

Virginia Electronic Child Care (ECC)



The image shows a yellow login card for the Virginia Electronic Child Care (ECC) system. At the top, it features the text "Virginia ECC" in a large, stylized font, with "ELECTRONIC CHILD CARE CARD" written in smaller letters below it. To the right of the text is a white silhouette of the state of Virginia. Below the header, there are two input fields: "USER ID" and "DSS Only". To the right of these fields is a black "LOGIN" button. Below the "USER ID" field is a "PASSWORD" field. To the right of the password field is a link that says "Forget Password?". At the bottom of the card, there is a white input field and the website address "www.dss.virginia.gov".

VENDOR WEB PORTAL User Guide

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1.0 INTRODUCTION

Welcome! This user guide provides information about the **Virginia Electronic Child Care (VA-ECC) Vendor Web Portal**, commonly referred to as the **Vendor Portal**.

The **Vendor Portal** is used by child care vendors to view information regarding children in the **VA-ECC** program. The portal can be accessed from any computer at www.vaecc.org.

The **Vendor Portal** provides information regarding your vendor profile, authorization information for children in your care, attendance transactions and payment reports.

When logged into the **Vendor Portal** application, you can view only the vendor related information associated with your **User ID**.

1.1 About This Guide

Purpose

This guide describes the processes for accessing the **Vendor Web Portal** and how to view vendor profile, authorization, transaction and payment information.

For additional assistance, contact the **Vendor Helpline at (877) 918-2776**.

Use of this Guide

The user guide does not provide step-by-step instructions for site navigation; however, it does provide detailed screen information and instructions for conducting inquiries.

Graphics

The graphic illustrations in this guide are screen captures that show whole or partial **VA-ECC Vendor Portal** screens. The entries seen in the illustrations in this guide are not actual vendor data. It is possible that the data or screens you see in the live application may vary slightly from the screen captures in this manual. Some updates may have been completed after the time of printing of this manual. For questions on items of this nature, you may contact the **Vendor Helpline at (877) 918-2776**.

1.2 About the Virginia Electronic Child Care Vendor Web Portal

The **VA-ECC Vendor Web Portal** is primarily a “view only” system. You may view specific child care data and help manage attendance. All portal screens use drop-down menus and point-and-click techniques to help you access and view child care transaction data. You can retrieve, view, and download data associated with the following:

- Your vendor profile
- The list of children authorized for care at your facility
- Attendance transactions
- Vendor payments

2.0 VENDOR PORTAL BASICS

This section describes basic information on accessing the **VA-ECC Vendor Portal**, logging in to the website, and other common screen information.

2.1 Accessing the Vendor Portal

To access the **Vendor Portal**, your computer must be connected to the internet. Follow the steps below:

- Open Internet Explorer
- Type the **VA-ECC Vendor Portal** address into the address box at the top of the screen:
www.vaecc.org/eccpw. (Add this website address as a 'Favorite' in your browser.)
- Press the Enter key

The website opens to the **Login Screen**, which requires a **User ID** and password. Your **User ID** is your 9-digit vendor number.

Your initial password is an 8 digit number consisting of the 5-digit zip code of your facility plus your 3 digit **FIPS** code. For security reasons, you must change your password on your initial login and set up security questions, in case you forget your password. More information on managing your password is available in the Vendor Portal User Manual.

2.2 Login Screen

Purpose: This screen allows you to log into the **VA-ECC Vendor Web Portal**.

General Information: You are required to have a valid **User ID** and password in order to access the application and you must login every time you use the portal.

The **User ID** is your 9-digit vendor number.

Your initial password is the 5-digit zip code of your facility plus your 3 digit FIPS Code (FIPS codes listed on pp.46-48).

The first time you login to the portal, you will automatically be directed to the **Password Change** screen. Follow the instructions in section 2.3 for password change.



User Actions:

1. Enter your User ID. This is your 9-digit Vendor number.
2. Enter your password. For initial login, this is the 5-digit zip code of your facility plus the 3 digit FIPS Code for the locality in which your facility is located. A list of Virginia FIPS codes can be found at the end of this document.

3. Click the **Login** button. 

2.3 User Password Change Screen

Purpose: This screen allows you to change your password on initial login or reset your password if you forget it.

General Information: You will be automatically directed to this screen the first time you access the **Vendor Portal**. After that, you can get to it any time by clicking **Forgot Password** on the **Login** screen and then entering the answer to the security question you set up when you first visited the **Vendor Portal** or by selecting **the Password Change selection under the Admin menu**. The following are requirements when selecting a password.

Required:

- Password length must be eight (8) to fourteen (14) characters long
- Minimum one lower case character
- Minimum one upper case character
- Minimum one number

Allowed but not required:

- Special characters (Ex. *, &, %)

Other constraints

- New passwords cannot be the same as the current password or the previous twenty-four (24) passwords

For security reasons, if a password is entered incorrectly three (3) times in a row, the system suspends the user account and you will be locked out. If lockout occurs, click on the **Forgot Password** link underneath the **LOGIN** button and follow the instructions in section 2.5. If you remain locked out, contact the **Vendor Helpdesk @ (877) 918-2776** to have your password reset.

You will be prompted to change your password at the time of your initial login, and then again every 90 days.

The screenshot displays the 'User Password Change' interface within the VA-ECC system. At the top left, the 'VA-ECC' logo is visible. On the top right, there is a 'Log-out' link. Below the header, navigation options for 'Reports' and 'Admin' are present, along with a 'USER INFO' tab. The central focus is the 'User Password Change' form, which includes three text input fields labeled 'Old Password:', 'New Password:', and 'Confirm Password:'. A blue 'CHANGE' button is positioned at the bottom of the form. The footer of the page contains the copyright notice '©EPPIC'.

User Actions

1. Enter your current password in the “**Old Password**” field. (If this is your initial login, the “**Old Password**” is still the 5-digit zip code of the facility plus your 3 digit FIPS Code.)
2. After considering the password requirements, create a new password and enter it in the “**New Password**” field. Enter that same password again in the “**Confirm Password**” field and click on the **Change** button.
3. Upon pressing the **Change** button, you will be directed to the **Manage Security Questions** screen if this is your initial login or if the Help Desk reset your password for you. Follow the instructions in section 2.4 to set up your security questions.

2.4 Manage Security Questions Screen

- Purpose:** This screen assists you in setting up a security question so you can reset your password later if you forget it.
- General Information:** All information on this screen is required. You must select one of the questions from each of the four drop down menu, answer it in the **Security Answer** box, confirm the answer in the **Confirm Security Answer box**, and click the **Save** button.
- You are not allowed to select the same question more than once. The text typed for the **Security Answer** and the **Confirm Security Answer** must match exactly. The text entered for the **Security Answer** and **Confirm Security Answer** show as colored dots rather than text, for security purposes.
- When logging in for the first time, you will be directed to setup your security question immediately after changing your original password.



Manage Security Questions

User Profile

Please select four unique security questions and then enter your security answers/confirm answers for each question.

Security Question	Security Answer	Confirm Answer
In what city were you born? ▼	••••••••	••••••••
In what city were you born? ▼	••••••~	••••••~
In what city were you born? ▼	••••••~	••••~•••
In what city were you born? ▼	••••••~	••••••~

SAVE

User Actions:

1. Select a **Security Question** from each of the drop down security question boxes. Questions cannot be selected more than once.
2. Enter the answer in the **Security Answer** field and enter that same answer in the **Confirm Answer** field. You must enter the answers exactly the same for each question.
3. Click the **Save** button when finished.

4. When the **Security Questions** have been saved, the system will automatically take you to the **Confidentiality** screen followed by the **Vendor Main** screen. This is your indication you have logged into the website successfully.

2.5 Forgot Password - User ID Screen

Purpose: If you forget your password, you can enter your **User ID** to set a new password with your security question.

General Information: This screen is opened from the **Login Page** by clicking the **Forgot Password?** link under the Login button.



All information on this screen is required. You must enter your **User ID** and click the **SUBMIT** button.

Remember: The **User ID** is your 9-digit vendor number.

If you have forgotten your **User ID**, contact the **Vendor Helpdesk @ (877) 918-2776** for assistance.

A screenshot of a web form titled 'Security Question'. The form has a blue header bar with the title. Below the header, it says 'Please enter your Login ID to retrieve your security questions.' There is a text input field labeled 'LOGIN ID:' containing the text 'SEAL'. At the bottom of the form, there are two buttons: 'SUBMIT' and 'CANCEL'.

User Actions

1. Enter your **User ID** in the **LOGIN ID:** box.

2. Click the **Submit** button. 

3. The system will automatically take you to the **Security Answer** screen discussed in the next section. It will prompt you to complete the security question you chose previously.

2.6 Forgot Password - Security Answer Screen

Purpose: The purpose of this screen is to assist you in setting a new password, using the security question you completed previously.

When a password is forgotten, the only option is to select a new password. The portal does not have the ability to email you your old password or notify you of it by some other means. You will simply set a new password.

General Information: This screen opens after you enter your **User ID** on the **Security Question User ID** screen and click the **Submit** button. From there, the **User ID** will carry forward as the first field on this screen but is a field you cannot change or edit.

All information on this screen is required. The Security Question drop down box defaults to a list of the security questions you chose previously. In this screen the answer to the security question is NOT case-sensitive.

Therefore, the answer McCloskey and MCCLOSKEY are the same. For security purposes, the text entered for the **Security Answer** appears as colored dots, not text.

If you enter the wrong answer, the system will display an error message indicating that either the security question or security answer is incorrect.

After three (3) failed attempts to answer the **Security Questions** correctly, your login will be locked out and the system will not start a new session.

If you have forgotten your **User ID** or have been locked out, contact the **Vendor Helpdesk @ (877) 918-2776**.

Security Question

Please select your security question and provide your security answer.

Login ID LISALI2

Security Question What was your first pet's name?

Security Answer

Questions Answered Correctly: 1

Questions Answered Incorrectly: 2

SUBMIT CANCEL

User Actions

1. Enter the answer to the security question in the **Security Answer** field.
2. Click the **Submit** button.
3. Once two security questions are answered correctly, the **User Password Change** screen displays. At this point, you will reset your password by choosing a new one. Instructions for completing this screen are described in section 2.7.

2.7 Forgot Password - Password Change Screen

Purpose: The **User Password Change** screen allows you to select a new password when you have forgotten your old one.

General Information: This screen is opened after you enter the answer to your **Security Question** and click the **Submit** button. All information on this screen is required. Your new password must meet the following requirements:

Required:

- Password length is eight (8) to fourteen (14) characters long
- Minimum one lower case letter
- Minimum one upper case letter
- Minimum one number

Allowed but not required:

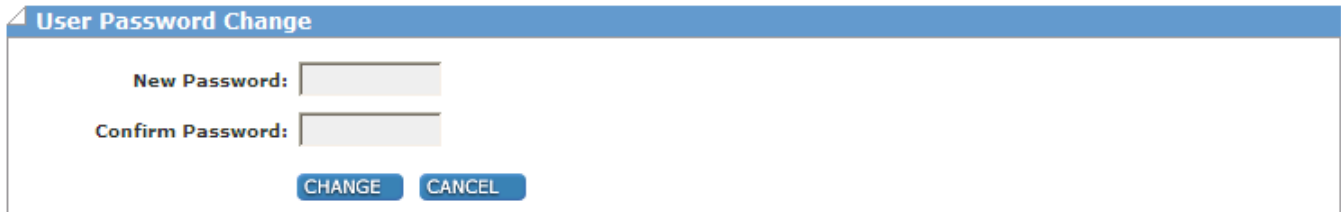
- Special characters (Ex. *, &, %)

Other constraints

- New passwords cannot be the same as the current password or the previous twenty-four (24) passwords

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User Password Change



The screenshot shows a web form titled "User Password Change". It contains two text input fields: "New Password:" and "Confirm Password:". Below these fields are two buttons: "CHANGE" and "CANCEL".

User Actions

1. Following the password requirements noted above, enter your new password in the **New Password** field.
2. Enter the same password again in the **Confirm Password** field. These two entries must match.
3. Click the **Change** button.
4. Upon clicking the **Change** button, you are immediately returned to the main login screen. (Section 2.2) Enter your User ID and the new password you just created and click the **Login** button.
5. You will be taken to the **Vendor Confidentiality** screen. This is your indication you have changed the password and logged in successfully.

2.8 Common Screen Areas

These common features are explained in this section of this manual.

***Note: These areas do not appear on the Security Question Password Reset screens.*

2.8.1 Home Area



This is the **VA-ECC** logo area of the portal. Roll your mouse over this area, and when the cursor changes to a hand, you can click here to go directly back to the **Vendor Confidentiality** screen.

2.8.2 Information Access Sections



Roll your mouse over the **Admin** menu to see the Change Password and Manage Security Questions options.



Here you will see options “**Change Password**” and “**Manage Security Questions**” These screens do the following:

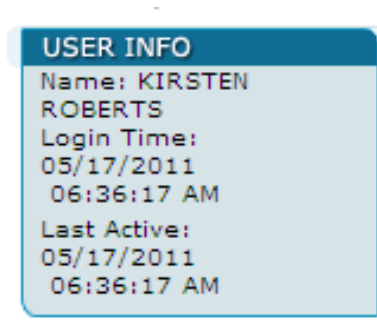
The **Change Password** option opens the **User Password Change** screen discussed in section 2.3. Using this option, allows you to manually force a password change at any time.

The **Manage Security Questions** option opens the **Manage Security Questions** screen. Using this option, allows you to manually change your security questions at any time.

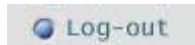
2.8.3 User Info Area



Moving the mouse pointer over **USER INFO** will show your user name, the time you last logged in, and the time you performed an action on the Portal.



2.8.4 Log-out Area



Clicking on the **Log-out** link while on any screen logs you out of the Portal and returns you to the **Login** screen. After clicking this, you will have to log in again in order to use the Portal.

2.8.5 Hyperlinks

Portal information shown on the screen in blue type is a hyperlink or link that you can click to go to a new page that gives you more detailed information about the selected item.



2.9 Navigation and Option Buttons

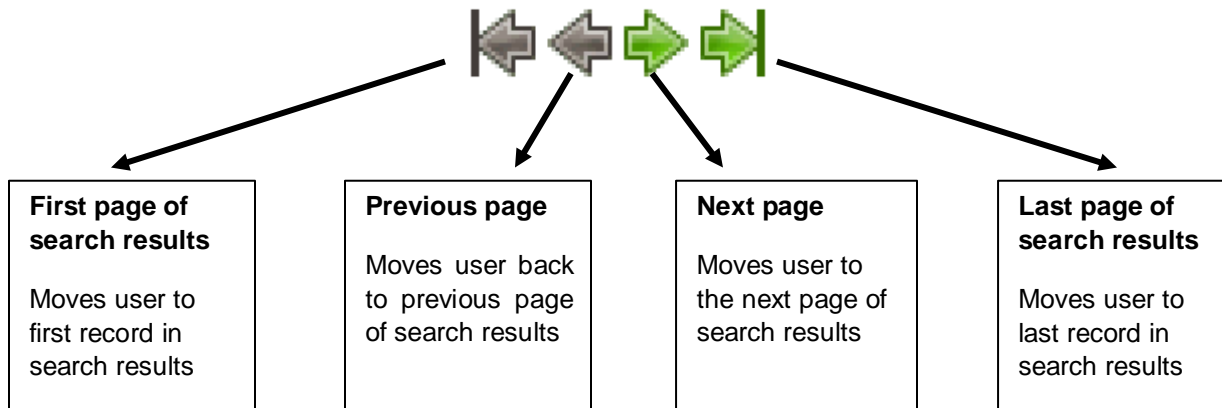
Several navigation and option buttons appear on the search result screens.

Below is an explanation of these features.

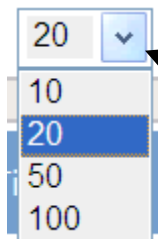


Trans Date/Time	Case #	Child Name	Client ID	Trans Type	Entry Date/Time	Entry Method	Response	Voided
06/30/2011 12:00:00 AM	112021087	N/A	N/A	GEN. ABSENCE	06/24/2011 12:34	POS	(19) System Error Occurred	
06/30/2011 12:00:00 AM	112021087	N/A	N/A	GEN. ABSENCE	06/24/2011 11:10	POS	(19) System Error Occurred	

2.9.1 Pagination Features



2.9.2 Display Records

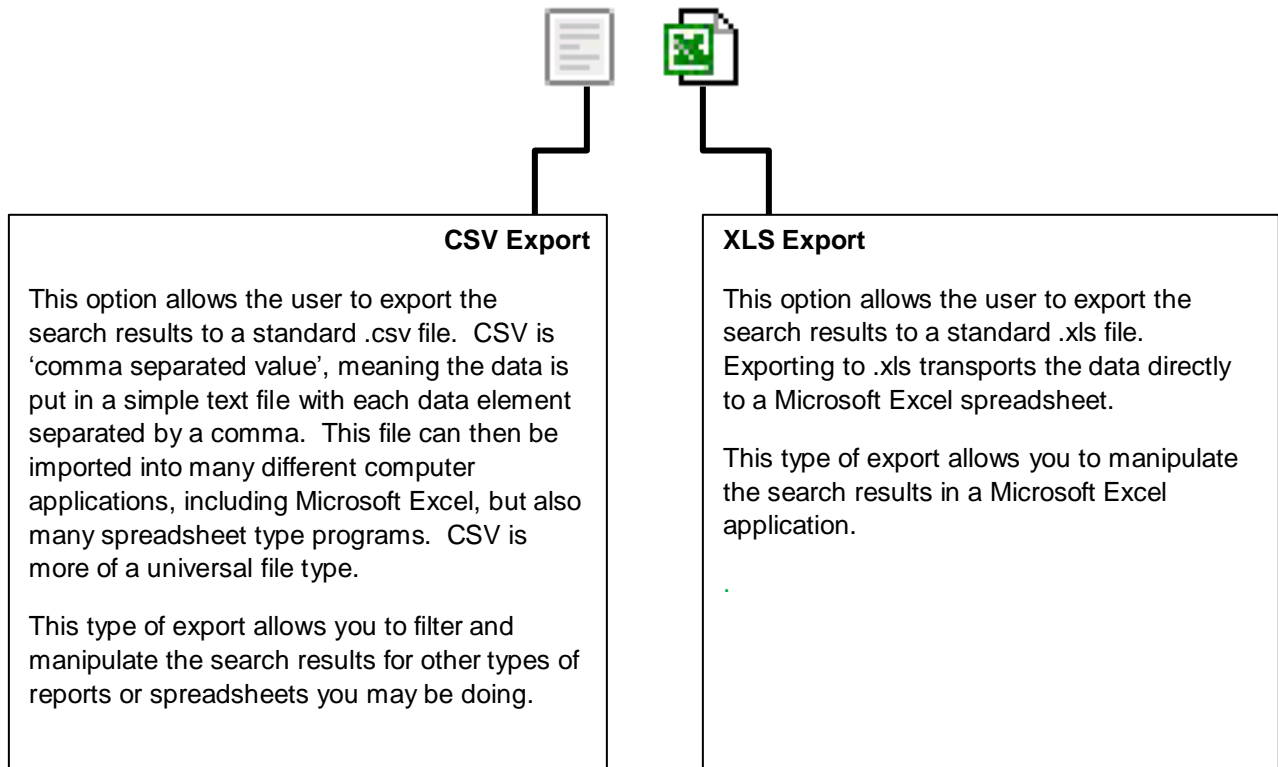


This option allows the user to select how many records to display per page of search results. The options are 10, 20, 50, or 100 records per page. The default is 20 records.

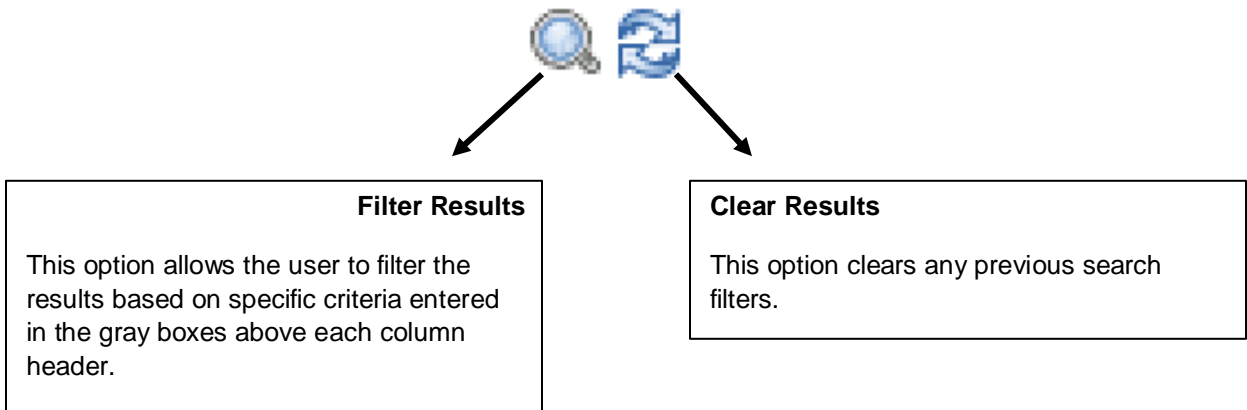
To change the default, select an option from the drop down.

You may change this option at any time.

2.9.3 Export Options

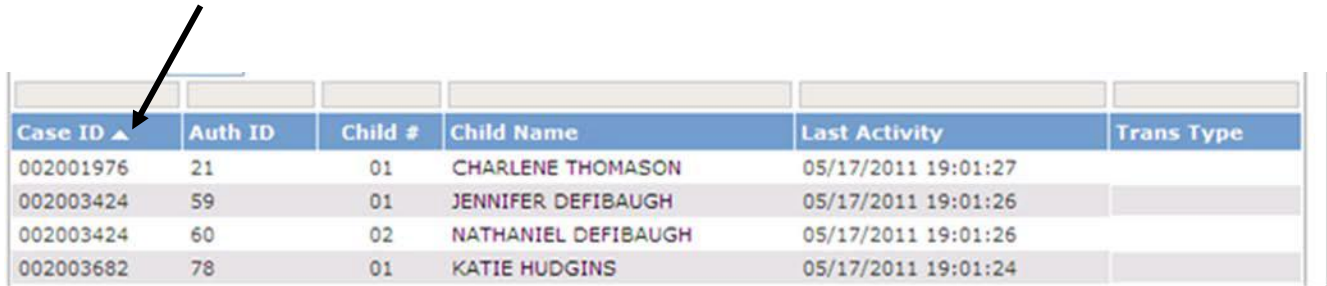


2.9.4 Other Results Options



2.9.5 Column Sort

Most columns in the search results are available to sort. Roll the cursor over the blue header of each column and if the cursor changes to a hand, that column is available for sorting. Once the column has been sorted, a white arrow will appear next to the column header.



Case ID ▲	Auth ID	Child #	Child Name	Last Activity	Trans Type
002001976	21	01	CHARLENE THOMASON	05/17/2011 19:01:27	
002003424	59	01	JENNIFER DEFIBAUGH	05/17/2011 19:01:26	
002003424	60	02	NATHANIEL DEFIBAUGH	05/17/2011 19:01:26	
002003682	78	01	KATIE HUDGINS	05/17/2011 19:01:24	

2.9.6 Browser Buttons

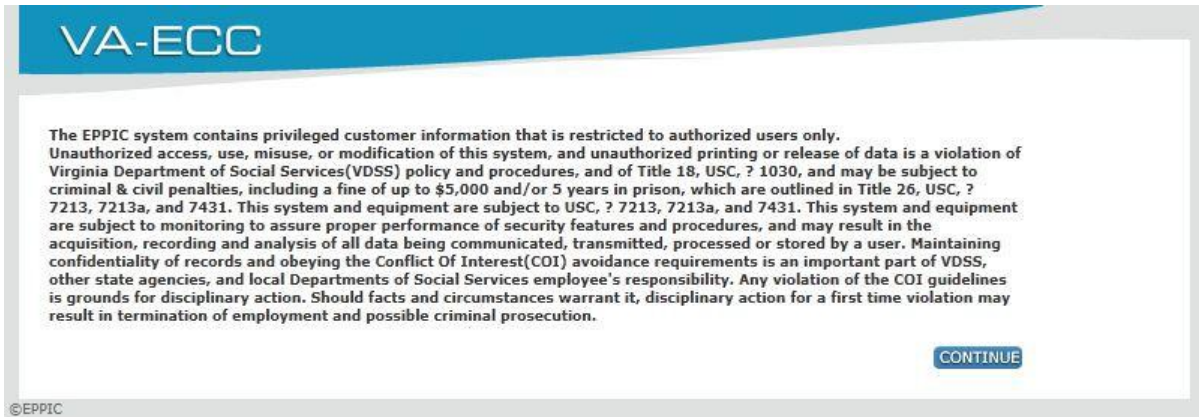
Internet Explorer has “Back” and “Forward” buttons. These buttons work within the **Vendor Web Portal** also to allow for easy navigation between screens.



3.0 VENDOR SCREENS

3.1 Vendor Confidentiality Screen

- Purpose:** The **Vendor Confidentiality** screen displays the Virginia Department of Social Services policy regarding the confidentiality of the data presented on the system.
- General Information:** To continue accessing the system, the vendor must click on the **Continue** button to proceed to the **Vendor Profile** screen.



3.2 Vendor Profile Screen

- Purpose:** The **Vendor Profile** screen displays your vendor profile. It is often referred to as the “Home Screen.”
- General Information:** This screen contains general demographic information about your facility including the Vendor name, address, phone number, etc. If you believe something on this screen is incorrect, contact the Helpdesk at 855-635-4370.

VA-ECC Log-out

| Reports | Admin

USER INFO

Vendor - Profile

Vendor Information

Vendor Information		Address Information	
Vendor Name:	Galatic kids	Address:	6000 Spacy Track
Vendor ID:	510001243		
Vendor Level:	2	City/State:	James City, VA
Vendor Type:	LOAPPVF	ZIP:	23185
Vendor FIPS:	095-James City County	Email:	
Vendor Phone #:	(757)100-6000	Contact Name:	
Licence #:	0	Contact Phone #:	
Licence End Date:	12/31/9999		

POS Information

Install Date	Deinstall Date	POS Telephone number
06/23/2011	12/31/9999	7571006000

[AUTHORIZATIONS](#)
[TRANSACTION](#)

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Action Buttons	Function
AUTHORIZATIONS	This button opens the Vendor Authorizations Report .
TRANSACTION	This button opens the Vendor Transaction Search screen.

3.3 Vendor Authorizations Report Screen

Purpose: The **Vendor Authorizations Report** screen displays a list of children authorized at your facility.

General Information: Ordering of results is as follows:

1. By **Case #**
2. By **Child Number #**

The **Vendor ID** field links to the **Vendor Profile Screen**. Click on the **Vendor ID** link and you will be taken back to your **Vendor Profile** screen.

The **Case #** is a system generated number that occurs when the information comes into the **VA-ECC** program from the state's eligibility system.

The **Child Name** field links to the **Child Authorization Profile Screen**. When you click on the **Child Name** link, you will be taken to the **Authorization Profile** for that child.

The **Last Activity** field displays the date and time there was activity on the card.

VA-ECC Log-out

| Reports | Admin

USER INFO

Vendor Authorizations Report

Vendor Information		Address Information	
Vendor Name:	Galatic kids	Address:	6000 Spacy Track
Vendor ID:	510001243		
Vendor Level:	2	City/State:	James City,VA
Vendor Type:	LOAPPVF	ZIP:	23185
Vendor FIPS:	095-James City County	Email:	
Vendor Phone #:	(757)100-6000	Contact Name:	
Licence #:	0	Contact Phone #:	
Licence End Date:	12/31/9999		

Authorization Report

Navigation icons: back, forward, search, etc. | 20 | [Print] | [Refresh]

Case Name	Case #	Child Name	Child #	Client ID	Full Day Balance	Part Day Balance	Last Activity
Sherry, Smith	112021087	Misty, Smith	01	2102053835	18	0	06/26/2011 01:00:00 PM

Results 1 - 1 of 1.

[PROFILE](#) [TRANSACTION](#)

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Action Buttons	Function
Vendor ID	Clicking on the Vendor ID opens your Vendor Profile screen.
Child Name	Clicking on the child's name opens the select child's Authorization Profile screen.
PROFILE	This button opens the Vendor Profile screen.
TRANSACTION	This button opens your Vendor Transaction Search screen.

3.4 Authorization Profile Screen

Purpose: The **Authorization Profile** screen shows the authorization details for a particular child.

General Information: The top portion of the screen displays known demographic information for the child, such as; name, address, date of birth.

The **Child #** is also located on this screen. This may be helpful if you have a parent at the counter who has forgotten their child’s number at the time they are swiping.

The bottom portion of the screen contains the details of the authorization.

Important Reminders:

- It is possible for a child to have more than one authorization record showing here.
- Also, all old authorizations will be displayed. They will be marked with a status of Discontinued.



Selecting the authorization number allows the user to expand or close the entry.

3.4.1 Expanded Authorization Profile Screen

310001928 Vendor ID : 510001243
 Vendor ID : 510001243
 Vendor Name # : Galatic kids

Authorization Segments		
Start Date	End Date	Status
06/02/2011	12/31/9999	Authorized

Authorization Utilization				
Service Month/Year	Authorized		Utilized	
	Full Day Units	Part Day Units	Full Day Units	Part Day Units
Jun 2011	21	0	3	0
Jul 2011	20	0	3	0
Aug 2011	22	0	3	0
Sept 2011	21	0	3	0
Oct 2011	21	0	3	0
Nov 2011	21	0	3	0
Dec 2011	21	0	3	0
Jan 2012	22	0	3	0
Feb 2012	20	0	3	0
Mar 2012	21	0	3	0
Apr 2012	21	0	3	0
May 2012	22	0	3	0

PROFILE TRANSACTION

The Authorization Segments will display the Start Date of the authorization.

The Authorization Segments will display the End Date of the authorization.

The Authorization Segments will display the Status of the authorization.

Action Buttons	Function
PROFILE	This button opens your Vendor Profile screen.
TRANSACTION	This button opens the Vendor Authorization Transaction Search screen.

3.4.2 Vendor Authorization Transaction Search Screen

When you click the **Transaction** button located at the bottom of the **Authorization Profile** screen, you will receive the screen below.

While the top sections remain, a new search section is displayed at the bottom of the screen. See the red lined box below. This is called the **Vendor Authorization Transaction Search** screen.

The screenshot shows the VA-ECC web portal interface. At the top left is the VA-ECC logo. At the top right are links for 'Log-out', 'Reports', and 'Admin'. Below these is a 'USER INFO' tab. The main content area is titled 'Authorization - Profile' and contains several sections:

- Authorization Information**: A header for the profile data.
- Person Information**: A table with fields: Child Name (Smith, Misty), Client ID (2102053835), Case # (112021087), DOB (03/02/2009), and Child # (01).
- Address Information**: A table with fields: Address (800 Pepper Street), City/State (Christiansburg, VA), Zip (24141), FIPS (121-Montgomery County), Home Phone ((540) 731-2345), Work Phone, Work Ext, and Mobile Phone.
- Absence Information**: A table with fields: Absence Allowed (24) and Absence Used (0).

Below the profile information, there is a blue bar with a house icon, the number '310001928', and 'Vendor ID : 510001243'. The 'Authorization Transaction Search' section is highlighted with a red rounded rectangle. It contains a 'Date Range' field with two date pickers (Start Date and End Date) and the text '(Month/Day/Year)'. Below the date range are three buttons: 'SEARCH', 'RESET', and 'CANCEL'. At the bottom of the screen, there are two buttons: 'PROFILE' and 'TRANSACTION'. The footer of the page contains the copyright notice '©EPPIC'.

3.5 Vendor Transaction Search Screen

Purpose: This screen allows you to search for attendance transactions for the vendor within the specified time period.

General Information: This is an inquiry screen that is available from other places within the portal. It can be accessed the **Vendor Profile** screen or the **Vendor Authorizations Report** screen.

Upon initial entry to the screen, all attendance transactions recorded for the current date display automatically. To execute a different search, enter the date range you would like in the **Start Date** and **End Date** fields. The date must be entered in MM/DD/YYYY format. For example: 05/02/2011 would represent May 2, 2011.

If you'd like to retrieve a report of all transactions in the month of June, you would enter 06/01/2011 in the **Start Date** field and then 06/30/2011 in the **End Date** field and then press the **Search** button.

Further actions are described below.

Enter search dates here according to the format above.

Action Buttons	Function
SEARCH	Click the SEARCH button when you are ready to begin the search. This executes the search and brings back the records you have requested.
RESET	The RESET button clears all information entered and resets the search screen to accept new dates.

3.5.1 Vendor Transaction Report Screen

Purpose: The **Vendor Transaction Report Screen** displays all transactions that have occurred at your facility.

General Information: Order of the results is as follows:

- Date/Time of transaction
- Case #
- Child Name
- Client ID

Any of these columns can be sorted and reordered on by clicking in the blue header area of the column as explained in Section 2.9.5

The **Trans Type** field shows the type of activity on the card at the facility. Some possible entries are:

- IN/OUT (Check In/ Check Out)
- P/IN or P/OUT (Previous Check In or Previous Check Out)
- SAF IN/SAF OUT (Check In/Out occurred while the device was in Store and Forward mode)

If a swipe was done as a “Previous” transaction or a “SAF” transaction, the date and time the Previous In/Out swipe actually occurred is shown in the **Entry Date/Time** field

The **Response** column notes the response received from EPPIC.

As a reminder, the results of this report can be exported to a .csv file or an .xls file as explained in section 2.9.3. The buttons are noted below in the red circle.

3.5.1.1 Vendor Transaction Report Screen – Sample 1

Vendor Transaction Report								
Trans Date/Time	Case #	Child Name	Client ID	Trans Type	Entry Date/Time	Entry Method	Response	Voided
03/26/2012 17:47	113000123	SMITH, SUSAN	2113000123	OUT		POS	(00) SUCCESS/APPROVED	
03/26/2012 17:43	113000456	OLFSON, BARBARA	2113000457	OUT		POS	(00) SUCCESS/APPROVED	
03/26/2012 17:42	113000124	JOSHMAN, KAREN	2113000456	OUT		POS	(00) SUCCESS/APPROVED	
03/26/2012 17:42	113000654	STEVENS, ADAM	2113000117	OUT		POS	(00) SUCCESS/APPROVED	
03/26/2012 17:40	113000234	THOMAS, ROBERT	2113000987	OUT		POS	(00) SUCCESS/APPROVED	
03/26/2012 17:30	113000987	THOMAS, BARBARA	2113000337	P/OUT	03/27/2012 08:26	POS	(00) SUCCESS/APPROVED	
03/26/2012 17:25	113000321	JOHNSON, JESSICA	2113000222	OUT		POS	(00) SUCCESS/APPROVED	
03/26/2012 17:25	113000765	JONES, KEVIN	2113000667	OUT		POS	(00) SUCCESS/APPROVED	
03/26/2012 17:25	113000543	NEWMAN, ALEX	2113000333	OUT		POS	(00) SUCCESS/APPROVED	
03/26/2012 17:25	113000765	SONSHI, DABNY	2113000999	OUT		POS	(00) SUCCESS/APPROVED	

Results 1 - 10 of 78.

PROFILE AUTHORIZATIONS

Action Buttons	Function
Child Name	Clicking on the child's name opens the selected child's Authorization Profile screen.
PROFILE	This button opens the Vendor Profile screen.
AUTHORIZATIONS	This button opens the Authorization Profile screen.

4. REPORTS

To access the reports available to you, use the following steps:

User Actions:

1. Roll your mouse over **Reports** menu to open a list of the related screens you can access.
2. Click either on the **Vendor Payment Report Inquiry** link or the **Child Payment Report Inquiry** link.



4.1 Vendor Payment Reports

4.1.1 Vendor Payment Report Inquiry Screen

Purpose: The **Vendor Payment Report Inquiry** screen allows you to search for reports on a specific payment date or a range of dates.

General Information: After you input a **Start Date** and an **End Date**, in the format displayed below the date boxes, and click on the **SEARCH** button, a report listing the **Payment Dates** will be generated. This is the first step in reviewing payment report information.

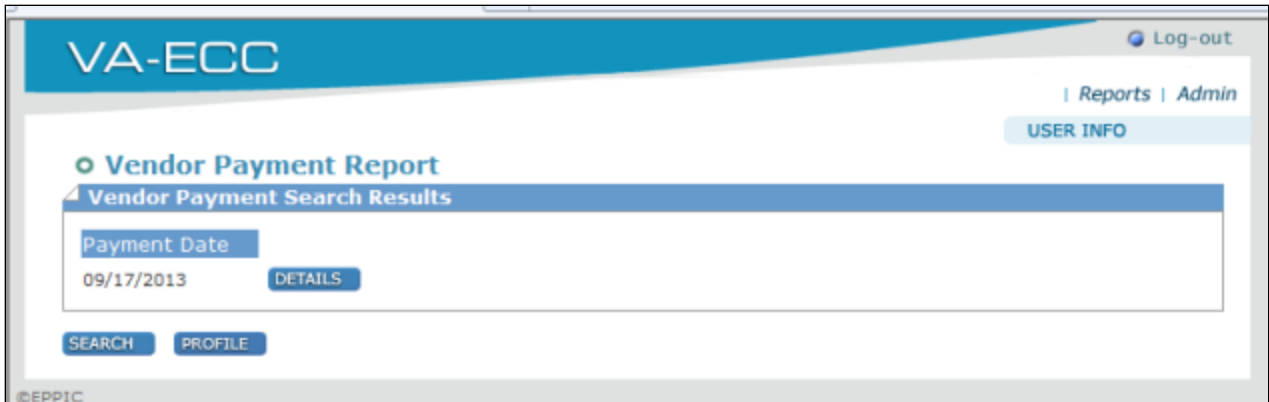
Action Buttons	Function
SEARCH	This buttons opens the Vendor Payment Report screen.
RESET	This button clears the information previously input in the date boxes.
PROFILE	This button opens the Vendor Profile screen.

4.1.2 Vendor Payment Report Results Screen

Purpose: The **Vendor Payment Report screen** allows you to select a **Payment Date** to view payment details.

General Information: Once you have input your date range and clicked on the **SEARCH** button, you will receive a list of **Payment Dates** to choose from in order to obtain more detailed information for a specific **Payment Date**.

Clicking on the **DETAILS** button to the right of the **Payment Date** you are inquiring about brings you to the **Vendor Payment Summary** screen.



Action Buttons	Function
DETAILS	This button opens the Vendor Payment Summary screen for the Payment Date selected.
SEARCH	This button opens the Vendor Payment Report Inquiry screen.
PROFILE	This button opens the Vendor Profile screen.

4.1.3 Vendor Payment Summary Screen

Purpose: The **Vendor Payment Summary** screen provides an overview of the payment information for the specific date selected.

General Information: By selecting a specific Payment Date from the list found on the Vendor Payment Report Screen, you will obtain a summary of the payment information for that particular day.

There are two links on this screen: The **Payment Subtotal** link and the **Adjustment Subtotal** link. Clicking on the **Payment Subtotal** value hyperlink opens the **Vendor Case Payment Details** screen for this payment. Clicking the **Adjustments Subtotal** value hyperlink opens the **Vendor Payment Withholding Details** screen for this payment.

The screenshot displays the VA-ECC Vendor - Payment Summary screen. At the top, there is a navigation bar with 'VA-ECC' on the left and 'Log-out' on the right. Below the navigation bar, there are links for 'Reports' and 'Admin'. The main content area is titled 'Vendor - Payment Summary' and is divided into two sections: 'Vendor Profile' and 'Vendor - Payment Summary'.

Vendor Profile

Vendor Information		Address Information	
Vendor Name:	Little Angels	Address:	7845 Heavenly Corner
Vendor ID:	510001249	City/State:	James City,VA
Vendor Level:	1	ZIP:	23185
Vendor Type:	UNREGDF	Email:	
Vendor FIPS:	095-James City County	Contact Name:	
Vendor Phone #:	(757)456-1233	Contact Phone #:	
License #:			
License End Date:	12/31/9999		

Vendor - Payment Summary

Payment Date:	09/17/2013
Payment ID:	410001138
Payment Status:	Issued
<hr/>	
Attendance Amount:	\$228.00
Absence Amount:	\$0.00
Holiday Amount:	\$0.00
Registration Fee Amount:	\$0.00
Adjustment Amount:	\$0.00
Copay Amount:	\$0.00
Payment Subtotal:	\$228.00
<hr/>	
Vendor Withholding Amount:	\$0.00
Tax Amount:	\$0.00
Adjustments Subtotal:	\$0.00
<hr/>	
Total Payment Amount:	\$228.00

At the bottom left of the screen, there is a 'PROFILE' button.

Action Button	Function
Payment Subtotal Value	Opens the Vendor Case Payment Details screen for the currently viewed payment.
Adjustments Subtotal Value	Opens the Vendor Payment Withholding Details screen for the currently viewed payment.
PROFILE	This button opens the Vendor Profile screen.

4.1.4 Vendor Case Payment Details Screen

Purpose: The **Vendor Case Payment Details** screen provides you with detailed case payment information for a specific **Payment Date**.

General Information: This screen displays payment totals for each case included in the payment. Clicking on the **Total Amount** value opens the **Vendor Authorization Payment Details** screen.

Vendor - Case Payment Details

Vendor Profile

Vendor Information		Address Information	
Vendor Name:	Little Angels	Address:	7845 Heavenly Corner
Vendor ID:	510001249		
Vendor Level:	1	City/State:	James City,VA
Vendor Type:	UNREGDF	ZIP:	23185
Vendor FIPS:	095-James City County	Email:	
Vendor Phone #:	(757)456-1233	Contact Name:	
License #:		Contact Phone #:	
License End Date:	12/31/9999		

Vendor Case Payment Details

Payment Date 09/17/2013
Payment ID 410001138

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Case Name	Service Month	Case #	Attendance Amount	Absence Amount	Holiday Amount	Reg Fee Amount	Adjustment Amount	Copay Amount	Total Amount
Smith, Julie	08/2013	112031339	\$228.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$228.00

Results 1 - 1 of 1.

Total Payment Amount \$228.00

SUMMARY
PROFILE

EPPIC

Action Button	Function
Case Number	Clicking on the case number opens the selected child's Case Profile screen.
Total Amount Value	Clicking on the Total Amount value opens the Vendor Authorization Payment Details Screen.

4.1.5 Vendor Authorization Payment Details Screen

Purpose: The **Vendor Authorization Payment Details** screen provides you with detailed authorized payment information for a specific **Payment Date**.

General Information: This screen displays payment totals for each authorization included in the payment. Clicking on **Paid Units FD / PD** value opens the vendor **Authorization Payment Attendance Details** screen

Vendor - Authorization Payment Details

Vendor Profile

Vendor Information		Address Information	
Vendor Name:	Little Angels	Address:	7845 Heavenly Corner
Vendor ID:	510001249		
Vendor Level:	1	City/State:	James City,VA
Vendor Type:	UNREGDF	ZIP:	23185
Vendor FIPS:	095-James City County	Email:	
Vendor Phone #:	(757)456-1233	Contact Name:	
License #:		Contact Phone #:	
License End Date:	12/31/9999		

Vendor Authorization Payment Details

Payment Date	09/17/2013	Case #:	112031339	Service Month:	08/2013
Payment ID	410001138	Case Name:	Smith, Julie		

Child Name	Case FIPS	Paid Units FD / PD	Attendance Amount	Absence Amount	Holiday Amount	Reg Fee Amount	Adjustment Amount	Copay Amount	Total Amount
Sergey, Teigan	015 - Augusta County	8 / 7	\$228.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$228.00

Results 1 - 1 of 1.

Total Case Payment Amount \$228.00

SUMMARY
PROFILE

EPPIC

Action Button	Function
Child Name	Clicking on the child's name opens the selected child's Authorization Profile screen.
Adjustment Amount Value	Clicking on the adjustment amount opens the selected child's Payment Authorization Adjustments screen.
Paid Units FD / PD	Clicking on Paid Units FD / PD value opens the vendor Authorization Payment Attendance Details screen.

4.1.6 Vendor Authorization Payment Attendance Details Screen

Purpose: The vendor **Authorization Payment Attendance Details** screen provides you with detailed authorized payment information for a specific child on a specific **Payment Date**.

General Information: This screen displays attendance details for each transaction date included in the payment.

USER INFO

Vendor - Authorization Payment Attendance Details

Vendor Profile

Vendor Information		Address Information	
Vendor Name:	Little Angels	Address:	7845 Heavenly Corner
Vendor ID:	510001249		
Vendor Level:	1	City/State:	James City, VA
Vendor Type:	UNREGDF	ZIP:	23185
Vendor FIPS:	095-James City County	Email:	
Vendor Phone #:	(757)456-1233	Contact Name:	
License #:		Contact Phone #:	
License End Date:	12/31/9999		

Authorization Attendance Details

Payment Date: 09/17/2013 **Case #:** 112031339 **Service Month:** 08/2013
Payment ID: 410001138 **Case Name:** Smith, Julie **Child Name:** Sergey, Teigan

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Auth ID	Transaction Date	Attendance Type	Full Day Units	Part Day Units	Duration (HH:MM)
310008799	08/01/2013	MT Manual Attendance	1	0	
310008799	08/02/2013	MT Manual Attendance	0	1	
310008799	08/03/2013	MT Manual Attendance	1	0	
310008799	08/04/2013	MT Manual Attendance	0	1	
310008799	08/05/2013	MT Manual Attendance	1	0	
310008799	08/06/2013	MT Manual Attendance	0	1	
310008799	08/07/2013	MT Manual Attendance	1	0	
310008799	08/08/2013	MT Manual Attendance	0	1	
310008799	08/09/2013	MT Manual Attendance	1	0	
310008799	08/10/2013	MT Manual Attendance	0	1	
310008799	08/11/2013	MT Manual Attendance	1	0	
310008799	08/12/2013	MT Manual Attendance	0	1	
310008799	08/13/2013	MT Manual Attendance	1	0	
310008799	08/14/2013	MT Manual Attendance	1	0	
310008799	08/15/2013	MT Manual Attendance	0	1	

Results 1 - 15 of 15.

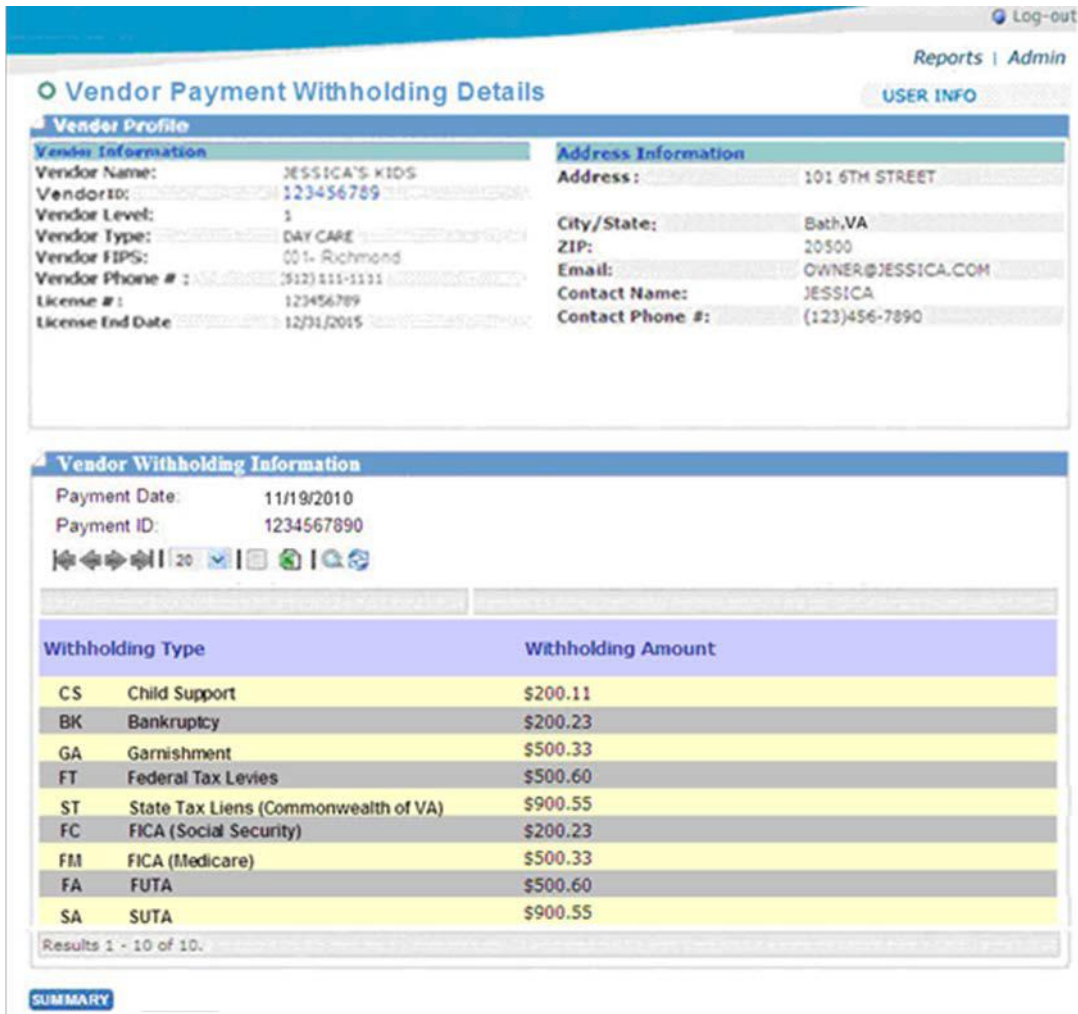
SUMMARY
PROFILE

PIC

Action Buttons	Function
Vendor ID	Clicking on the Vendor ID opens your Vendor Profile screen.
Child's Name	Clicking on the child's name opens the selected child's Authorization Profile screen.
SUMMARY	This button opens the Vendor Authorization Payment Details screen.
PROFILE	This button opens the Vendor Profile screen.

4.1.7 Vendor Payment Withholding Details Screen

- Purpose:** The **Vendor Payment Withholding Details** screen displays any current withholdings deducted from this specific payment.
- General Information:** This screen allows the vendor to view each withholding subtracted from a specific payment as well as a description of each type of applicable deduction.



Action Button	Function
SUMMARY	This button opens the Vendor Payment Summary screen.

4.2 Child Payment Reports

4.2.1 Child Payment Report Inquiry Screen

Purpose: The **Child Payment Report Inquiry** screen allows you to search for reports on a specific payment date or a range of dates.

General Information: After you input the search criteria for a child, and click on the **SEARCH** button, a report listing each child that matches the search will be generated. This is the first step in reviewing payment report information.

Action Buttons	Function
SEARCH	This buttons opens the Child Payment Report screen.
RESET	This button clears the information previously input in the date boxes.
PROFILE	This button opens the Vendor Profile screen.

4.2.2 Child Payment Report Search Results Screen

- Purpose: The **Child Payment Report Search Results** screen provides you with a list of payment reports for children within your facility that match the search criteria entered.
- General Information: This screen allows the vendor to select a child to view payments made to the vendor on their behalf.



Action Button	Function
DETAILS	This button opens the Child Payment Report screen.
SEARCH	This button returns the user to the Child Payment Search screen.
PROFILE	This button opens the Case Profile screen.

4.2.3 Child Payment Report Screen

Purpose: The **Child Payment Report** screen identifies payment amounts made to a vendor, on behalf of the child.

General Information: This screen allows the vendor to obtain a detail listing of amounts paid, in every payment made to the vendor, for services provided for the child selected.

Also, by selecting one of the hyperlinks, on this screen, you will be able to navigate to other related screens, such as:

- Authorization information (**Authorization Profile** screen)
- Vendor information (**Vendor Profile** screen)
- Payment information (**Payment Summary** screen for the payment selected)

VA-ECC Log-out

| Reports | Admin

USER INFO

Child Payment Report

Authorization Information

Person Information	Address Information
Child Name: Flight, Sky	Address: 1234 Henry Trace Apartment
Client ID : 2102051629	City/State: James City, VA
DOB: 04/06/1996	Zip: 23185
	FIPS: James City County
	Home Phone: 804-562-0125
	Work Phone: 804-100-2151
	Work Ext: 1201
	Mobile Phone : 804-215-3152

Payment to Vendors for Sky Flight (Client ID: 2102051629) from 05/01/2011 to 07/01/2011

Navigation: [Back] [Forward] [Page 20] [Print] [Search] [Refresh]

Case #	Auth ID	Vendor Name	Vendor ID	Payment ID	Payment Date	Service Month	Amount
112020571	310001806	Woman, Wonder	510001289	410000387	06/25/2011	06/2011	\$20.00

Results 1 - 1 of 1.

[PROFILE](#) **Total Amount: \$20.00**

©EPPIC

Action Button	Function
Child Name	Clicking on the Child Name opens the selected child's Authorization Profile screen.
Auth ID	Clicking on the child's Auth ID opens the selected child's Authorization Profile screen.
Vendor ID	Clicking on the Vendor ID opens your Vendor Profile screen.
Payment ID	Clicking on the Payment ID opens that Vendor Payment Summary screen.
PROFILE	This button opens the Vendor Profile screen.

5 HELP LINE NUMBER

For further assistance with the VA-ECC Vendor Web Portal, contact the following:

- **Vendor Help Line:** (877) 918-2776

6 VIRGINIA FIPS CODES

OUT OF STATE.....	000
ACCOMACK	001
ALBEMARLE	003
ALEXANDRIA (CITY)	510
ALLEGHANY	005
AMELIA	007
AMHERST	009
APPOMATTOX	011
ARLINGTON	013
AUGUSTA	015
BATH	017
BEDFORD	019
BEDFORD (CITY)	515
BLAND	021
BOTETOURT	023
BRISTOL (CITY)	520
BRUNSWICK	025
BUCHANAN	027
BUCKINGHAM	029
BUENA VISTA (CITY)	530
CAMPBELL	031
CAROLINE	033
CARROLL	035
CHARLES CITY	036
CHARLOTTE	037
CHARLOTTESVILLE (CITY)	540
CHESAPEAKE (CITY)	550
CHESTERFIELD	041
CLARKE	043
CLIFTON FORGE (CITY)	560
COLONIAL HEIGHTS (CITY)	570
COVINGTON (CITY)	580
CRAIG	045
CULPEPER	047
CUMBERLAND	049
DANVILLE (CITY)	590
DICKENSON	051
DINWIDDIE	053
EMPORIA (CITY)	595
ESSEX	057
FAIRFAX	059
FAIRFAX (CITY)	600
FALLS CHURCH (CITY)	610
FAUQUIER	061
FLOYD	063
FLUVANNA	065
FRANKLIN	067
FRANKLIN (CITY)	620
FREDERICK	069
FREDERICKSBURG (CITY)	630
GALAX (CITY)	640
GILES	071

GLOUCESTER 073
 GOOCHLAND 075
 GRAYSON 077
 GREENE 079
 GREENSVILLE 081
 HALIFAX 083
 HAMPTON (CITY) 650
 HANOVER 085
 HARRISONBURG (CITY) 660
 HENRICO 087
 HENRY 089
 HIGHLAND 091
 HOPEWELL (CITY) 670
 ISLE OF WIGHT 093
 JAMES CITY 095
 KING AND QUEEN 097
 KING GEORGE 099
 KING WILLIAM 101
 LANCASTER 103
 LEE 105
 LEXINGTON (CITY) 678
 LOUDOUN 107
 LOUISA 109
 LUNENBURG 111
 LYNCHBURG (CITY) 680
 MADISON 113
 MANASSAS (CITY) 683
 MANASSAS PARK (CITY) 685
 MARTINSVILLE (CITY) 690
 MATHEWS 115
 MECKLENBURG 117
 MIDDLESEX 119
 MONTGOMERY 121
 NELSON 125
 NEW KENT 127
 NEWPORT NEWS (CITY) 700
 NORFOLK (CITY) 710
 NORTHAMPTON 131
 NORTHUMBERLAND 133
 NORTON (CITY) 720
 NOTTOWAY 135
 ORANGE 137
 PAGE 139
 PATRICK 141
 PETERSBURG (CITY) 730
 PITTSYLVANIA 143
 POQUOSON (CITY) 735
 PORTSMOUTH (CITY) 740
 POWHATAN 145
 PRINCE EDWARD 147
 PRINCE GEORGE 149
 PRINCE WILLIAM 153
 PULASKI 155
 RADFORD (CITY) 750
 RAPPAHANNOCK 157

RICHMOND 159
RICHMOND (CITY) 760
ROANOKE 161
ROANOKE (CITY) 770
ROCKBRIDGE 163
ROCKINGHAM 165
RUSSELL 167
SALEM (CITY) 775
SCOTT 169
SHENANDOAH 171
SMYTH 173
SOUTH BOSTON (CITY) 780
SOUTHAMPTON 175
SPOTSYLVANIA 177
STAFFORD 179
STAUNTON (CITY) 790
SUFFOLK (CITY) 800
SURRY 181
SUSSEX 183
TAZEWELL 185
VIRGINIA BEACH (CITY) 810
WARREN 187
WASHINGTON 191
WAYNESBORO (CITY) 820
WESTMORELAND 193
WILLIAMSBURG (CITY) 830
WINCHESTER (CITY) 840
WISE 195
WYTHE 197
YORK 199