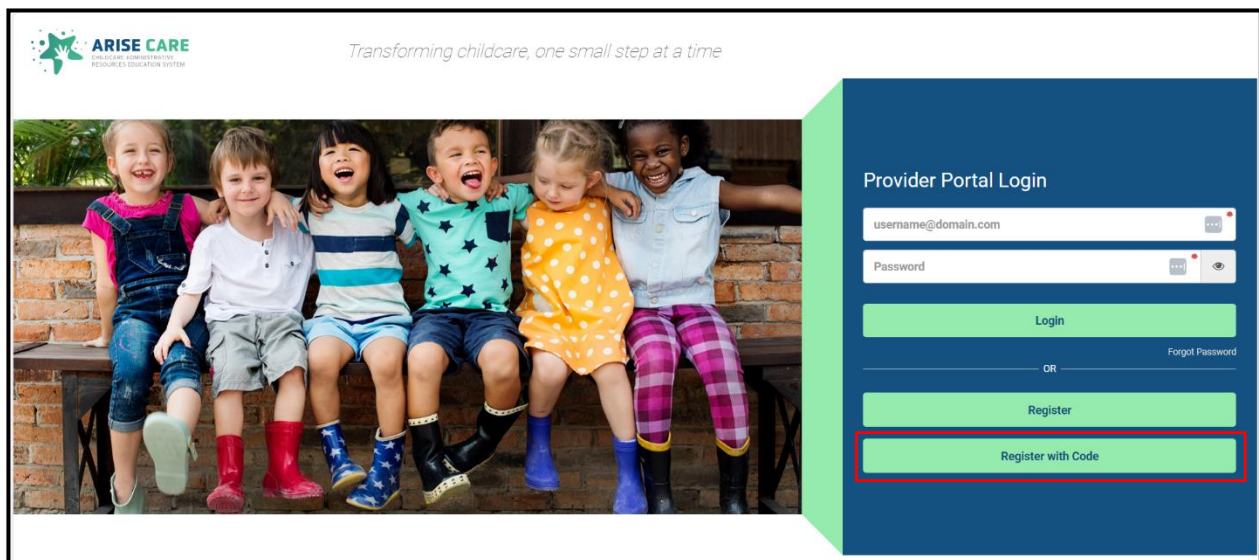
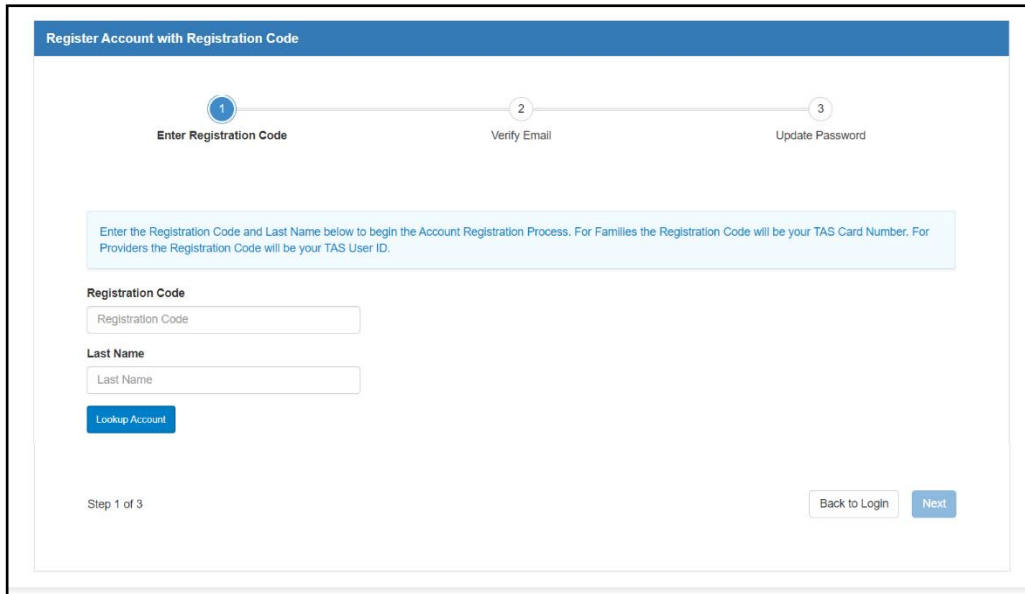


Figure 1: Login Page

On this page:

1. Click on the 'Register with Code' button to begin the registration process.
2. Clicking on the button will lead you to the following page:

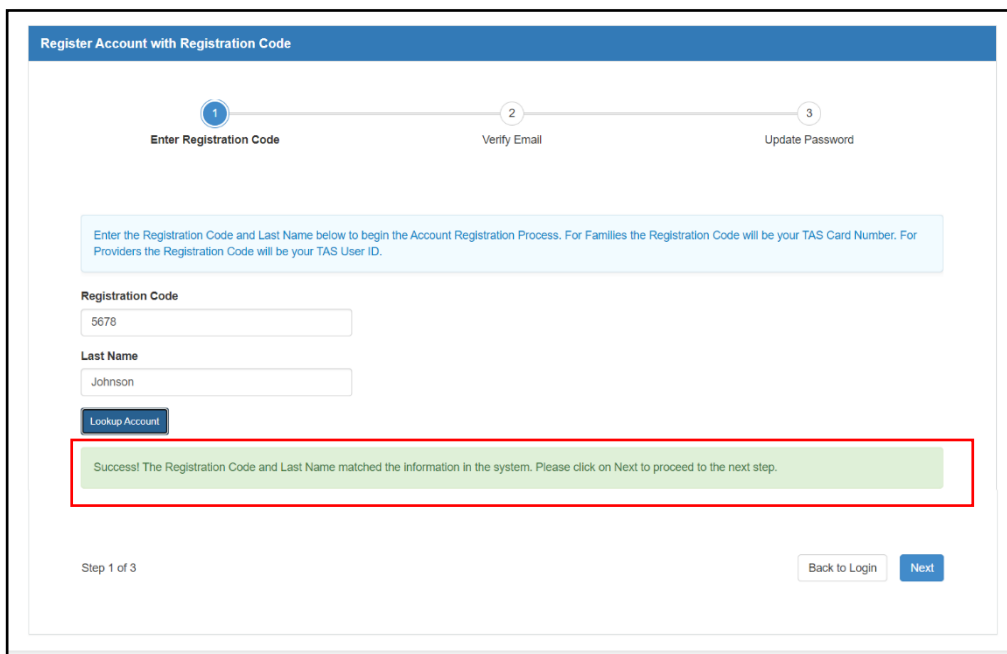


The registration page is titled "Register Account with Registration Code". It features a three-step progress bar at the top: 1. Enter Registration Code (active), 2. Verify Email, and 3. Update Password. Below the progress bar, a light blue box contains instructions: "Enter the Registration Code and Last Name below to begin the Account Registration Process. For Families the Registration Code will be your TAS Card Number. For Providers the Registration Code will be your TAS User ID." The form has two input fields: "Registration Code" and "Last Name". Below these fields is a blue "Lookup Account" button. At the bottom left, it says "Step 1 of 3". At the bottom right, there are two buttons: "Back to Login" and "Next".

Figure 2: Registration Page

3. Fill in the field for 'Registration Code' with your Provider ID.
4. Enter your last name in the provided field.
5. Click on the 'Lookup Account' button to access the existing record of your account.

Clicking on the button will lead to the following message being displayed on your screen:



This screenshot shows the same registration page as Figure 2, but with data entered and a success message. The "Registration Code" field contains "5678" and the "Last Name" field contains "Johnson". The "Lookup Account" button is now highlighted with a red border. Below the button, a green message box states: "Success! The Registration Code and Last Name matched the information in the system. Please click on Next to proceed to the next step." The "Next" button is now highlighted in blue. The "Back to Login" button remains grey. The progress bar and "Step 1 of 3" indicator are still present.

Figure 3: Confirmation Message

Once you see the above message on your screen:

1. Click on 'Next' to be directed to the next step, as follows:

Figure 4: Confirm/Update Email Screen

On this page:

Notice that the email ID associated with your Provider ID has already been filled in the field provided.

To proceed:

1. Click on 'Send Code' to receive the verification code in the inbox associated with your registered email ID.

OR

2. Update your email address by entering a new/alternate email ID.
3. Click on 'Send Code' to receive the verification code in the inbox associated with your updated email ID.

Clicking on 'Send Code' will result in the following message appearing on your screen:

Figure 5: Verification Code Sent Message

You will receive a verification code in your inbox, as follows:

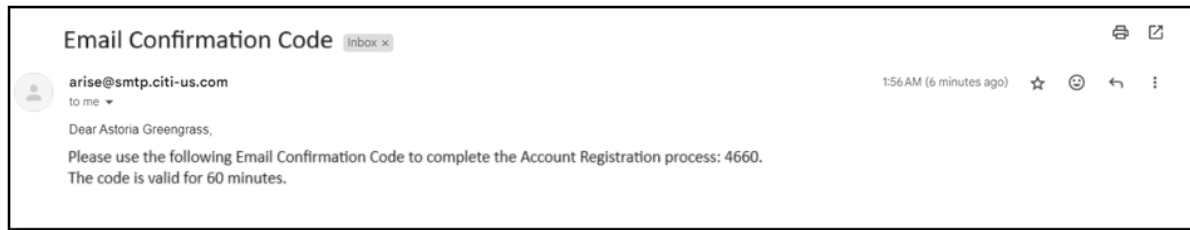


Figure 6: Verification Code

To proceed:

1. Enter the code in the 'Email Confirmation Code' field (refer to Figure 5).
2. Click on 'Save' to complete the confirmation process.

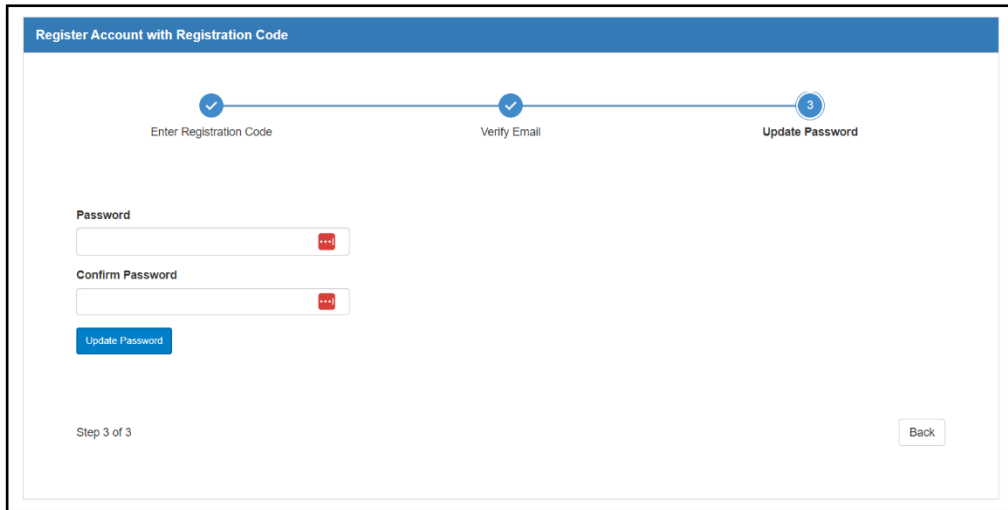
Clicking on 'Save' will result in the following message appearing on your screen:

The screenshot displays the "Register Account with Registration Code" interface. It features a progress bar with three steps: "Enter Registration Code" (completed), "Verify Email" (current step), and "Update Password". Below the progress bar, a message states: "Confirm and/or update your Email Address below by entering the Confirmation Code that will be in an email sent to the email address you've entered below. This Email Address will also be your login." The "Email" field contains "astoria@sharklasers.com". A "Send Code" button is next to a text input field containing "4660". To the right, it says "Email Confirmation Code sent to astoria@sharklasers.com." Below this is a "Save" button. A green success message box, highlighted with a red border, reads: "Success! Email address confirmation complete. Please click on Next to proceed to the next step." At the bottom, it shows "Step 2 of 3" and "Back" and "Next" buttons.

Figure 7: Confirmation Message

To proceed:

1. Click on 'Next' to be directed to the following page:

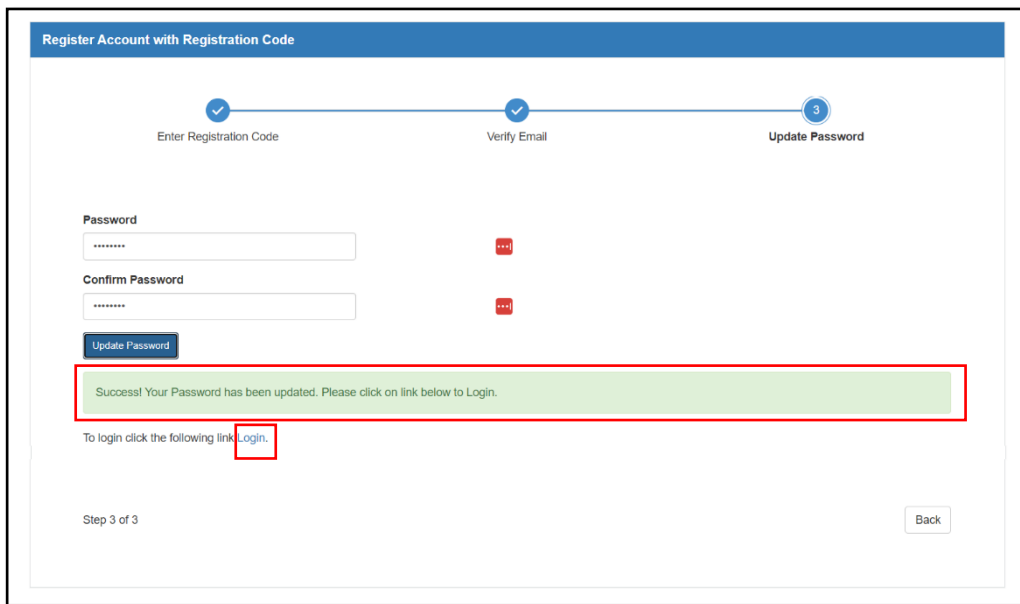


The screenshot shows the 'Register Account with Registration Code' page at Step 3 of 3. The progress bar indicates three steps: 'Enter Registration Code' (completed), 'Verify Email' (completed), and 'Update Password' (current step). The 'Update Password' section contains two input fields for 'Password' and 'Confirm Password', both with red eye icons to toggle visibility. Below these fields is a blue 'Update Password' button. At the bottom left, it says 'Step 3 of 3', and at the bottom right, there is a 'Back' button.

Figure 8: Update Password

On this page:

2. Enter and confirm your desired password
3. Click on 'Update Password' to see the following message on your screen:



The screenshot shows the same 'Register Account with Registration Code' page, but now a green success message is displayed. The message reads: 'Success! Your Password has been updated. Please click on link below to Login.' Below this message, it says 'To login click the following link [Login](#).' The 'Login' link is highlighted with a red box. The 'Update Password' button is still visible above the message. The progress bar and 'Step 3 of 3' indicator remain the same.

Figure 9: Password Confirmation Message

To proceed:

1. Click on the 'Login' link provided (refer to the Figure above), to be redirected to the login page, as follows:

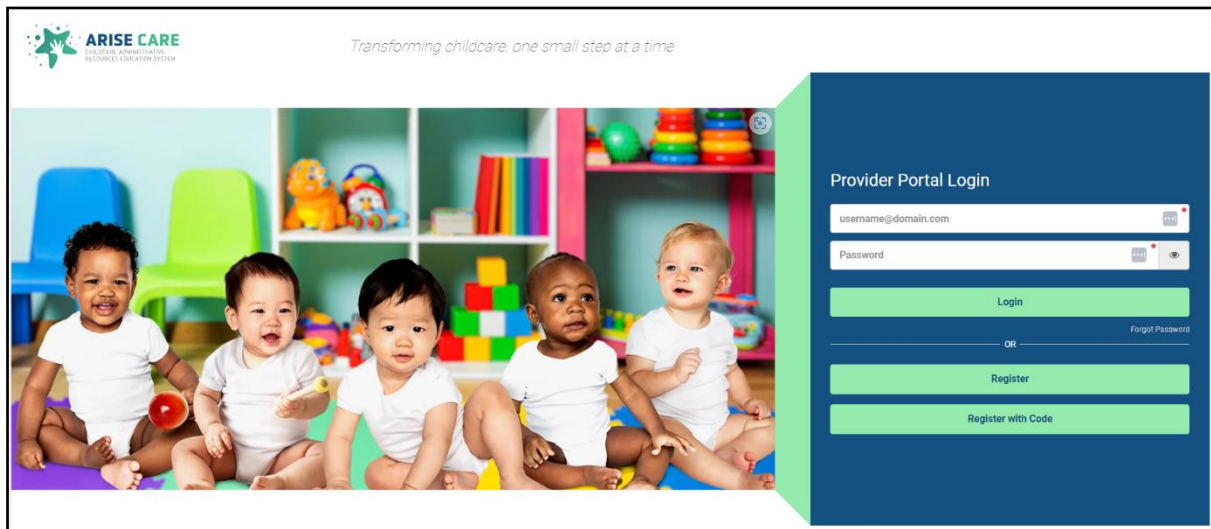


Figure 10: Login Page

On this page, you may log in as follows:

1. Enter your verified/updated email ID.
2. Enter your 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 access your provider details.