Online Renewal Guide

Bureau of Child Care Licensing

2017

ARIZONA DEPARTMENT
OF HEALTH SERVICES

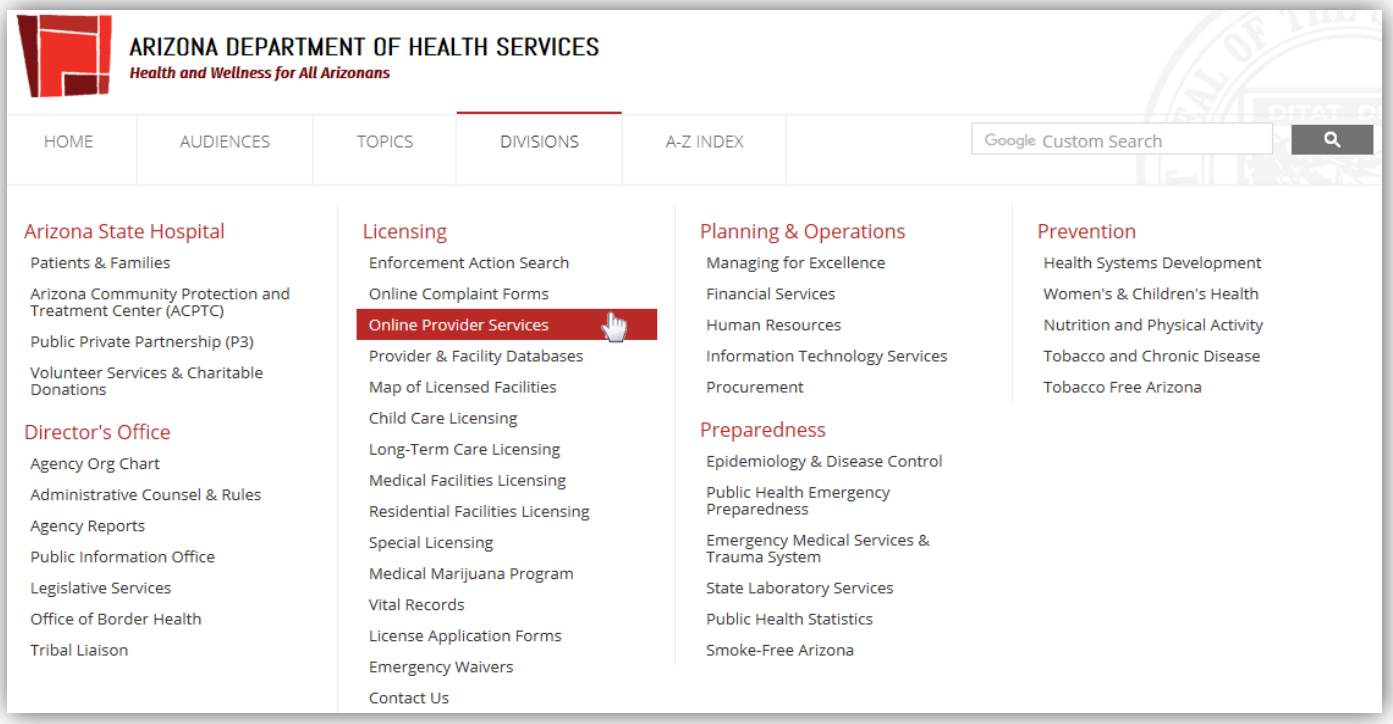
TABLE OF CONTENTS

Provider Registration.....2

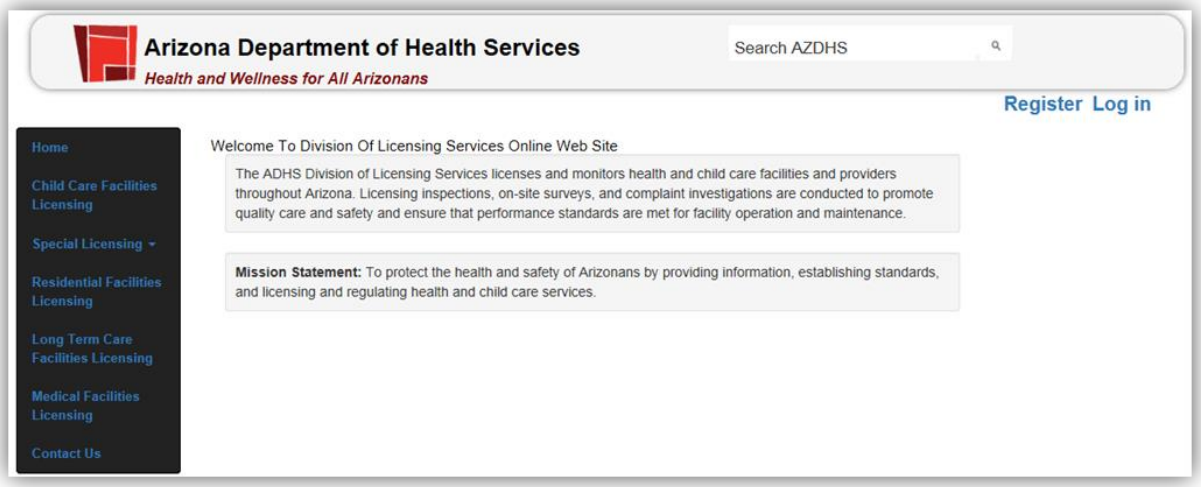
Submit Renewal.....6

Registration

1. Visit our website at www.azdhs.gov
2. Select "*Divisions*"
3. Then *"Online Provider Services"*

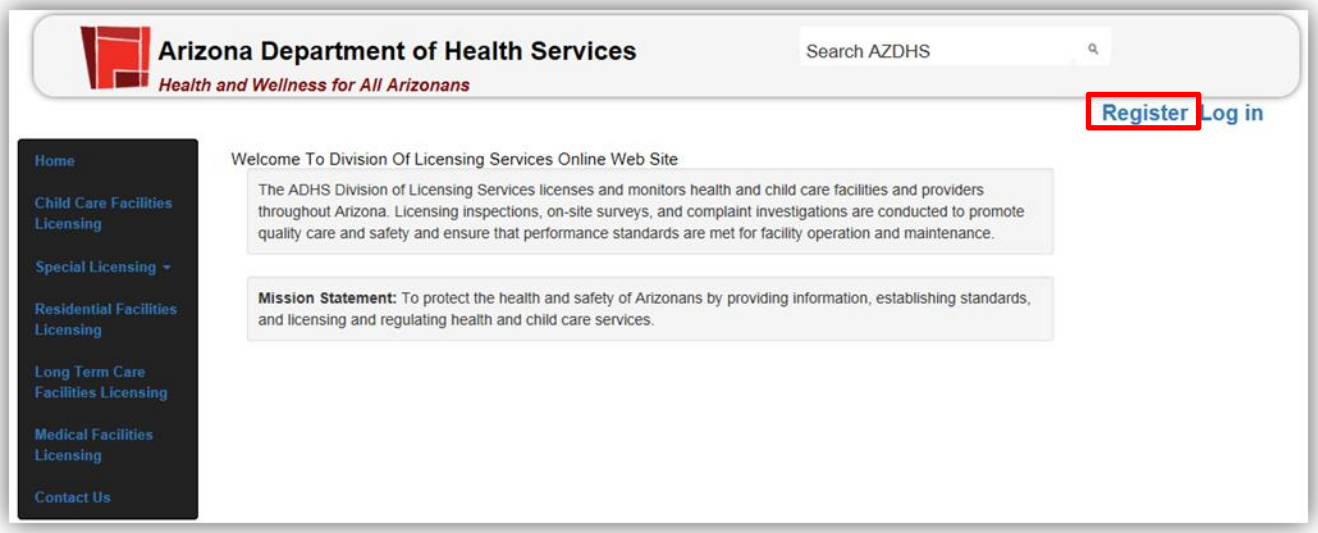


This will direct you to the Online Provider Services homepage



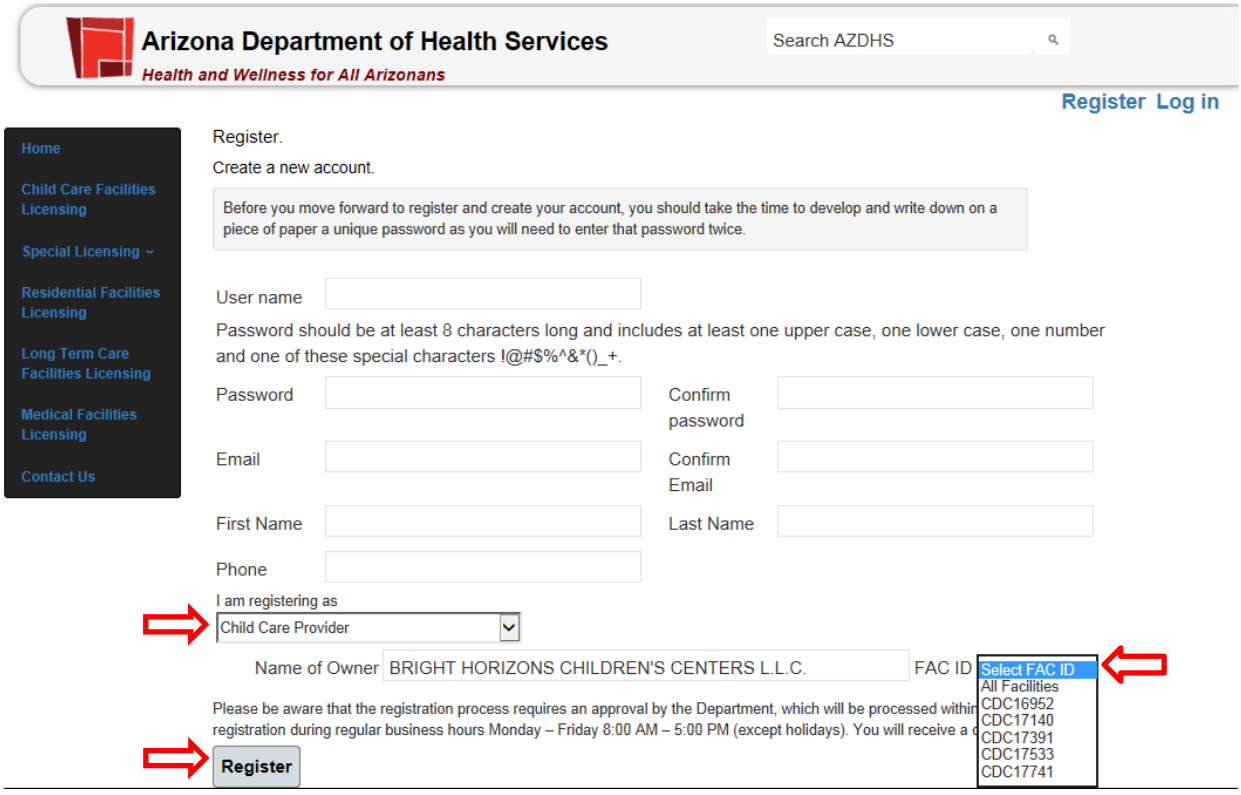
Registration cont'd

4. Select "*Register*"



Registration cont'd

5. Create a user name and password
6. Write this down & keep it in a safe place, as it will be required each time you log in.
7. In the "I am registering as" box: Select, "*Child Care Facilities Provider"*
8. Use the "Name of owner" box & select the owner name from the drop down list, then in *"FAC ID"* select, the license number or All Facilities. If you have more than 1 facility we encourage you to "register all."
9. Upon completing, select "*Register*"



Registration cont'd

10. You will get a notification email informing you that you have been approved within 48 hours
11. Upon approval, you can start the online renewal process
12. Click the link and it will redirect you to the login page

Subject: Your login to Arizona Department of Health Services Licensing web site is now approved

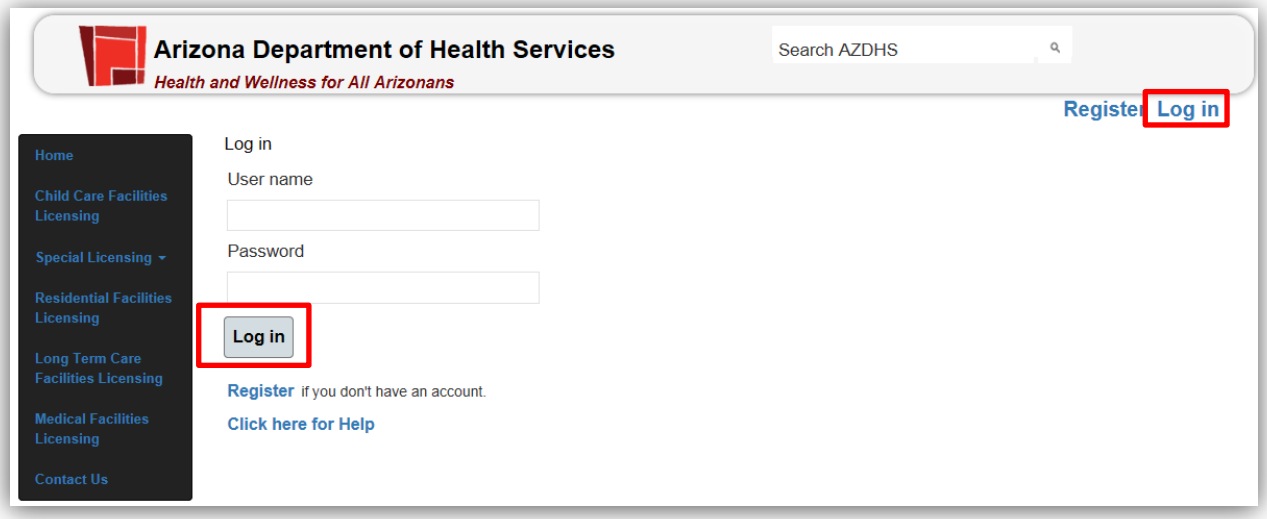
Your login Example Account is now approved, you can now login to

https://licensing.azdhs.gov/licensingonline

Thank You,
Division of Licensing
Department of Health Services

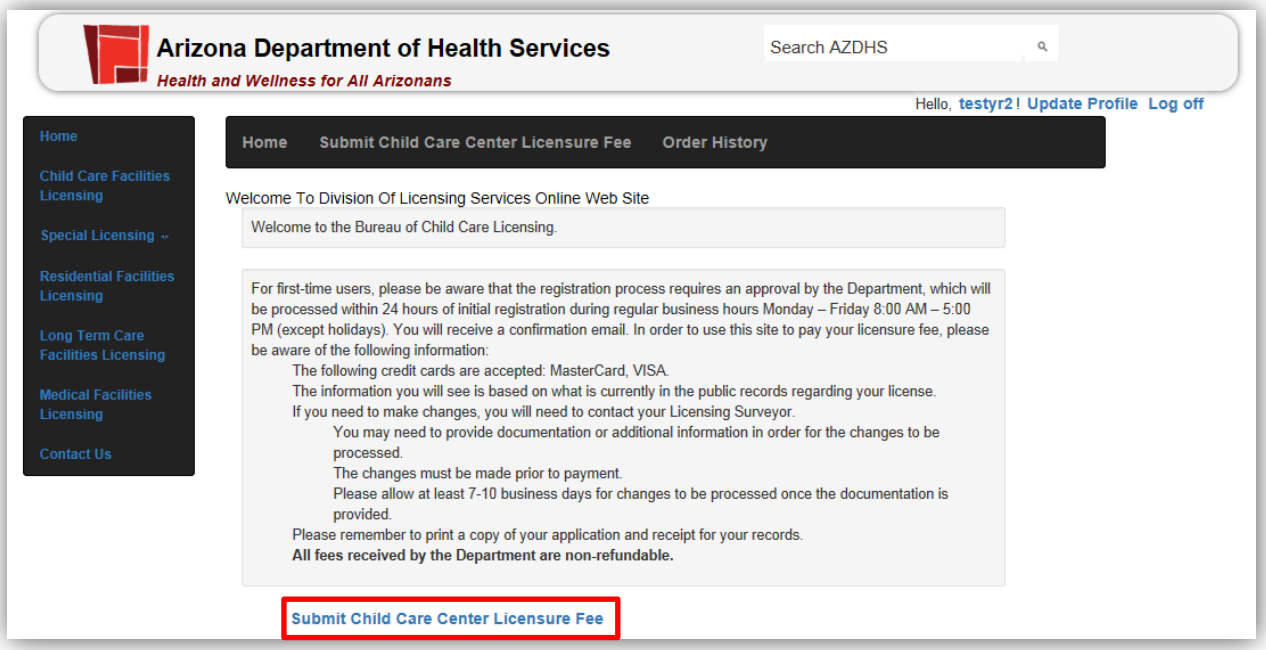
Submit Renewal

1. Visit Online Provider Services homepage at https://licensing.azdhs.gov/LicensingOnline/ .
2. Select *"Log in"* at the top right corner.
3. Enter the username and password.
4. Select *"Log in"* below the password box.



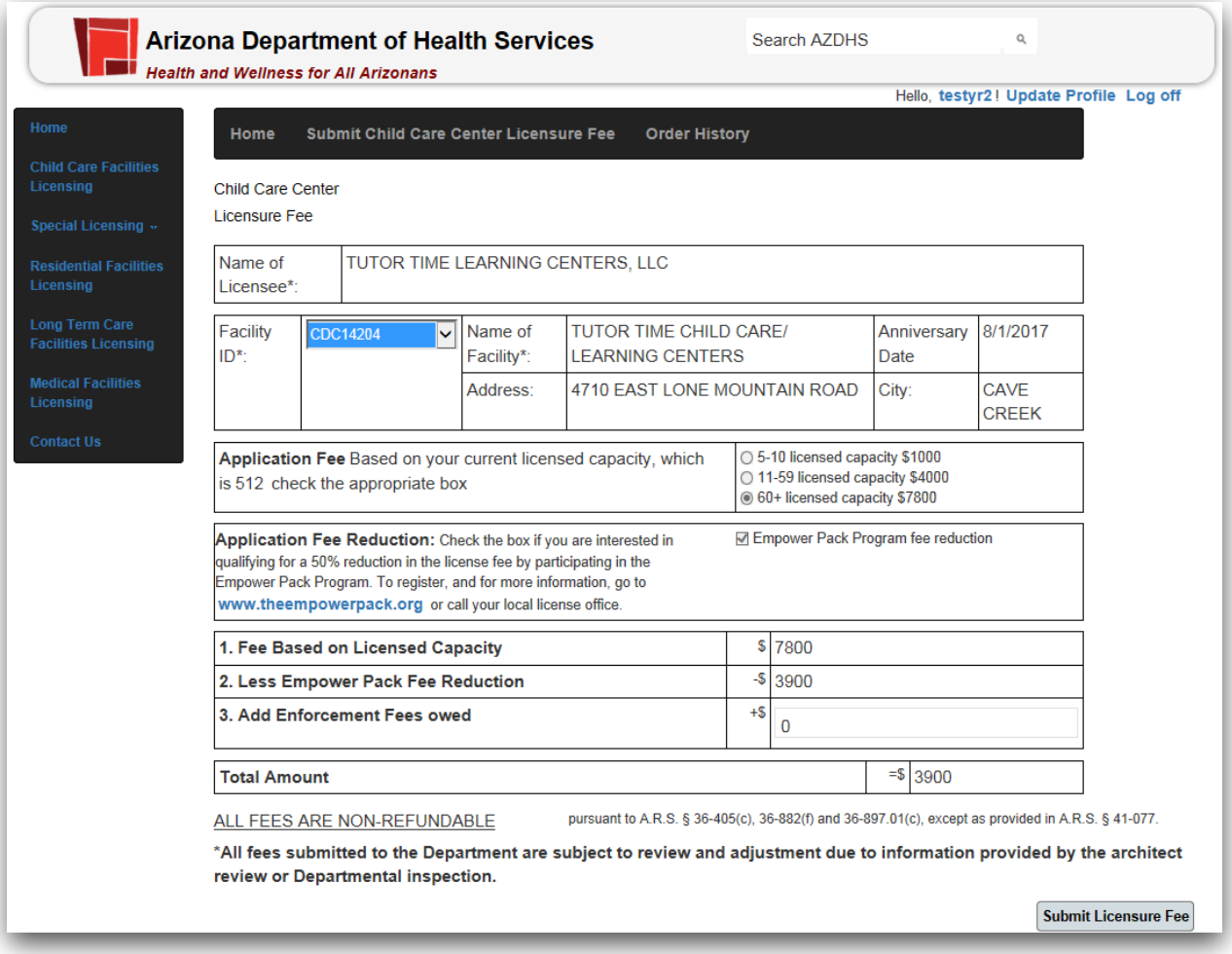
Submit Renewal cont'd

5. Read the terms as they are important!
6. Select "*Submit Child Care Center Licensure Fee*".



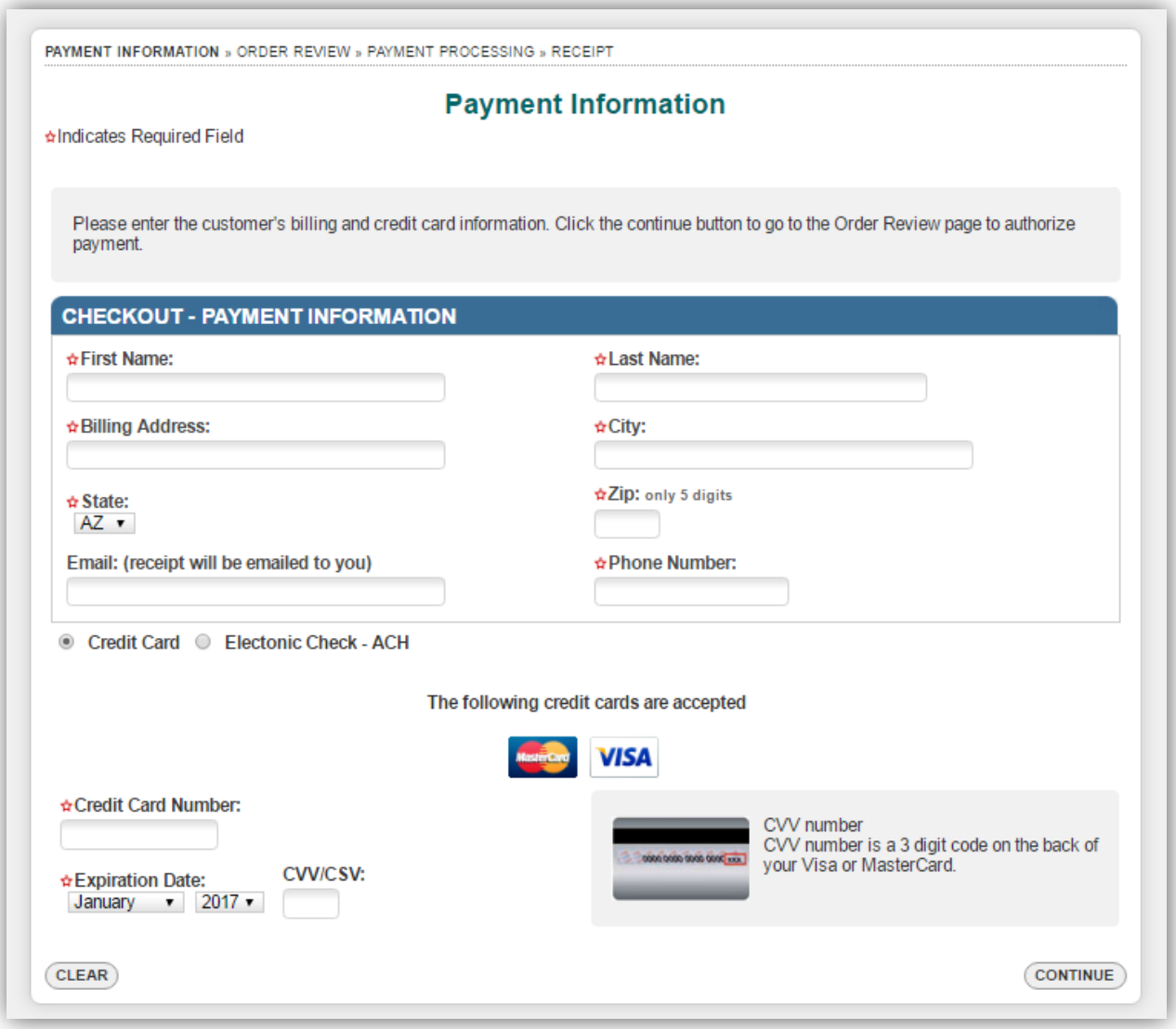
Submit Renewal cont'd

7. If you have multiple facilities, select one from the list.
8. Please review fee remittance table before proceeding to "*Submit Licensure Fee*".

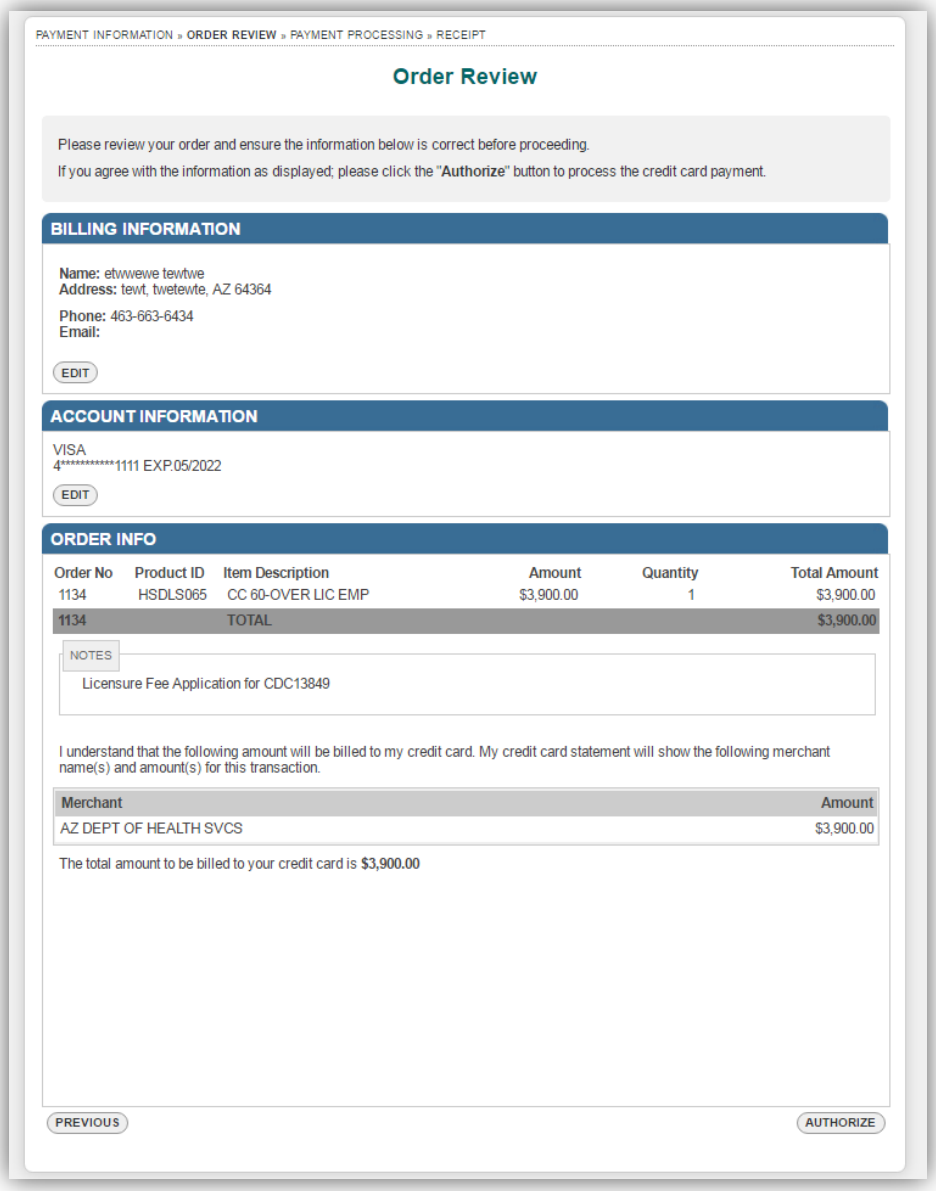


Submit Renewal cont'd

9. Checkout process, please enter your credit card information.

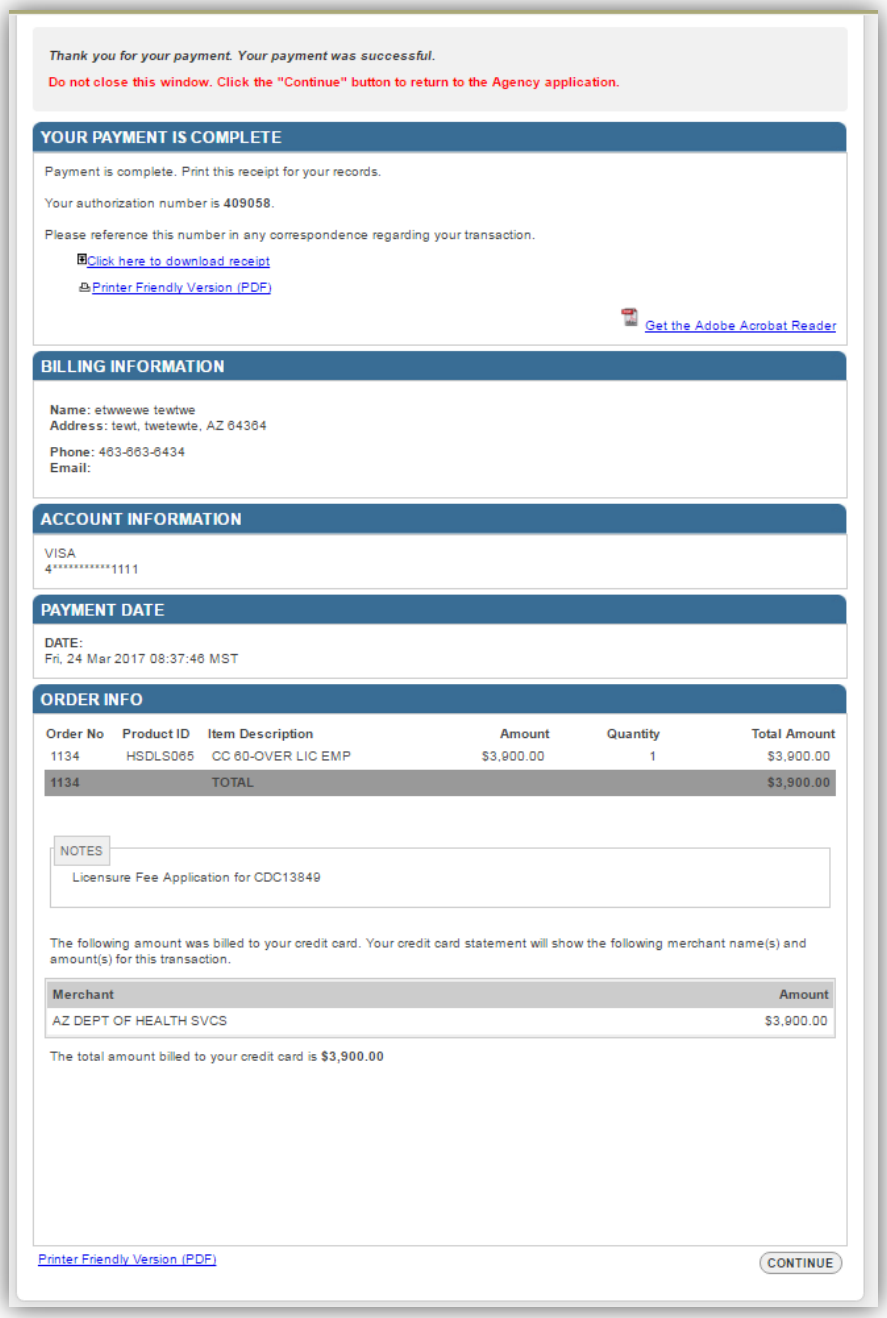


10. Review the order carefully, then select "*Authorize*" to continue with the renewal.



Submit Renewal cont'd

11. Once you authorize the payment, the portal will allow you to print a receipt.



Thank you for your payment. Your payment was successful.

Do not close this window. Click the "Continue" button to return to the Agency application.

YOUR PAYMENT IS COMPLETE

Payment is complete. Print this receipt for your records.

Your authorization number is **409058**.

Please reference this number in any correspondence regarding your transaction.

Click here to download receipt

Printer Friendly Version (PDF)

Get the Adobe Acrobat Reader

BILLING INFORMATION

Name: etwwewe tewtwe
Address: tewt, twetewte, AZ 64364

Phone: 463-663-6434
Email:

ACCOUNT INFORMATION

VISA
4**********1111

PAYMENT DATE

DATE:
Fri, 24 Mar 2017 08:37:46 MST

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1134	HSDLS065	CC 60-OVER LIC EMP	$3,900.00	1	$3,900.00
1134		TOTAL			$3,900.00

NOTES

Licensure Fee Application for CDC13849

The following amount was billed to your credit card. Your credit card statement will show the following merchant name(s) and amount(s) for this transaction.

Merchant	Amount
AZ DEPT OF HEALTH SVCS	$3,900.00

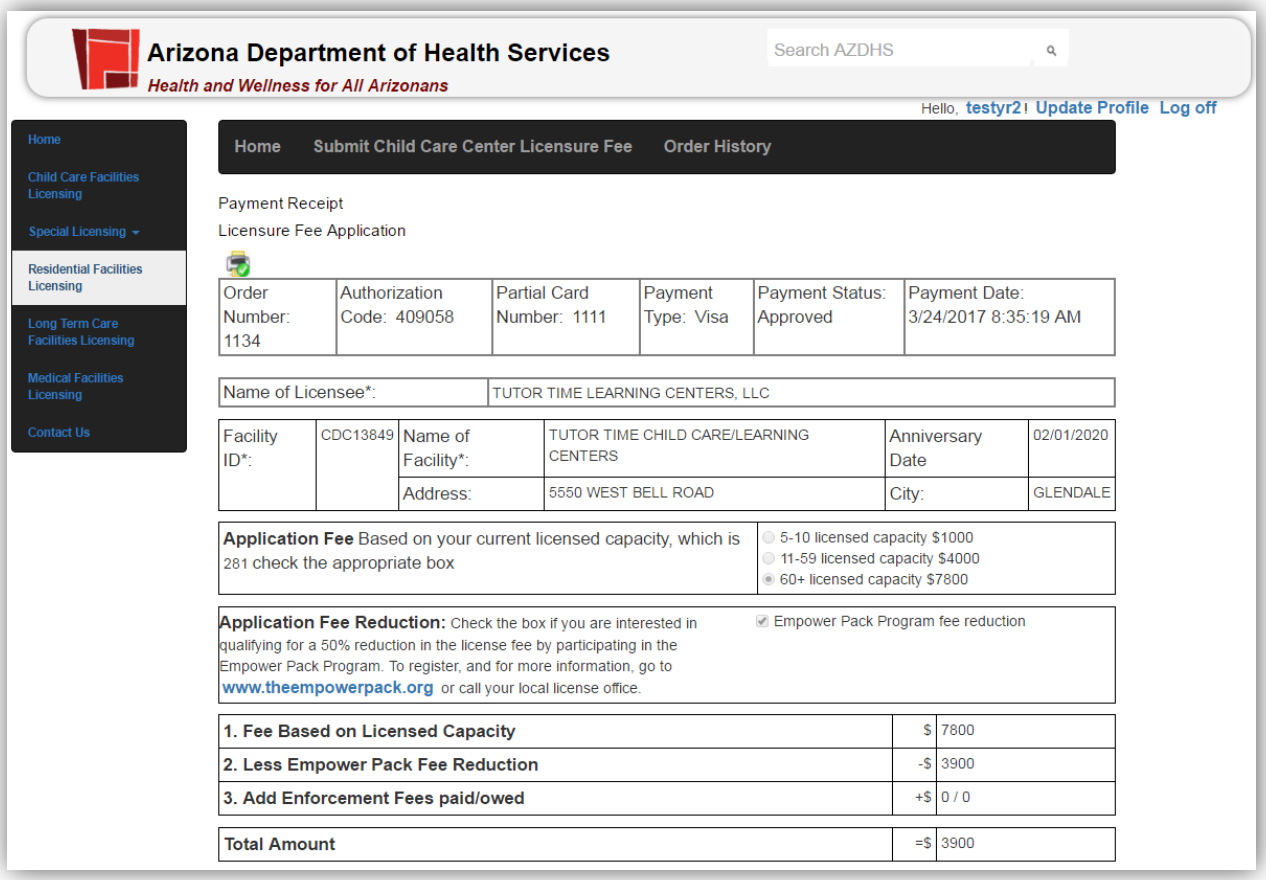
The total amount billed to your credit card is **$3,900.00**

Printer Friendly Version (PDF)

CONTINUE

Submit Renewal cont'd

12. Print preview view. You can print this and save it.



Arizona Department of Health Services
Health and Wellness for All Arizonans

Search AZDHS

Hello, testyr2! Update Profile Log off

- Home
- Child Care Facilities Licensing
- Special Licensing
- Residential Facilities Licensing
- Long Term Care Facilities Licensing
- Medical Facilities Licensing
- Contact Us

Home | Submit Child Care Center Licensure Fee | Order History

Payment Receipt

Licensure Fee Application

Order Number: 1134	Authorization Code: 409058	Partial Card Number: 1111	Payment Type: Visa	Payment Status: Approved	Payment Date: 3/24/2017 8:35:19 AM

Name of Licensee*:	TUTOR TIME LEARNING CENTERS, LLC

Facility ID*:	CDC13849	Name of Facility*:	TUTOR TIME CHILD CARE/LEARNING CENTERS	Anniversary Date	02/01/2020
		Address:	5550 WEST BELL ROAD	City:	GLENDALE

Application Fee Based on your current licensed capacity, which is 281 check the appropriate box

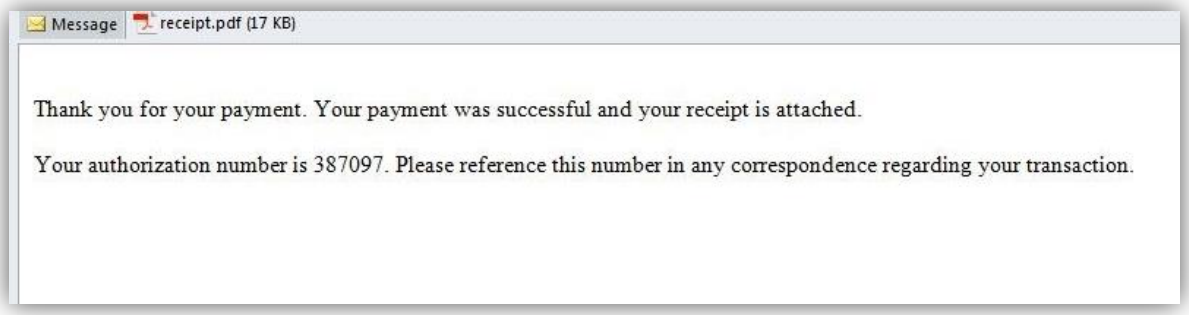
- 5-10 licensed capacity $1000
- 11-59 licensed capacity $4000
- 60+ licensed capacity $7800

Application Fee Reduction: Check the box if you are interested in qualifying for a 50% reduction in the license fee by participating in the Empower Pack Program. To register, and for more information, go to www.theempowerpack.org or call your local license office.

☑ Empower Pack Program fee reduction

1. Fee Based on Licensed Capacity	$	7800
2. Less Empower Pack Fee Reduction	-$	3900
3. Add Enforcement Fees paid/owed	+$	0 / 0
Total Amount	=$	3900

13. Fee status will be sent by email with the receipt attached in PDF.



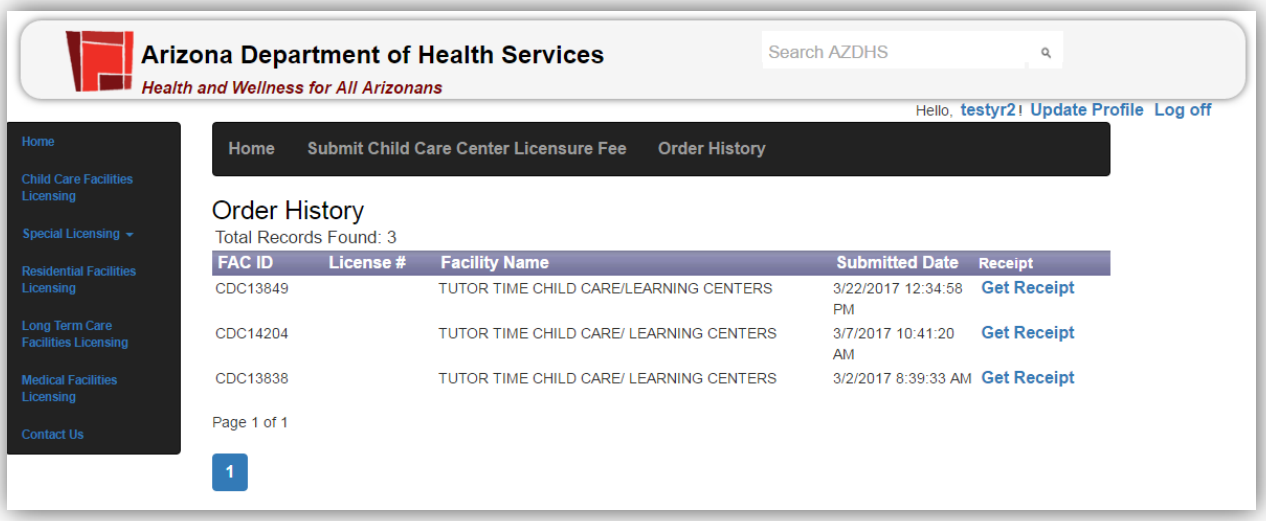
Message | receipt.pdf (17 KB)

Thank you for your payment. Your payment was successful and your receipt is attached.

Your authorization number is 387097. Please reference this number in any correspondence regarding your transaction.

Submit Renewal cont'd

14. Click "*Order history*" to review the application form and receipt.



Congratulations! You have done your online payment successfully.