# Post Training Instructions

# **Training Name:**

# Step 1. Identify Training Proof:

- Certificate via Teachstone <u>https://teachstone.com/</u>, or
- Certificate via ELC's LMS <u>https://elcbroward.webauthor.com/spub/lms/class.cfm</u> or
- □ Certificate from Zoom training event via trainer email
- □ Certificate/Transcript from the DCF Training portal <u>https://childcaretraining.myflfamilies.com/studentsite/admin/signin</u>

# Step 2. First Time Stipend Applicant

- Use the link to access ELC of Broward's Stipend Payment System
  - <u>https://elcbroward.webauthor.com/go/fx\_stipend\_payment/default.cfm?actionxm</u> <u>=RegisterSignIn</u>
  - Register with your first name, last name and email address. Create your password. (Remember your password)
  - Your username will be your email.
- If you have registered previously in our system for training, use that log in.
  - Forgot Password? Click the Forgot Password link to reset it.
- Create your Stipend Application
  - Stipend Application will only be completed **once**, unless you change your mailing address or name.
  - <u>Required Entry</u>: Legal Name, Current Mailing Address, Social Security #
  - **<u>Required Upload</u>**: Page 1 of the W9 form (signed and dated)
  - ELC staff will review, if the W9 does not match what was inputted or something else is missed, you will be contacted to make corrections.

Stipend Applicant	
ELC Vendor	
Date of Birth *	<b>iii</b> 11/01/1969
Social Security Number *	123456789
First Name *	Jennifer
Last Name *	Aniston
Center Name *	A WORLD OF KNOWLEDGE PRESCH, - 9063
Contact Info	
Personal Email Address *	jenan11011969@gmail.com
Phone Number *	<b>J</b> 954-377-2188
Mailing Address *	3731 N Country Club Dr Apt 301, Aventura, FL 33180
*	Have you received a stipend from the ELC in the past 6 months?
	○ Yes
	No
W-9 *	E Chose File
	Save & Submit Cancel

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interna	l e enue Serice	►	Go to www.irs.go	v/FormW9 for instr	ructions and the lat	test inform	ation.			
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	Jennifer Anist	on								
	2 Business name/o	disregarded entity	y name, if different fro	m above						
ė	3 Check appropria	te box for federa	I tax classification of t	he person whose name	s is entered on line 1. C	heck only on	e of the	4 Exem	ptions (codes apply	oniv te
age	following seven boxes.							certain entities, not individuals; see instructions on page 3):		
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See	3701 N Countr	y Club Dr Ap	ot 301							
	6 City, state, and 2	<u>aP code</u>								
	Aventura, FL 3	3180								
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#### Step 3. Stipend Request

- a. Choose the stipend from the drop-down menu, Applying for\*:
- b. The amount will be automatically generated.
- c. Upload the corresponding certificate or transcript.
- d. Click Save and Submit
- e. If the request is approved, you will receive email notification.
- f. If there is a problem, you will receive an email notification.
- g. Pay attention!!!

### Step 4. Stipend Request - Returning Applicant

- a. You will be directed to *Stipend Request.*
- b. To apply for another stipend, click the green button.
- c. If you have changed your name or address, click YES to enter the new address, and upload a new W9. For example, to update the address, see below.

ARY				
Y				
D4	Jennifer		Aniston	A FAMILY CHILD CARE, INC 4926
ID	First Name	La	ast Name	Center Name
uest				
	Has your legal	l name changed?	NO	
		W-9 *	E Choose File	
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- d. If there are No changes, (Follow Step 3)
- e. Any changes, will require a W9.

### Reminders

- The more responsive you are to our emails; the quicker checks will be mailed.
- Do Not Rush a missing apartment number will result in delays for stipend processing.
- Cash or deposit your checks *asap* so we can target issues immediately.
- Enjoy learning you are receiving the best professional development in Florida.
- Email <u>arpfunds@elcbroward.org</u> for any questions.