

## ARISE Provider Portal – Applying as a Relative Provider Type

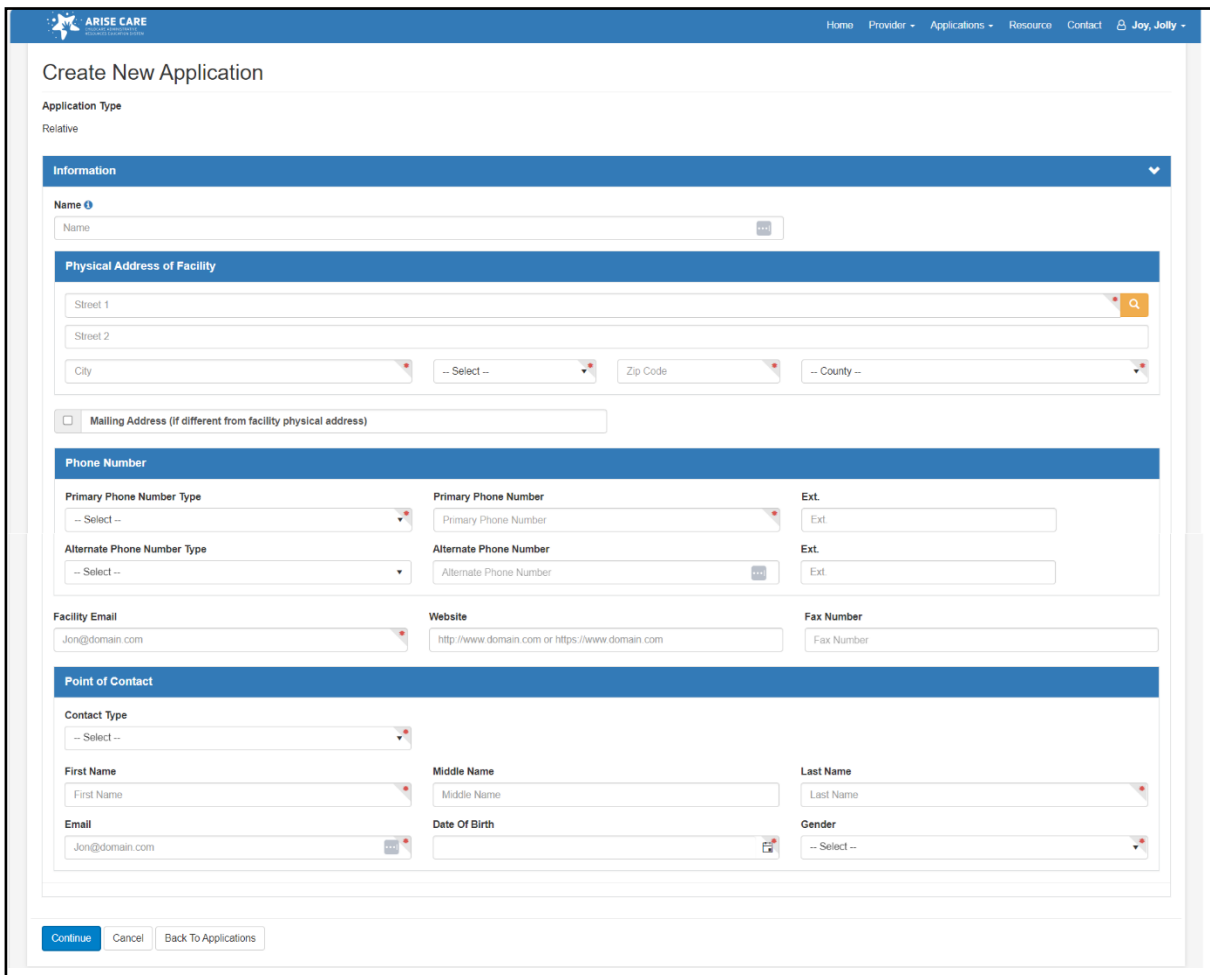
Once Provider's register on the Provider Portal, they can apply for a license or exemption, as per their provider type, using the portal.

### How to apply as a Relative Provider Type?

The following is a quick step-by-step guide to begin and submit your license exemption application as a Relative!

Following the standard registration process, ensure that you select 'Relative' as the Provider type, when registering as a Provider (please refer to the Quick Reference Guide on Registration or to the Provider User Manual for further details on this).

Once you have completed the registration, having selected 'Relative', logging in with your email ID and password will lead to the following page:



**ARISE CARE**  
CHILD CARE ADMINISTRATIVE  
RESOURCES EDUCATION SYSTEM

Home Provider Applications Resource Contact Joy, Jolly

### Create New Application

Application Type  
Relative

**Information**

Name \*

Physical Address of Facility

Street 1 \*

Street 2 \*

City \*

-- Select -- \*

Zip Code \*

-- County -- \*

☐ Mailing Address (if different from facility physical address)

**Phone Number**

Primary Phone Number Type \*

Primary Phone Number \*

Ext. \*

Alternate Phone Number Type \*

Alternate Phone Number \*

Ext. \*

Facility Email \*

Website \*

Fax Number \*

**Point of Contact**

Contact Type \*

First Name \*

Middle Name \*

Last Name \*

Email \*

Date Of Birth \*

Gender \*

Continue Cancel Back To Applications

Figure 1: Create New Application Page

On this page:

1. Fill in all mandatory details (marked by a red asterisk on the top right corner of the field)
2. Click on 'Continue' to be directed to the following page:

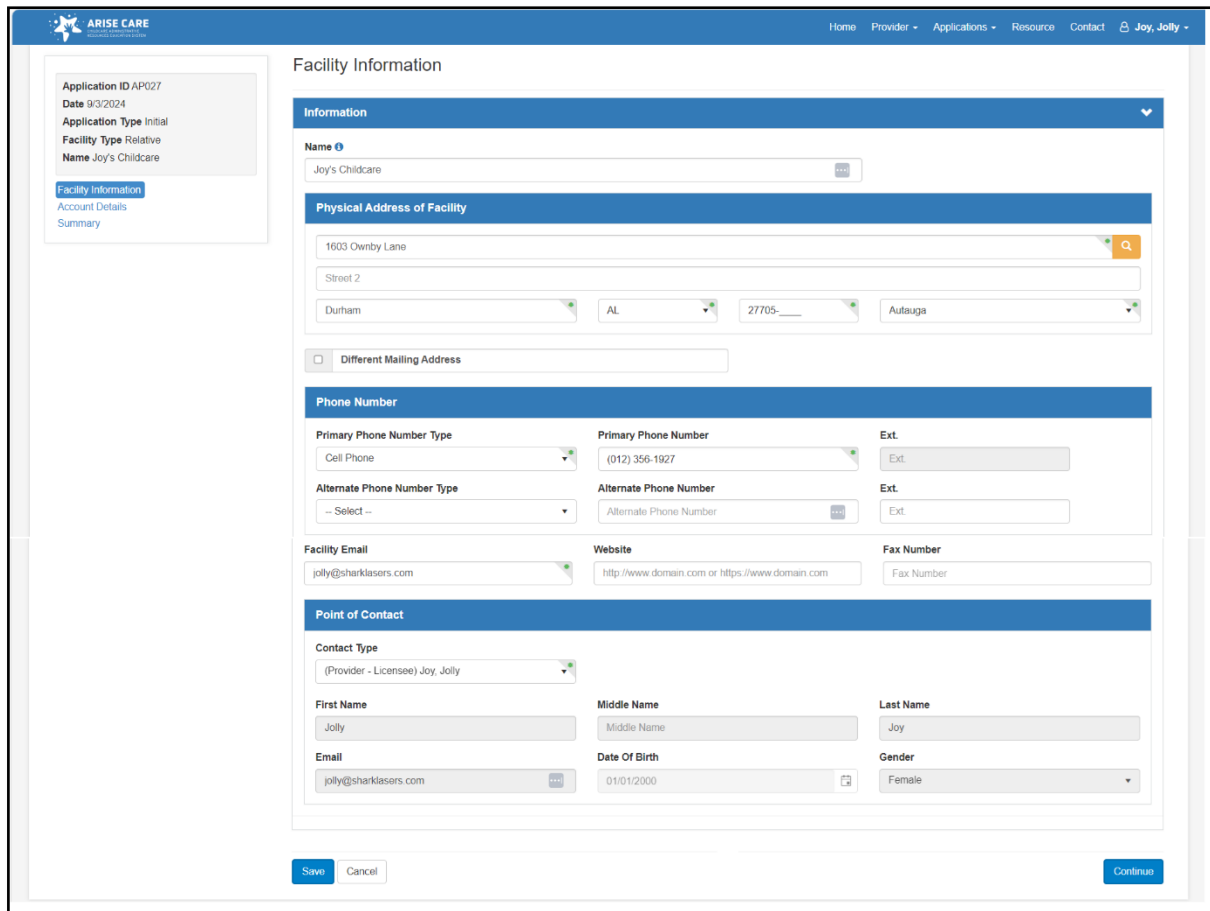


Figure 2: Facility Information Page

To proceed:

1. Review all pre-filled details
2. Enter any pending fields (if any)
3. Click on 'Save' to save your details
4. Click on 'Continue' to proceed

OR

Click on the next section on the navigation pane on the left – Account Details.

This action will direct you to the following page:

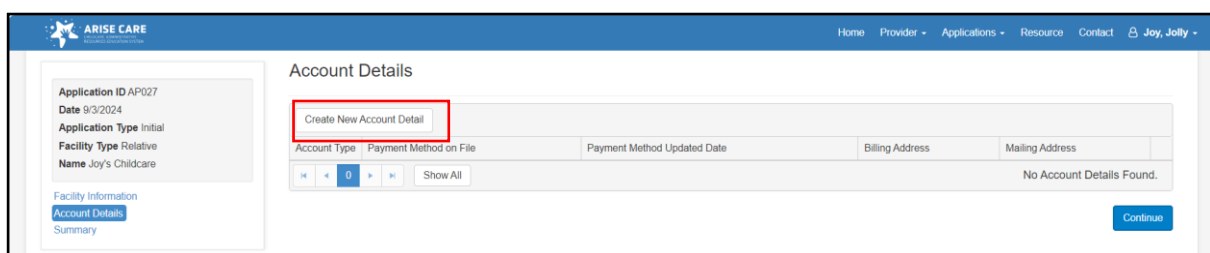


Figure 3: Account Details Grid

On this page:

1. Click on the 'Create New Account Detail' button to be directed to the following page:

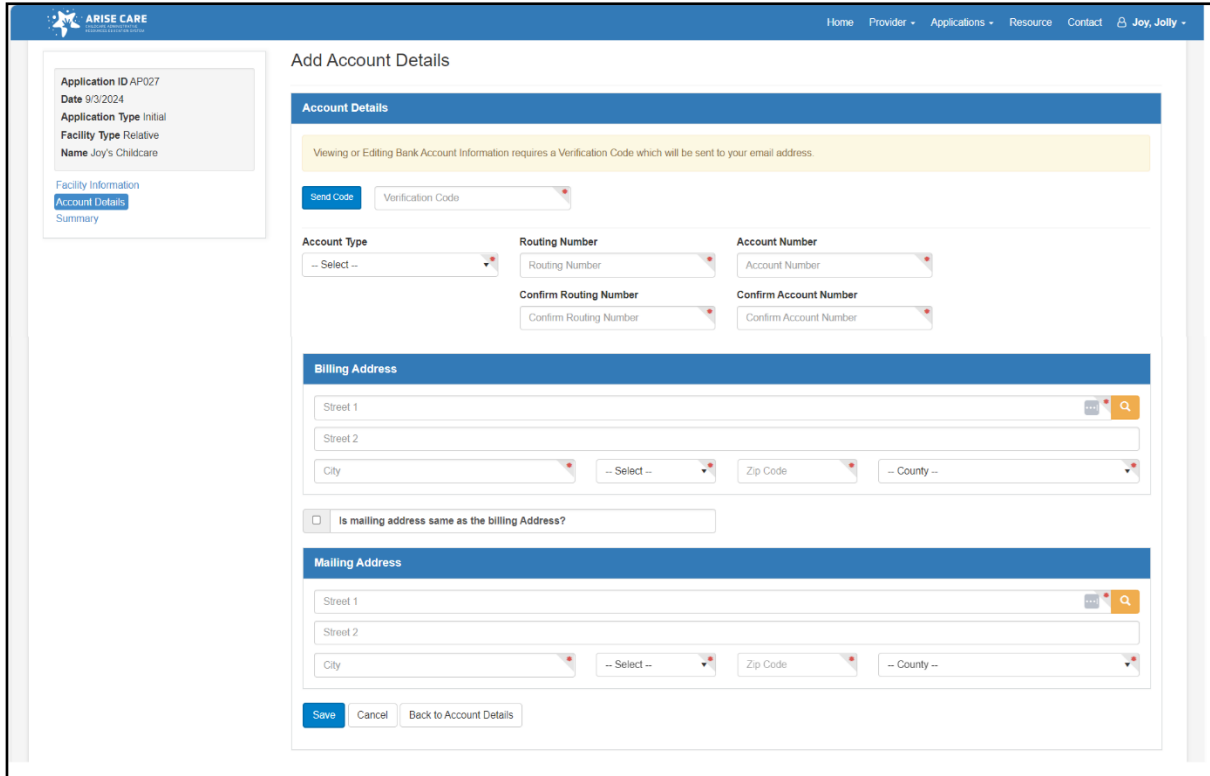


Figure 4: Add Account Details

2. Fill in all mandatory fields, including the verification code that will be sent to your associated email address on clicking the 'Send Code' button.
3. Click on 'Save' to save your details and be directed back to the Account Details Grid (Figure 3).

Once account details have been added, click on the next section on the navigation pane – Summary – to proceed. This action will lead you to the following page:

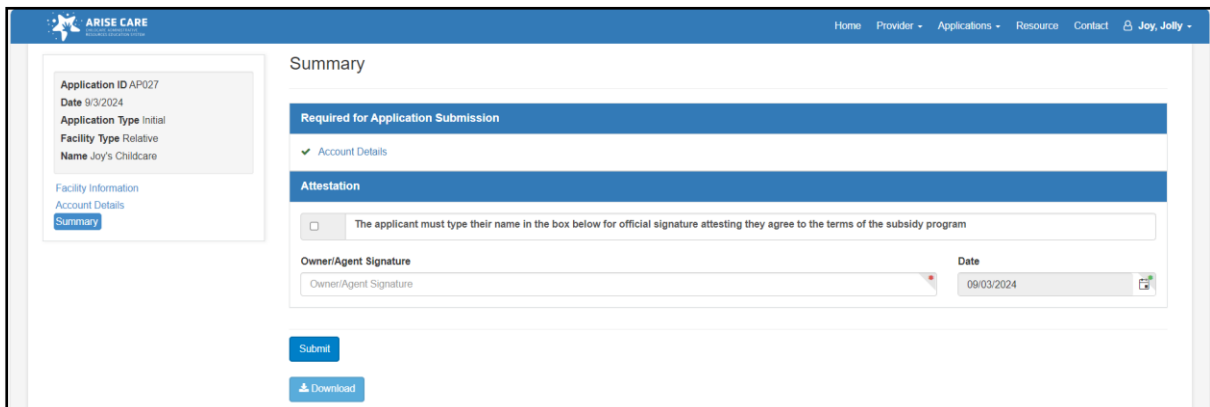


Figure 5: Summary Page

The Summary Page depicts a list of actionable items that must be completed in order to finish your profile. At the end of the process, each item must have a green tick to indicate that it has been completed.

At this stage, you will ideally see that the list depicts green ticks, indicating that all relevant items have been completed.

To proceed:

1. Click on the Attestation and Acknowledgement checkbox to accept.
2. Fill in your signature.
3. Ensure that the pre-filled date is correct.
4. Click on 'submit'.
5. You may download your submitted application by clicking on the 'Download' button on the same page.

Congratulations! You have successfully submitted your Relative License Exemption Application!