

Steps to Apply to Childcare Choice Employee Reimbursement Program



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UA Employee Main Homepage

Click on this tile on the main homepage screen.



Select
Childcare Choice Application



Complete the requested information:

- Telephone number
 - Relationship status
 - Dependent(s) information
- Select "Include" to enroll a dependent

Include No Yes

If no dependents are listed, continue to **"Adding a Dependent"**.

After adding dependents, continue the steps below:

Complete the Providers information
Select "Add Providers" to add a new one
Click **"Done"**

Complete Q & A
Click **"Next"** (lower right corner).

Click **"Submit"** (lower right corner).

ADDING A DEPENDENT

Dependent Information
Check the checkbox beside the name of each child to enroll. Check the checkbox beside their name.

1. Add Dep/Ben

2. No data exists. Add Individual

3. Name Form: English, Name Prefix, *First Name, Middle Name, *Last Name, Name Suffix, Display Name, Formal Name

4. Personal Information: Date of Birth, *Gender, Relationship to Employee, Dependent, Beneficiary, *Marital Status, *Insured, *Smoker, *Non Smoker

5. National ID: No data exists. Add National ID

6. National ID: *Country, National ID Type, *National ID, *Re-Enter National ID, Primary Yes

Pasos para solicitar el programa “Childcare Choice Employee Reimbursement”



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UA Employee Main Homepage

Haga clic en este mosaico en la pantalla de inicio.



Seleccione
“Childcare Choice Application”



Complete la información solicitada:

- Número de teléfono
- Estatus civil
- **Información de dependiente(s)**
Seleccione “include” para inscribir un dependiente

Include No Yes

Si no aparecen dependientes, vaya a **“Añadir un dependiente”**.

Luego de añadir los dependientes, siga los siguientes pasos:

Complete la información del proveedor

Seleccione “Add Providers” para añadir uno nuevo
Clic **“Done”**

Complete Q & A
Clic **“Next”** (esquina inferior derecha)

Clic **“Submit”** (esquina inferior derecha)

Añadir un dependiente