

STEPS TO REGISTER IN CLEARINGHOUSE

- Go to <https://apps.ahca.myflorida.com/SingleSignOnPortal>
- Select New User Registration
- After reading the authorization statement check the confirmation box and select **continue**.
- Complete information for **Account Registration**
- Select **Register**
- Once your user account is successfully created, select **“Return to Login”**
- Enter the User ID and Password created in the previous steps
- Select **“Log In”**
- From the drop down list select **“Department of Children and Families”** under Background Screening Clearinghouse.
- Select **“Request Program Access”**
- Under Role **Select Provider** from drop down list
- Click on **Add Provider**
- Select the “Provider Type” type in **Family Child Care Home**
- Start typing the **“Provider Name”** as it appears on your license and select it from the list when it appears. ****Try just typing the first 3 letters of your first or last name****
- Select **“Add Provider”**
- Under Requested Provider review the information to ensure you have selected the correct provider and location.
- If correct, select **“Submit Request and Generate User Agreement”**
- The User Registration Agreement will appear (this agreement will have your OCA number on it)
- To open a printable copy of the agreement, select the link in the upper right corner
- **Print and sign the user registration agreement**
- Once you have printed the user registration agreement, select **“Return to DCF Tasks Page”**
- You must then sign the agreement in 2 places, then email the agreement with a colored copy of your driver’s license to the address on the agreement
- **Once your agreement has been processed and approved, you will receive an email to the address on file**

Once you have received your approval, you may now access the Clearinghouse to initiate a live scan screening.

****Please note that when setting up your password, the password must be at least 7 characters and must contain at least one special character, e.g. @, #, &**