How to Complete and Submit the eForm

Purpose: Illustrate how to access, complete, attach documents and save the eForm

1) Navigate to the eForm: https://vdoecs.hylandcloud.com/formserver/fs?form=Capture%20Form

2) The Provider Document Upload eForm shown below will display

3) Complete the Following fields

- ❖ OCCHS License \ Exemption #: This field is not required but can be entered if you know this number
- ❖ Provider Type: Select your Provider Type from the drop-down menu
- ❖ Facility Name: Enter the Facility's Name
- ❖ Facility Street Address 1: Enter the Facility's Address
- ❖ Facility Street Address 2: Optional as needed
- ❖ Facility City: Enter the Facility's City
- ❖ Facility Zip Code: Enter the Facility's Zip Code

❖ Submitted By: Enter your Name

❖ Submitter Phone #: Enter your Phone Number (###-###-####)

❖ Interaction Purpose: Select your purpose for uploading documents from the drop-down menu

❖ Submitter Email Address: Enter your email address

4) Attach Documents

Attach Documents

Note: You can only add 30 documents per form submission

Document Type	File Name	
Search/Select..	Browse	Delete
		Add
		Validate

❖ Document Type: Select the type of document you are uploading

❖ File Name: Select Browse then select the file being uploaded

❖ Delete: If the incorrect document was uploaded, select Delete

❖ Add: Add another document

    i. If you have reached the maximum number of documents, select "Submit" to submit the eForm

    ii. Start another eForm by navigating to the above URL

❖ Validate: Validates all fields on the eForm

Submit   Reset   Print

5) When complete select "Submit" to submit the eForm. The form will be submitted to the Office of Child Care Health and Safety

6) If you would like to start over select Reset: All fields will be cleared

7) If you would like to save or print a copy of the eForm for your records, select Print