



# **GAPREK**

## **Financial User Guide**

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Version 03, July 02, 2024

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## PURPOSE

This user guide provides support to the Finance Users in performing required actions on the GA DECAL Integrated Provider Portal for the Pre-K program.

## PERSONAS

Personas	Responsibilities
Financial User	<ul style="list-style-type: none"><li>• Accessing Important Communications</li><li>• Submitting a New Incident</li><li>• Changing Bank Account Information</li><li>• Viewing Provider Details</li><li>• Viewing Payment Advices</li><li>• Downloading Payment Advices</li><li>• Viewing Payment Holds</li><li>• Viewing Documents</li></ul>

## INTRODUCTION

This User Guide will assist Finance users in efficiently navigating and utilizing the Pre-K program features. It provides vital information and detailed instructions for managing your duties. The guide includes explanations for features relevant to the Financial User, submitting help tickets, raising a request to change bank account information, and viewing and downloading payment-related details. Utilizing this guide will help ensure seamless and efficient operation of your Providers and Sites.

## ACTIVATING AND LOGGING INTO YOUR ACCOUNT

While using the Provider Portal for the first time for Pre-K, you must activate your Account.

If you are not enrolled as a Financial user on the Pre-K Provider Portal with DECAL, you have to activate your account first.

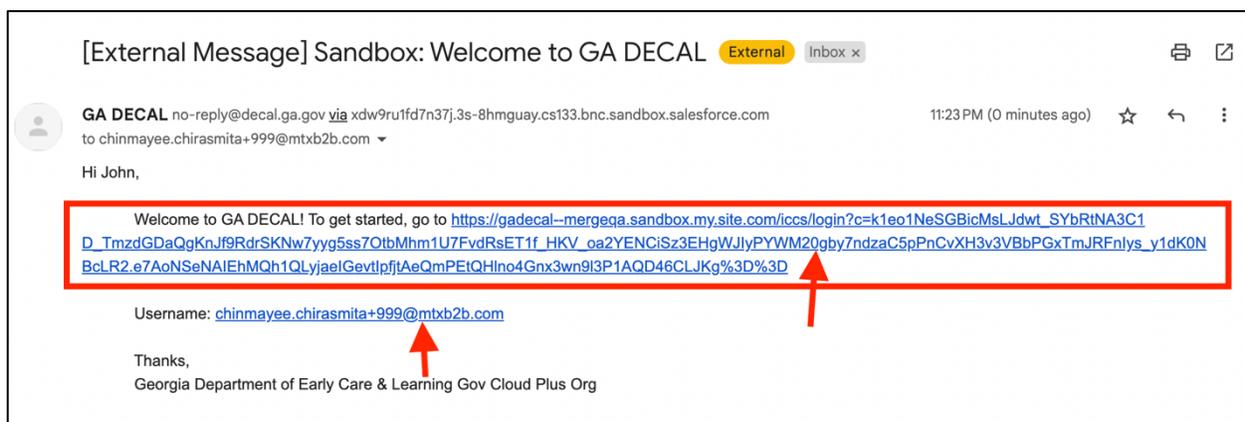
Financial users will need to contact their Primary Authorized User to activate Provider details.

### Activating the GAPREK User Account

To activate your GAPREK Account, perform the following steps:

1. Go to your email inbox and search for a Welcome Email from GA DECAL.
2. Open the email and click the **link** you see in the Email body.

**Note:** Your Username will be provided in this email. Please note this Username for future logins.



The Georgia DECAL **Change Password** page will be displayed, allowing you to create a password.

3. Enter your password in the **New Password** and **Re-Enter Password** text boxes.
4. Click the **Change Password** button.  
**Note:** You will need to use this Password, along with your Username, every time you log in to the portal in the future.

You are now logged into the Integrated Provider Portal. On the Welcome page, the programs you have enrolled in (in this case, Pre-K) will be displayed as tiles under the Program List.

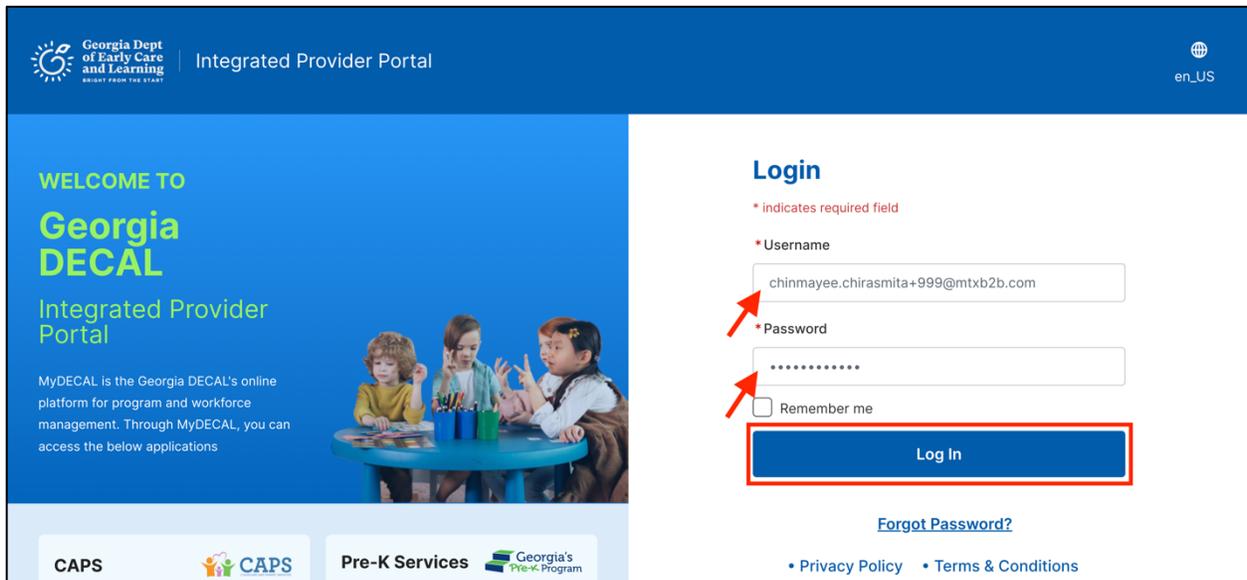
5. On the Pre-K Portal tile, click the **Go to Providers List** button to see the list of Providers.

## Logging in to the GAPREK Provider Portal

If you already have an Account, you will need to log in.

To Login to the Provider Portal, perform the following steps:

1. Click [here](#) to access the Integrated Provider Portal Login page.
2. Enter the **Username** mentioned in the Welcome Email and the **Password** you created during Account Activation, then click the **Log In** button.



Georgia Dept of Early Care and Learning  
Integrated Provider Portal

en\_US

WELCOME TO  
**Georgia DECAL**  
Integrated Provider Portal

MyDECAL is the Georgia DECAL's online platform for program and workforce management. Through MyDECAL, you can access the below applications

**Login**

\* indicates required field

\* Username  
chinmayee.chirasmita+999@mtxb2b.com

\* Password  
.....

Remember me

**Log In**

[Forgot Password?](#)

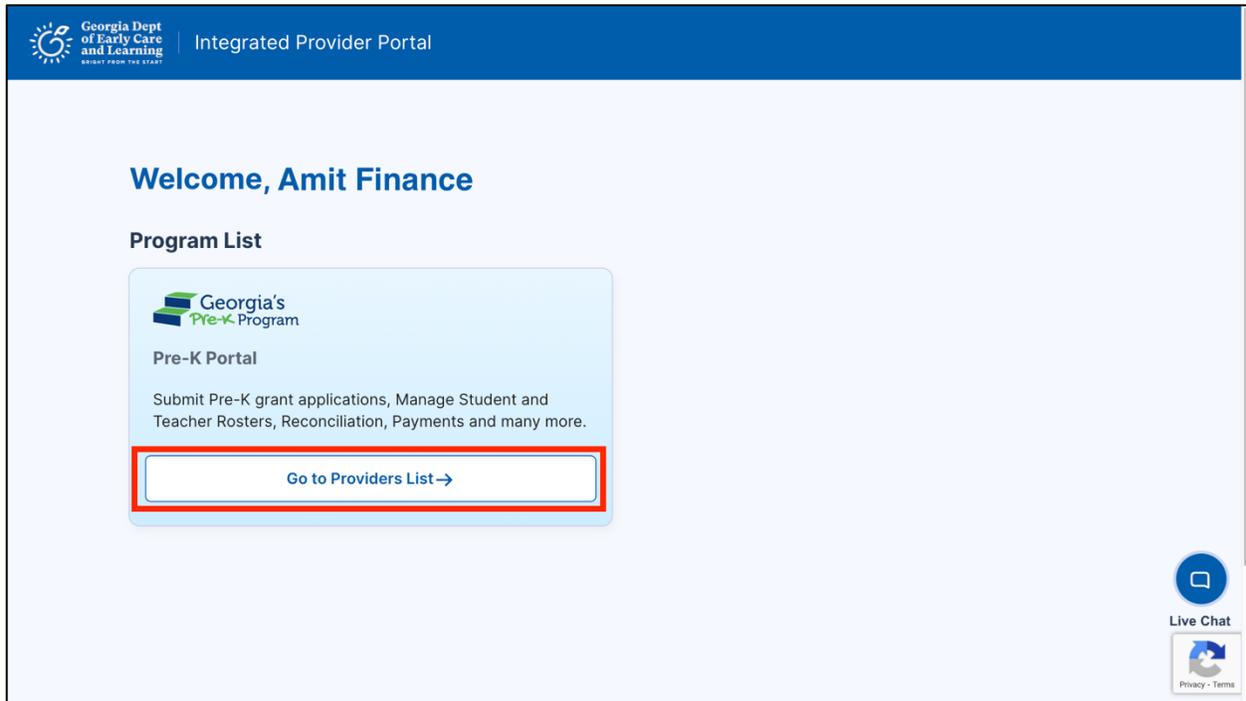
• [Privacy Policy](#) • [Terms & Conditions](#)

CAPS CAPS Pre-K Services Georgia's Pre-K Program

After logging in, you will be directed to the GA DECAL Integrated Provider Portal Welcome page.

Please note that if you are enrolled with other DECAL Programs, you will also see other Program Tiles (such as CAPS) in addition to Pre-K.

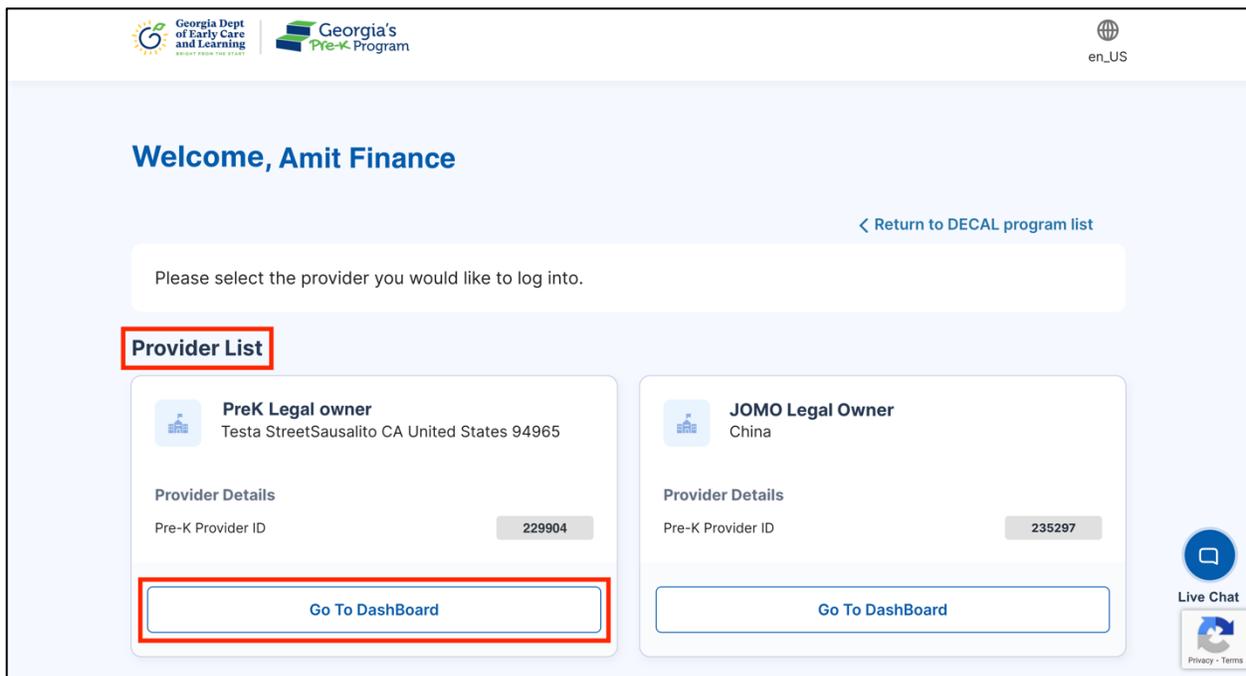
3. On the Pre-K Portal tile, click the **Go to Providers List** button.



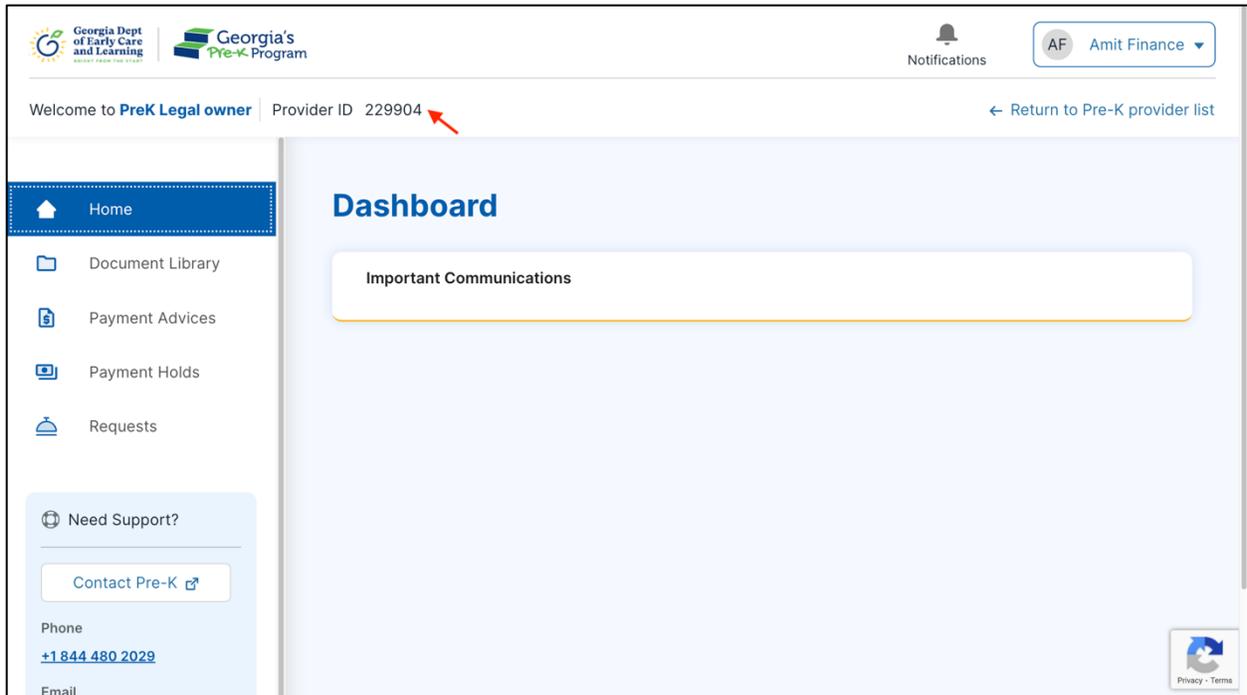
The Provider List page will be displayed.

**Note:** You will be directed to the Provider Dashboard directly if enrolled with only one Provider.

4. On the required provider tile, click the **Go To DashBoard** button.



You will be directed to the Provider Dashboard page, and the **Provider ID** will be displayed at the top.



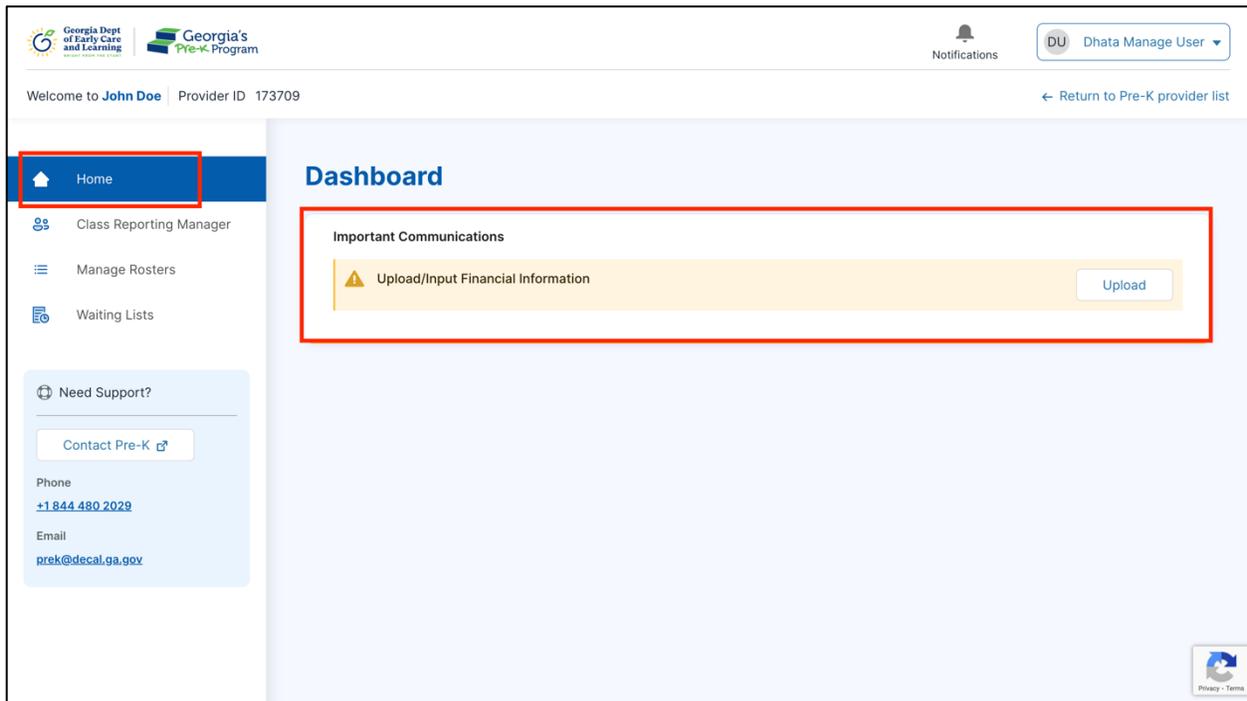
## VIEWING DASHBOARD

Your Pre-K Dashboard provides convenient access to information and data that you will frequently need to consult. Financial User has limited access to Dashboard features.

### Important Communications

Important communication under the Dashboard section assists the Financial user in viewing notifications and pending actions to be carried out on the Portal.

You can view the Important Communications in this section and respond as needed.

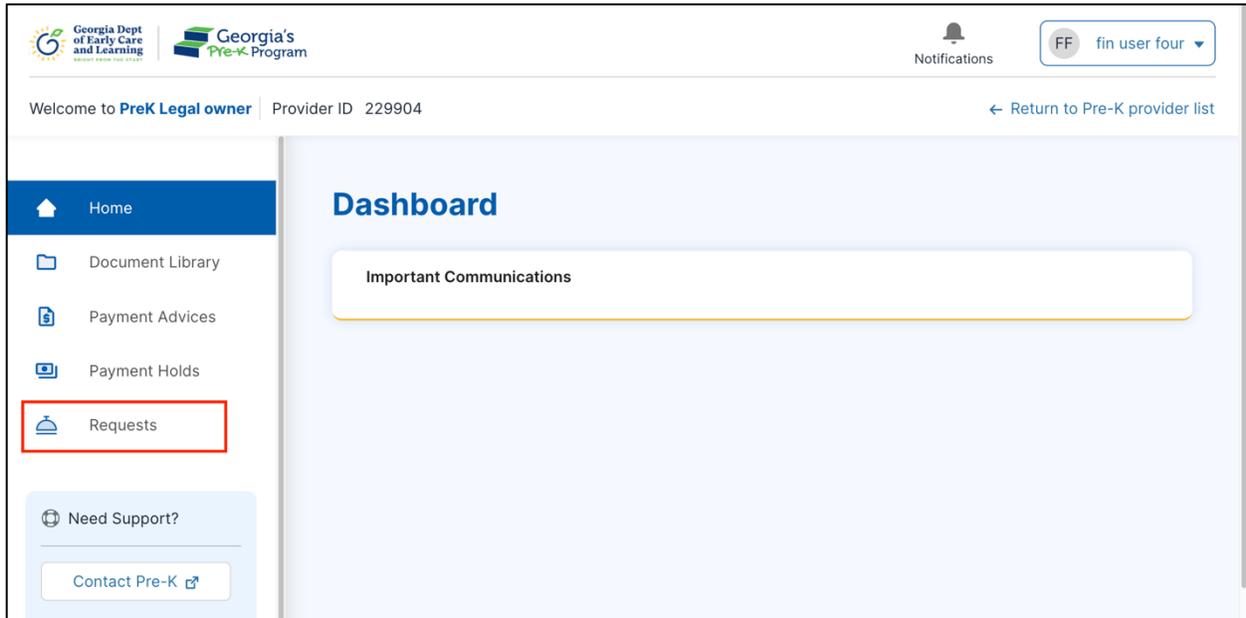


## CHANGING BANK ACCOUNT INFORMATION

You can update the bank account information on the Provider Portal.

To create a request for updating the bank account information, perform the following steps:

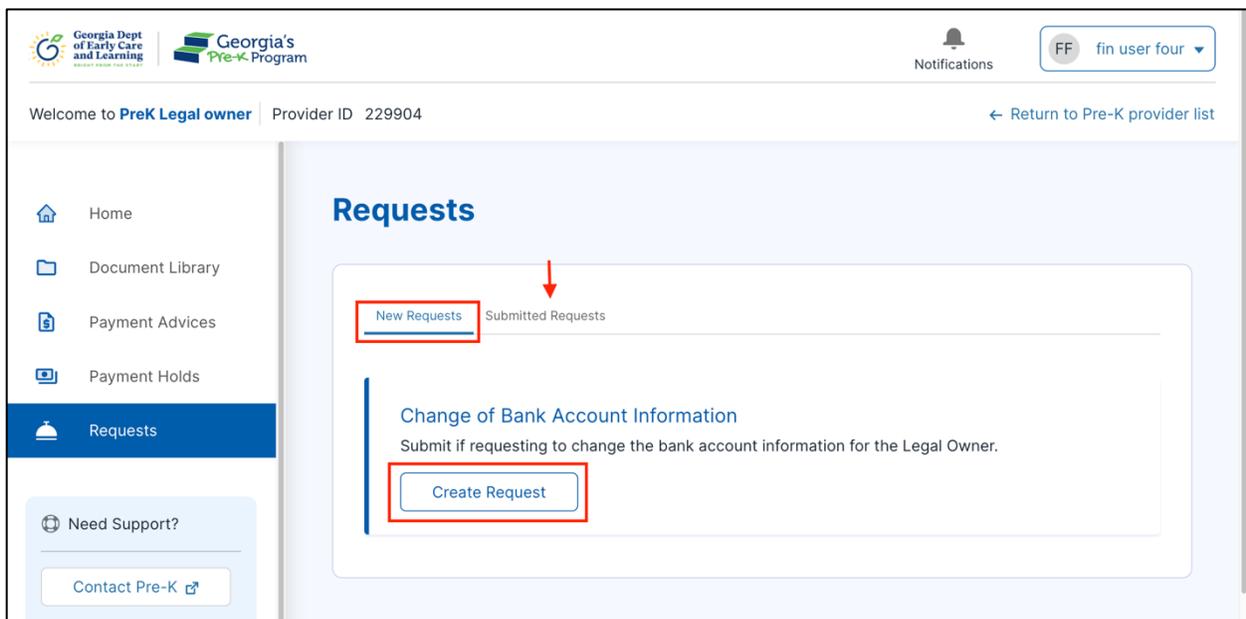
1. On the Pre-K Program welcome page left panel, click the **Requests** section.



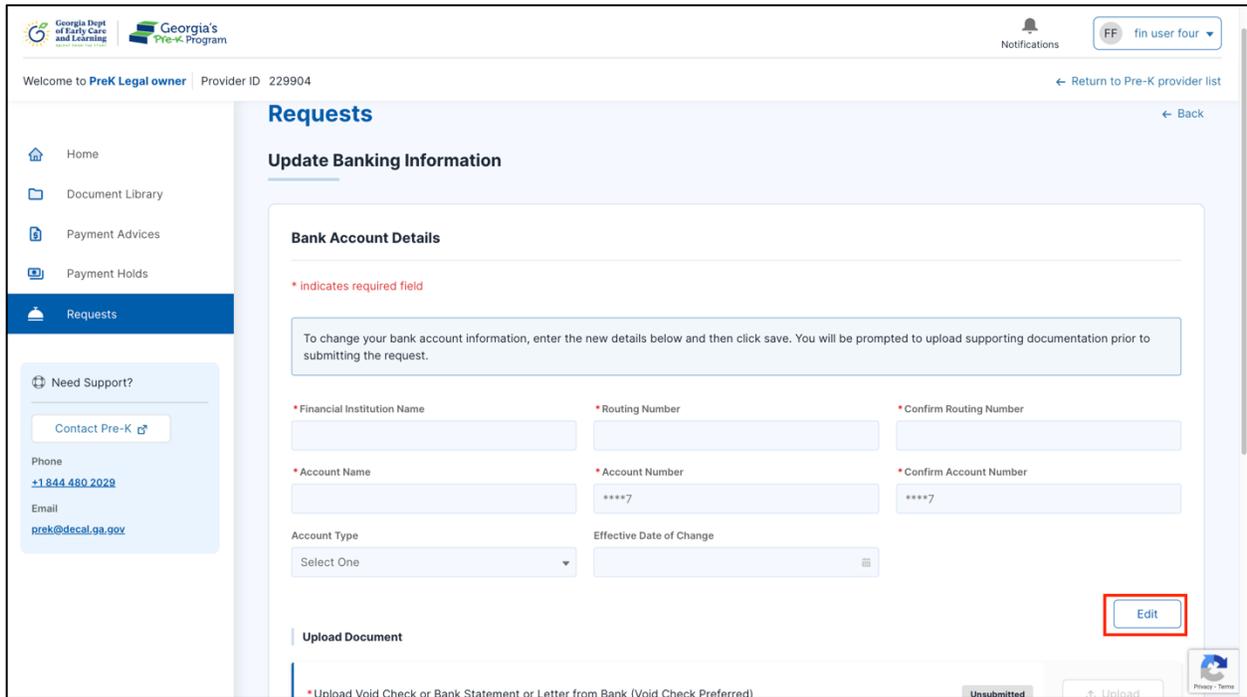
A Requests page will be displayed with the **New Requests** tab selected.

2. Under the **New Requests** tab, click the **Create Request** button.

**Note:** You can view the previous request under the Submitted Requests tab.



3. Under the Bank Account Details section, click the **Edit** button.



The screenshot shows the 'Requests' section of the Georgia's Pre-K Program web portal. The main heading is 'Requests' with a 'Back' link. Below it is the 'Update Banking Information' section, which contains a 'Bank Account Details' form. The form includes a message: 'To change your bank account information, enter the new details below and then click save. You will be prompted to upload supporting documentation prior to submitting the request.' The form fields are: Financial Institution Name, Routing Number, Confirm Routing Number, Account Name, Account Number, Confirm Account Number, Account Type (a dropdown menu), and Effective Date of Change. A red box highlights the 'Edit' button at the bottom right of the form. At the bottom of the page, there is an 'Upload Document' section with a note: '\* Upload Void Check or Bank Statement or Letter from Bank (Void Check Preferred)'. The page also shows a 'Need Support?' section with contact information for Pre-K, including a phone number (+1 844 480 2029) and an email address (prk@dec.al.ga.gov).

4. Enter the required details:

- Enter the name of your bank in the **Financial Institution Name** textbox.
- Enter your bank's routing number in the **Routing Number** field.
- Re-enter your bank's routing number in the **Confirm Routing Number** field to confirm it.
- Enter the name associated with your bank account in the **Account Name** textbox.
- Enter your bank account number in the **Account Number** field.
- Re-enter your bank account number in the **Confirm Account Number** field to confirm it.
- Select the type of your account from the **Account Type** drop-down list.
- Enter the date when the changes should take effect in the **Effective Date of Change** field.

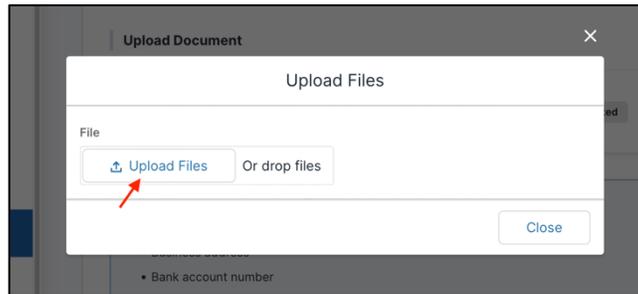
i) Click the **Save** button.

After saving, under the *Upload Documents* section, the upload button will be enabled.

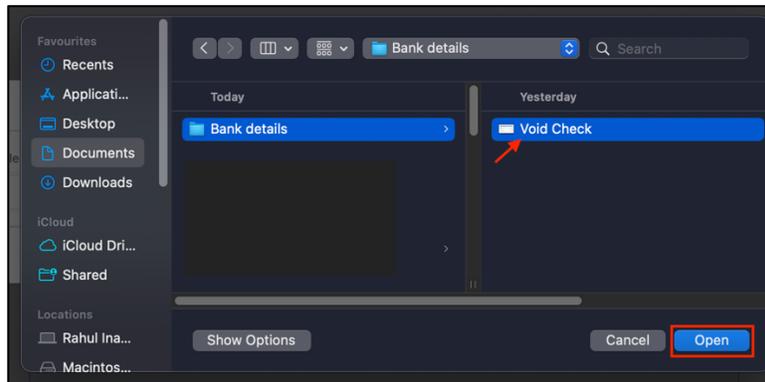
5. To upload the supporting documents, click the **Upload** button.

The **Upload Files** pop-up window will be displayed.

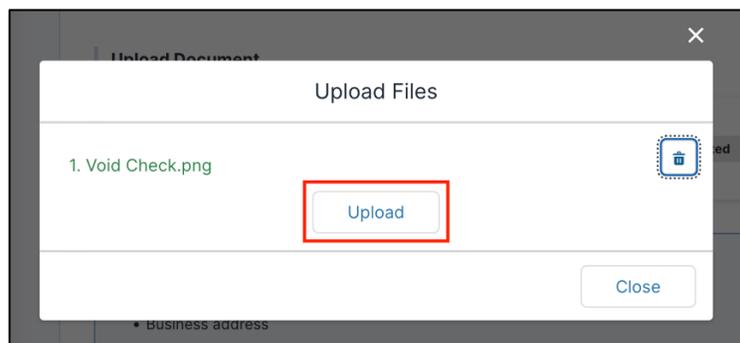
6. On the Upload Files pop-up window, click the **Upload Files** button.



7. Select the **File** from the required folder, then click the **Open** button.

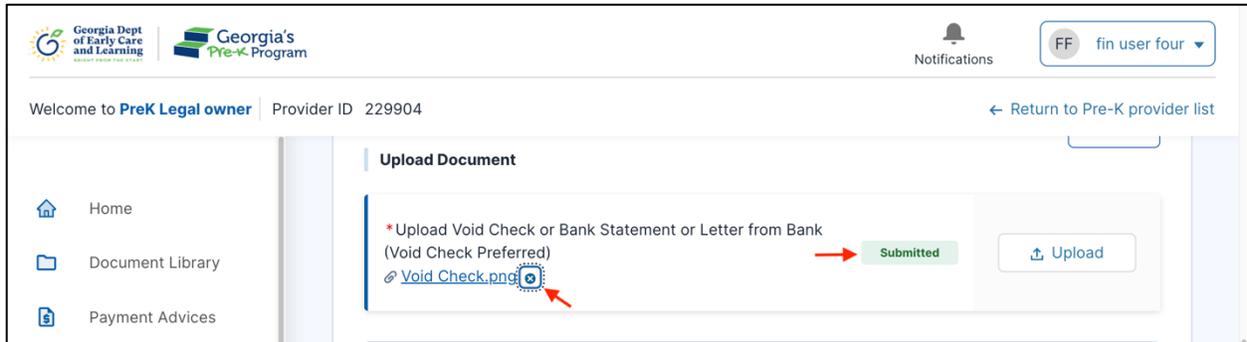


8. To upload the selected file, click the **Upload** button.

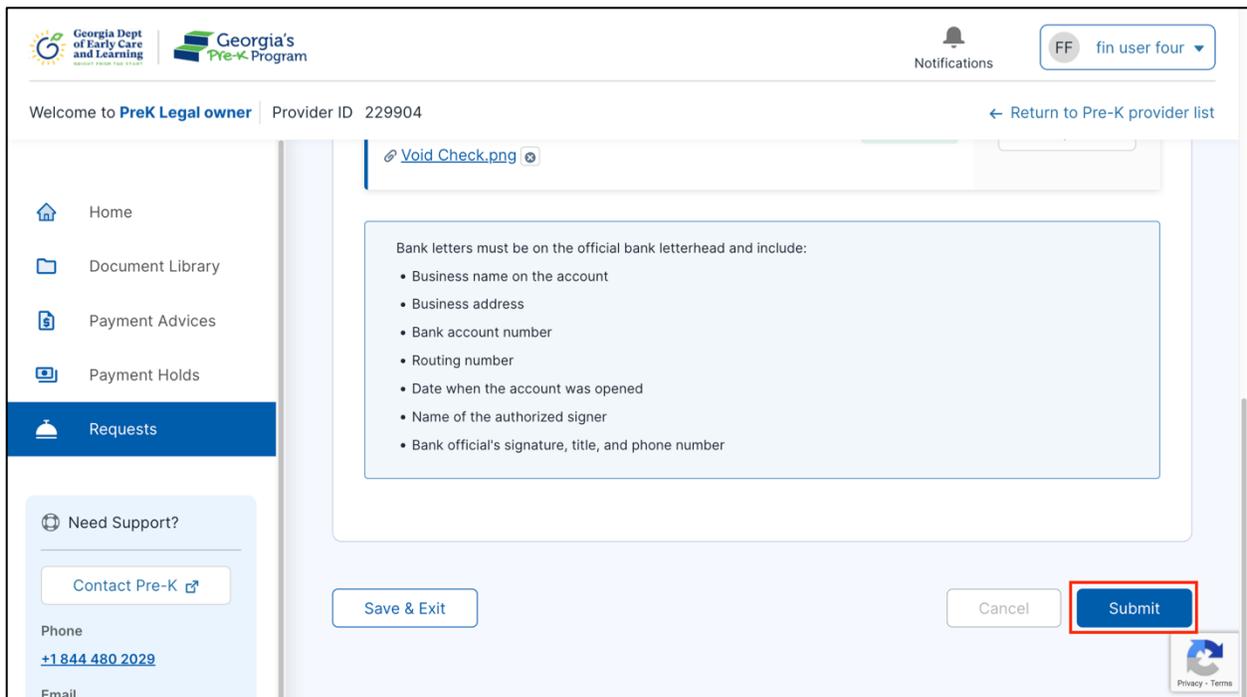


The document status will be updated to **Submitted**.

**Note:** To delete the uploaded file, beside the document link, click the **X** icon.



9. Once the required details are updated, click the **Submit** button.



Once submitted, you can see the request under the **Submitted Requests** tab.

The screenshot shows the 'Submitted Requests' tab in the Pre-K Financial User Guide. The interface includes a navigation menu on the left with options like Home, Document Library, Payment Advices, Payment Holds, and Requests. The main content area has a header with 'New Requests' and 'Submitted Requests' tabs, with 'Submitted Requests' highlighted. Below the tabs are filters for 'Request Type' and 'Status', along with 'Refresh', 'Apply Filter', and 'Reset' buttons. A table displays a list of requests with columns for Request Number, Request type, Site Name, Class ID, Submitted on, Submitted By, Status, and Action. A red box highlights the first row in the table, which shows a request with ID 'CR-00008693', type 'Change of Bank Account Information', submitted on 'Jun 12, 2024', by 'fin user four', and status 'Submitted'. Below the table are pagination controls showing 'Showing 1-1 of 1 Page 1 of 1' and a 'Show 10 entries' dropdown. A 'Need Support?' section is visible in the bottom left, and a 'Privacy - Terms' link is in the bottom right.

## PAYMENT ADVICES

Payment Advices are categorized into three different types:

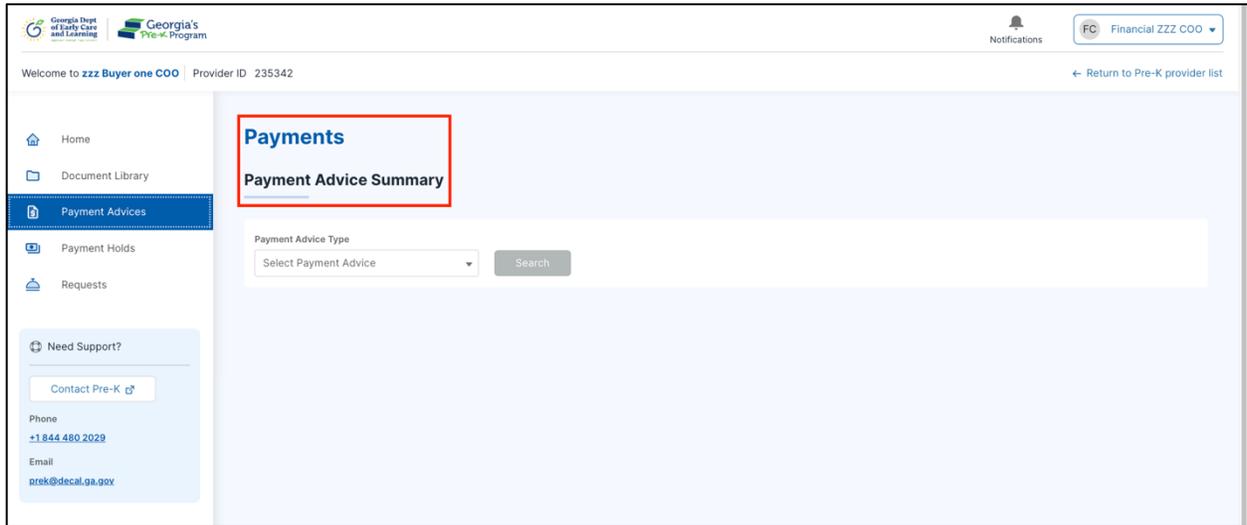
- [Monthly Payments](#)
- [Special Payments](#)
- [Start-Up Payments](#)

To view the different payments under the Payment Advices section, perform the following steps:

1. On the left panel, click the **Payments Advices** section.



A Payments > Payment Advice Summary page will be displayed.

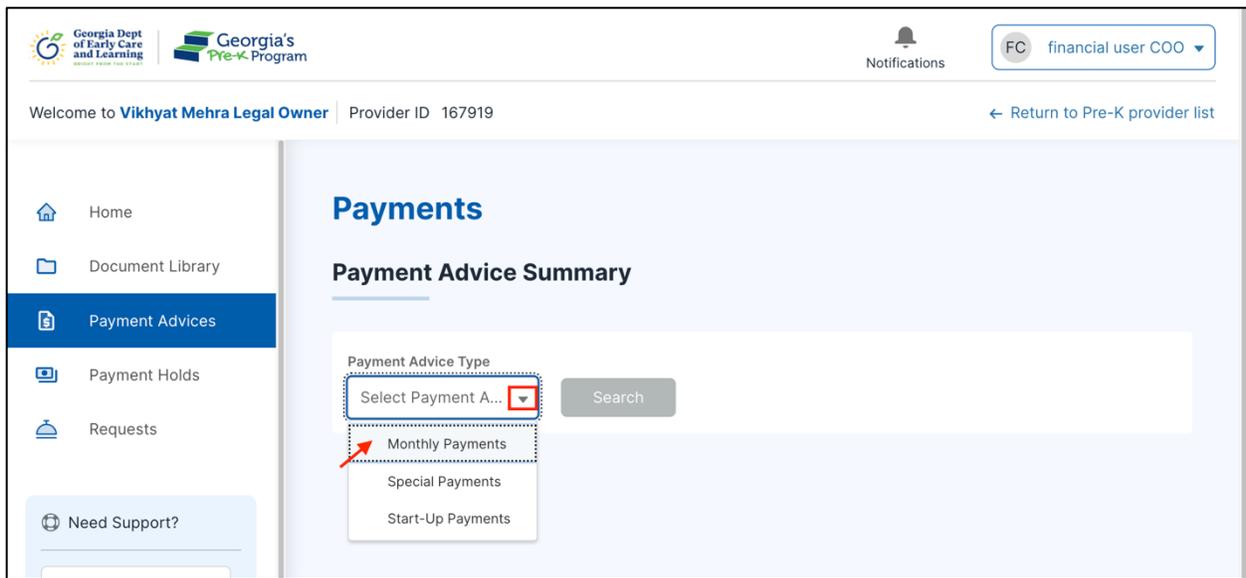


## Monthly Payments

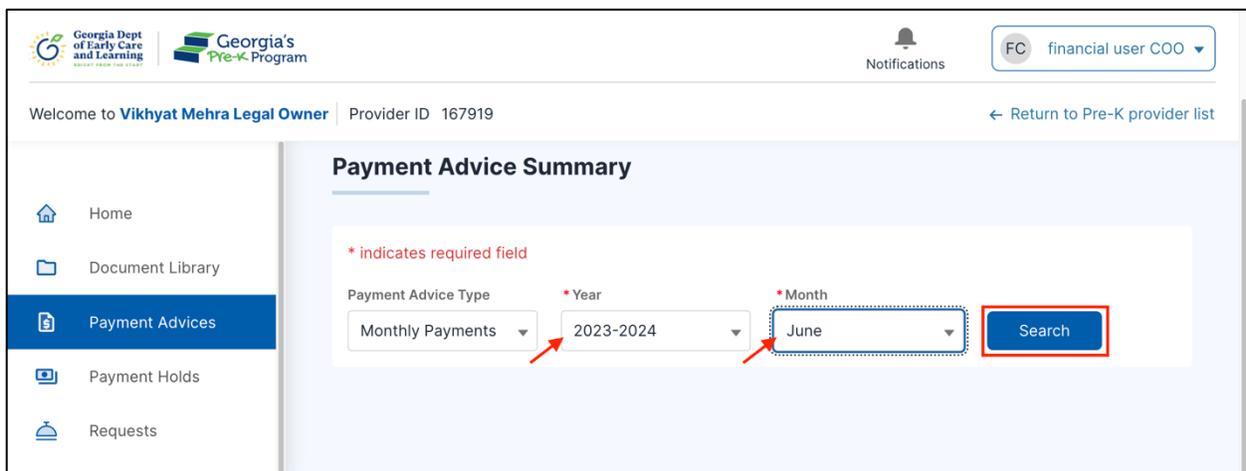
Monthly payments are the regular Georgia’s Pre-K payments made to the lead teacher, assistant teacher, and classroom every month. Once the Department issues the monthly payments, the data will be updated on the Portal.

To view the Monthly Payments, perform the following steps:

1. On the Payments > Payment Advice Summary page, select *Monthly Payments* from the **Payment Advice Type** drop-down list.



2. Select the required *financial year* from the **Year** drop-down list.
3. Select the required *month* from the **Month** drop-down list, then click the **Search** button.



The search results will be displayed.

You can view the Provider details and a complete Provider Payment Summary.

The screenshot shows the user interface for the Georgia's Pre-K Program. The header includes the Georgia Dept of Early Care and Learning logo and the Georgia's Pre-K Program logo. The user is logged in as 'zxx Buyer one COO' with Provider ID 235342. The main content area displays the provider name 'Bright from the Start: Georgia Department of Early Care and Learning' with a 'Download' button. Below this is the provider's address: sStreet1 Srttee23, saffsa, YE, Atkinson 54322. A section titled 'Provider Payment Summary - zxx Buyer one COO' includes a support ticket instruction. A summary table shows: Total Sites: 1, Total Classes: 1, Payment Processed Date: 06/06/2024, Grand Total Payment: \$425031.88. A detailed breakdown of payments is shown in two columns: Total Lead Teacher Salary (\$9575.24), Total Lead Teacher Supplement (\$9575.24), Total Lead Teacher Benefits (\$287256.36), Total Assistant Teacher Salary (\$5675.38), Total Assistant Teacher Benefits (\$109846.14), Total Operating Classroom (\$103.52), and Total Transportation (\$3000). A 'Site Payment Summary' section shows Site ID: CCLC-099118560453675783378233. At the bottom, a table shows Number of Classes: 1 and Total Payment: 415456.64.

Scroll to view the Site Payment Summary and Class Payment Summary sections.

Under the site and class payment summary sections, you can view the total payment and individual payments.

The screenshot displays the Georgia's Pre-K Program financial user interface. The top navigation bar includes the Georgia Dept. of Early Care and Learning logo, the Georgia's Pre-K Program logo, a notification bell, and a dropdown menu for 'Financial ZZZ COO'. The main header shows 'Welcome to zzz Buyer one COO' and 'Provider ID 235342'. A left sidebar contains navigation options: Home, Document Library, Payment Advices (highlighted), Payment Holds, Requests, and Need Support? (with a 'Contact Pre-K' button). The main content area is divided into two sections, both highlighted with red boxes:

- Site Payment Summary ZZZ buyer Site four COO** (Site ID: CCLC-999118560453875783378233):
 

<b>Number of Classes</b>	1	<b>Total Payment</b>	415456.64
Total Lead Teacher Salary	\$9575.24	Total Operating Classroom	\$103.52
Total Lead Teacher Supplement	\$9575.24	Total Transportation	\$3000
Total Lead Teacher Benefits	\$287256.36		
Total Assistant Teacher Salary	\$5675.38		
Total Assistant Teacher Benefits	\$109846.14		
- Class Payment Summary - 100032**:
 

Lead Teacher Credential	Lead Teacher CYE	Total Students
		2
Total Teacher Salary	Total Transportation	Total Operating Classroom
\$421928.36	\$3000	\$103.52

CURRENT PAYMENTS		RETRO PAYMENTS	
Lead Teacher Salary	\$8921.39	Lead Teacher Salary Retro	\$653.85 Jun
CYE Supplement	\$8921.39	CYE Supplement Retro	\$653.85 Jun
T&E Supplement	\$0	T&E Supplement Retro	\$0
Lead Teacher Benefits	\$267840.98	Lead Teacher Benefits Retro	\$19815.38 Jun

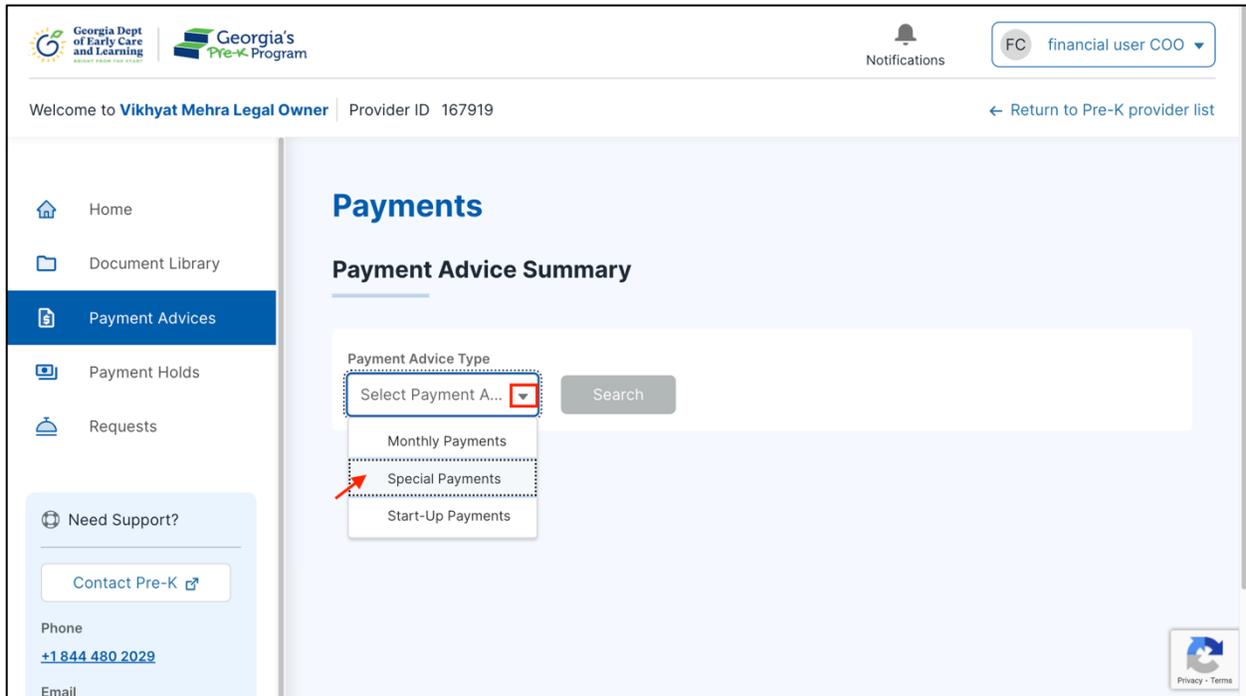
4. To download the payment advice, refer to the [Download Payment Advice](#) section.

### Special Payments

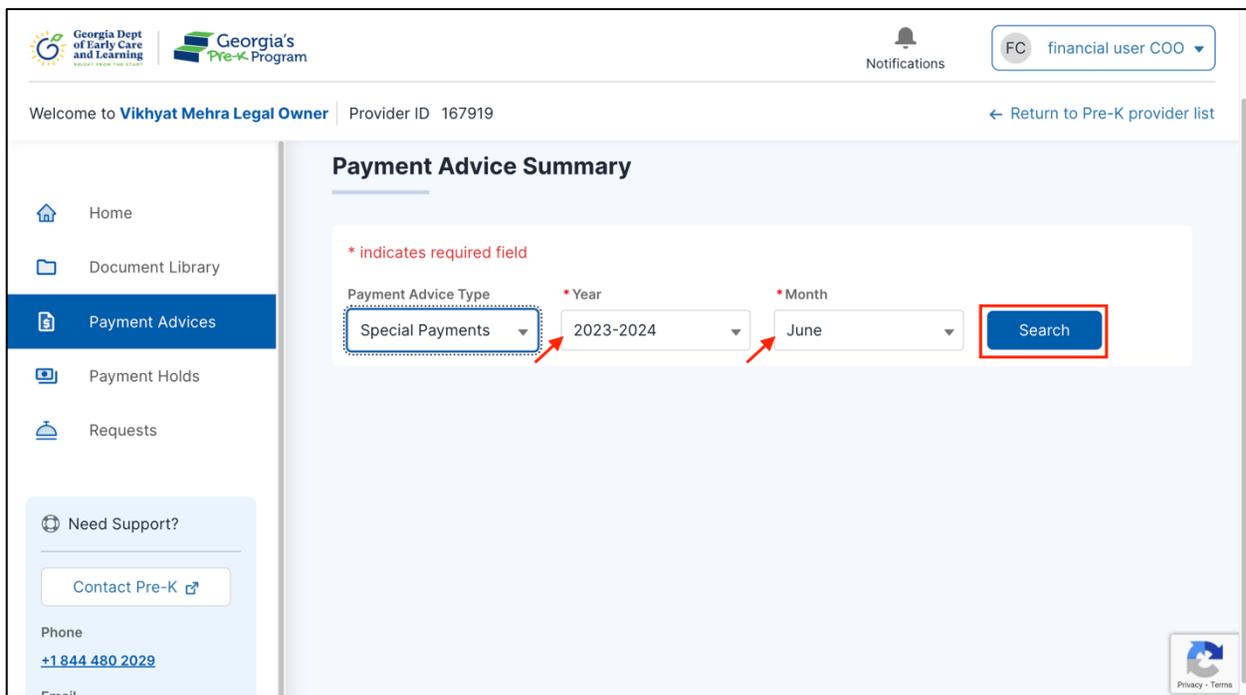
Special payments are made to adjust the payment in the middle of the year based on the requirements such as the addition of extra classes, creation of new sites, and according to funding needs.

To view the Special Payments, perform the following steps:

1. On the Payments > Payment Advice Summary page, select *Special Payments* from the **Payment Advice Type** drop-down list.



2. Select the required *financial year* from the **Year** drop-down list.
3. Select the required *month* from the **Month** drop-down list, then click the **Search** button.



The search results will be displayed.

You can view the Provider details and a complete Provider Special Payment Summary.

The screenshot shows the user interface for a provider. At the top, it says "Welcome to Vikhyat Mehra Legal Owner" with a "Provider ID: 167919". The main content area is titled "Bright from the Start: Georgia Department of Early Care and Learning" and includes a "Download" button. Below this is the provider's address: "Clock Tower Tower-2, Amalapuram, AP, Baker 53322". A section titled "Provider Special Payment Summary - Vikhyat Mehra Legal Owner" contains a summary table and a "Special Payment Details" table.

Total Sites	Total Classes	Grand Total Payment	Payment Processed Date
1	0	\$9000	06/20/2024

Site Name	Class ID	Special Payment Amount	Recipient Type	Comments
Vikhyat Test New Site		\$2000	Site	Test Payment
Vikhyat Test New Site		\$1000	Site	test
		\$1000	Provider	Test
		\$100	Provider	Test

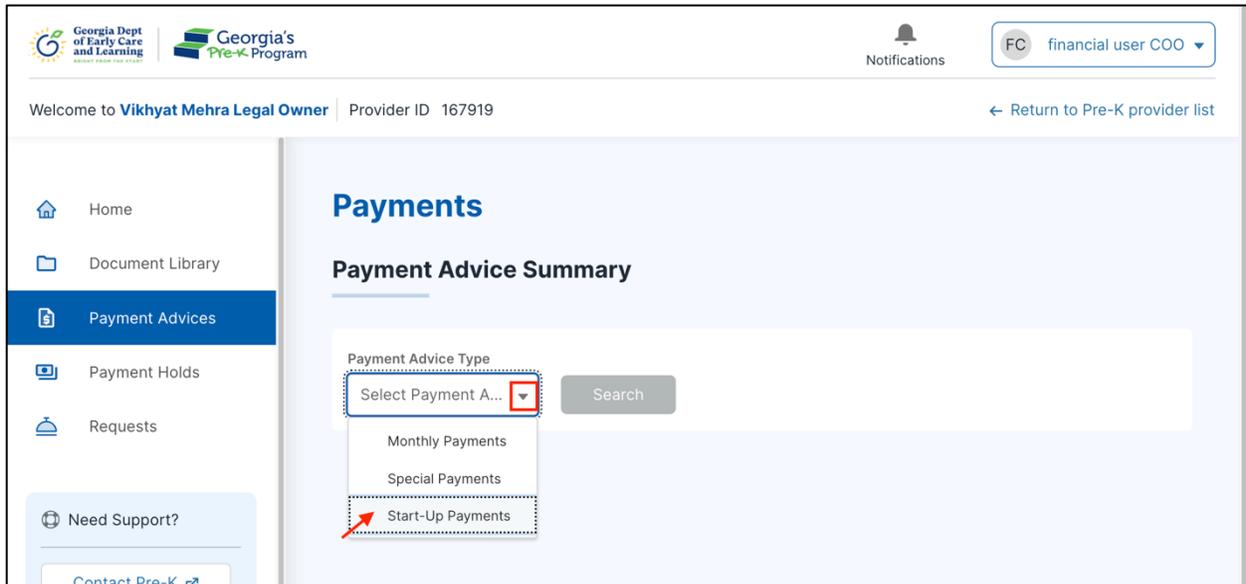
- To download the payment advice, refer to the [Download Payment Advice](#) section.

### Start-Up Payments

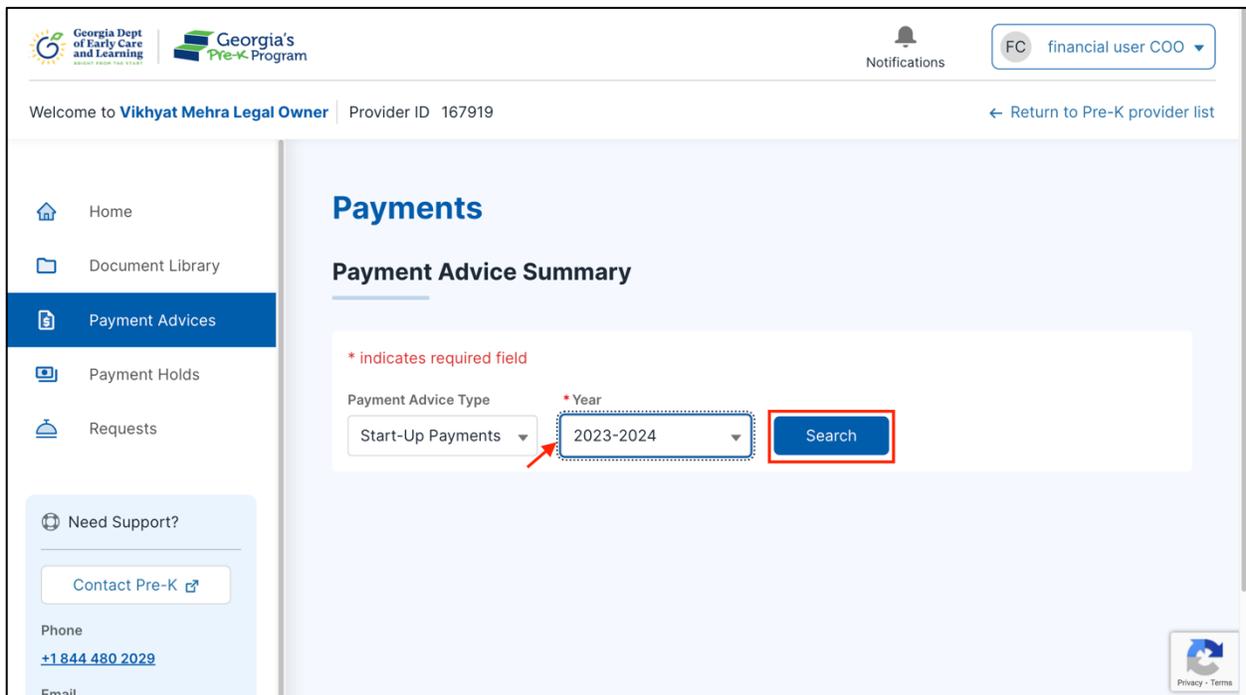
The Start-Up Payments are issued to the Legal Owner upon finalizing the Grant Agreement for a New Pre-K Application or for new classes under a Continuation Application. The amount of this Start-Up payment is determined by the number of Sites based on recommendations from internal users.

To view the Start-Up Payments, perform the following steps:

1. On the Payments > Payment Advice Summary page, select *Start-Up Payments* from the **Payment Advice Type** drop-down list, then click the **Search** button.



2. Select the required *financial year* from the **Year** drop-down list.



The search results will be displayed.

You can view the Provider details and a complete Provider Start-Up Payment Summary.

The screenshot shows the Georgia's Pre-K Program financial user interface. The user is logged in as 'financial user COO'. The page displays details for the provider 'Vikhyat Mehra Legal Owner' (Provider ID: 167919, TIN: 123455555). The provider's address is listed as Clock Tower Tower-2, Amalapuram, AP, Baker 53322. A 'Download' button is available for the provider details. Below this, there is a section for 'Provider Start-Up Payment Summary - Vikhyat Mehra Legal Owner' with an information icon and a note: 'If you have questions or concerns, submit a support ticket and select "Payment Advice" from ticket categories.' A summary table shows the following data:

Total Sites	Total Classes	Grand Total Payment	Payment Processed Date
2	2	\$16000	06/20/2024

Below the summary table is a section for 'Start-Up Payment Details' with a table listing site information:

Site Name	Class ID	Start-Up Amount
Site 2	97851333	\$8000
		\$8000

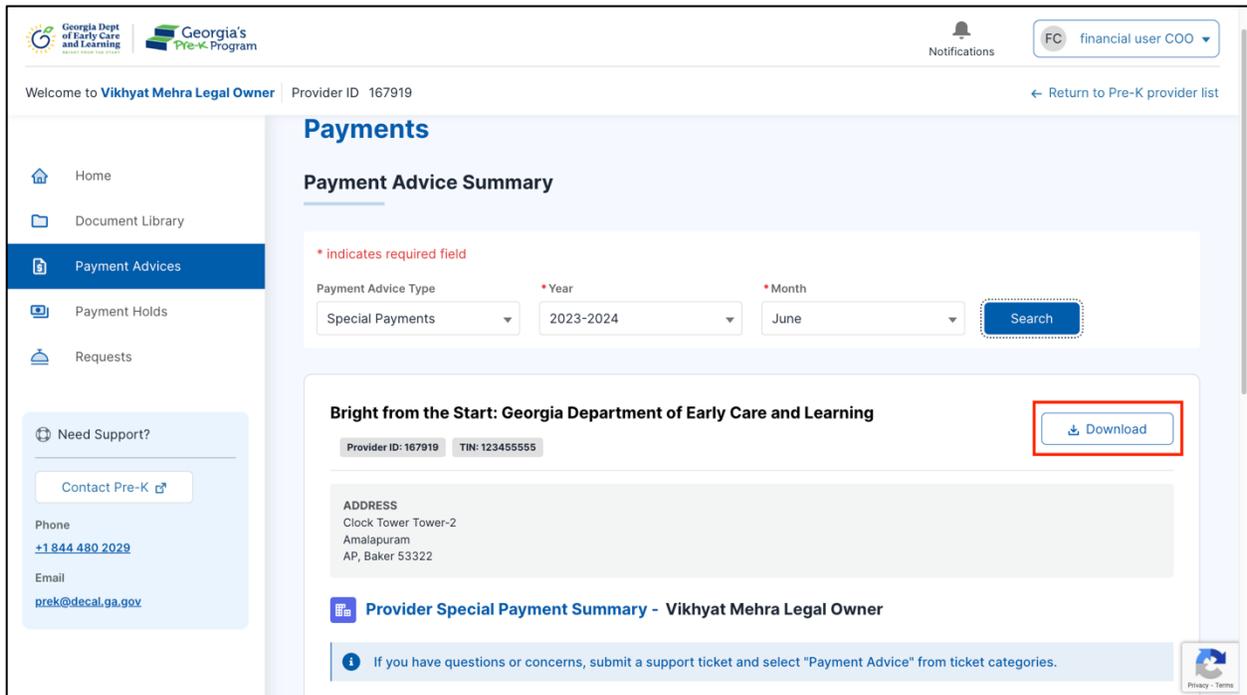
The interface also includes a sidebar with navigation options (Home, Document Library, Payment Advices, Payment Holds, Requests) and a 'Need Support?' section with contact information for Pre-K (Phone: +1 844 480 2029, Email: prek@dec.al.ga.gov).

3. To download the payment advice, refer to the [Download Payment Advice](#) section.

## Download Payment Advice

You can download a PDF version of the entire payment summary for the required Payment Advice Type.

1. Go to the required payment advice type to view the payment advice. Refer to the steps in the [Monthly Payments](#), [Special Payments](#), and [Start-Up Payments](#) section.
2. On the Payment Advice Summary page, scroll to view the Provider information and Payment Summary.
3. To download the Payment Summary, click the **Download** button.



The screenshot displays the 'Payments' section of the user interface. At the top, it shows the user's name 'Vikhyat Mehra Legal Owner' and 'Provider ID 167919'. The main heading is 'Payment Advice Summary'. Below this, there is a search filter with three dropdown menus: 'Payment Advice Type' set to 'Special Payments', '\* Year' set to '2023-2024', and '\* Month' set to 'June'. A 'Search' button is located to the right of these filters. Below the search filters, the provider information for 'Bright from the Start: Georgia Department of Early Care and Learning' is displayed, including 'Provider ID: 167919' and 'TIN: 123455555'. A 'Download' button is highlighted with a red box. The address is listed as 'Clock Tower Tower-2, Amalapuram, AP, Baker 53322'. At the bottom, there is a section for 'Provider Special Payment Summary - Vikhyat Mehra Legal Owner' and a support ticket link.

A PDF version of the selected Payment Advice Type's Payment Summary will be downloaded to your local machine.




**Bright from the Start: Georgia Department of Early Care and Learning**

Provider Id: 167919
TIN: 12345555

ADDRESS  
 Clock Tower Tower-2  
 Amalapuram  
 AP, Baker 53322

**Provider Special Payment Summary - Vikhyat Mehra Legal Owner**

Total Sites	Total Classes	Grand Total Payment	Payment Processed Date
1	0	\$9000.00	06/20/2024

Special Payment Details

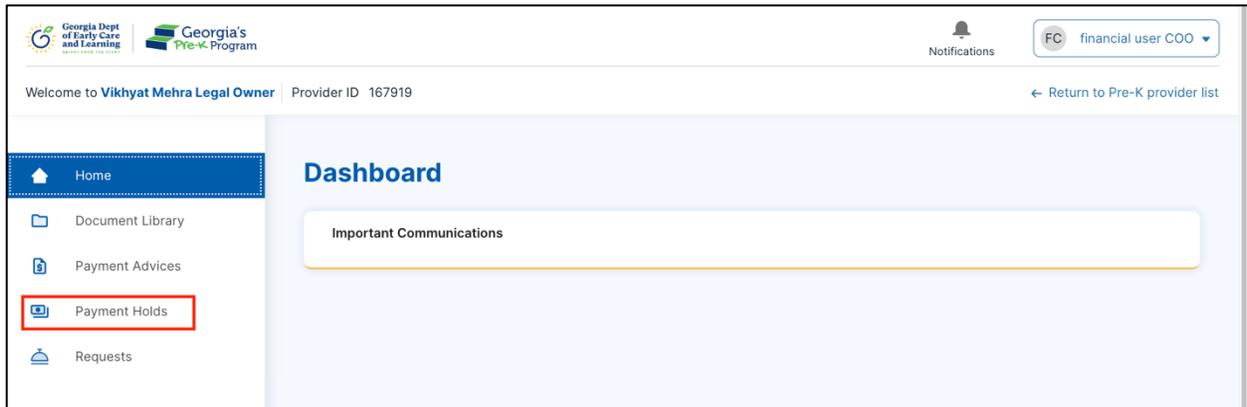
Site Name	Class ID	Special Payment Amount	Recipient Type	Comments
Vikhyat Test New Site		\$2000.00	Site	Test Payment
Vikhyat Test New Site		\$1000.00	Site	test
		\$1000.00	Provider	Test
		\$100.00	Provider	Test
Vikhyat Test New Site		\$1500.00	Site	Payment Test
		\$1000.00	Provider	Test
		\$1200.00	Provider	Test
		\$1200.00	Provider	Test

## VIEWING PAYMENT HOLDS

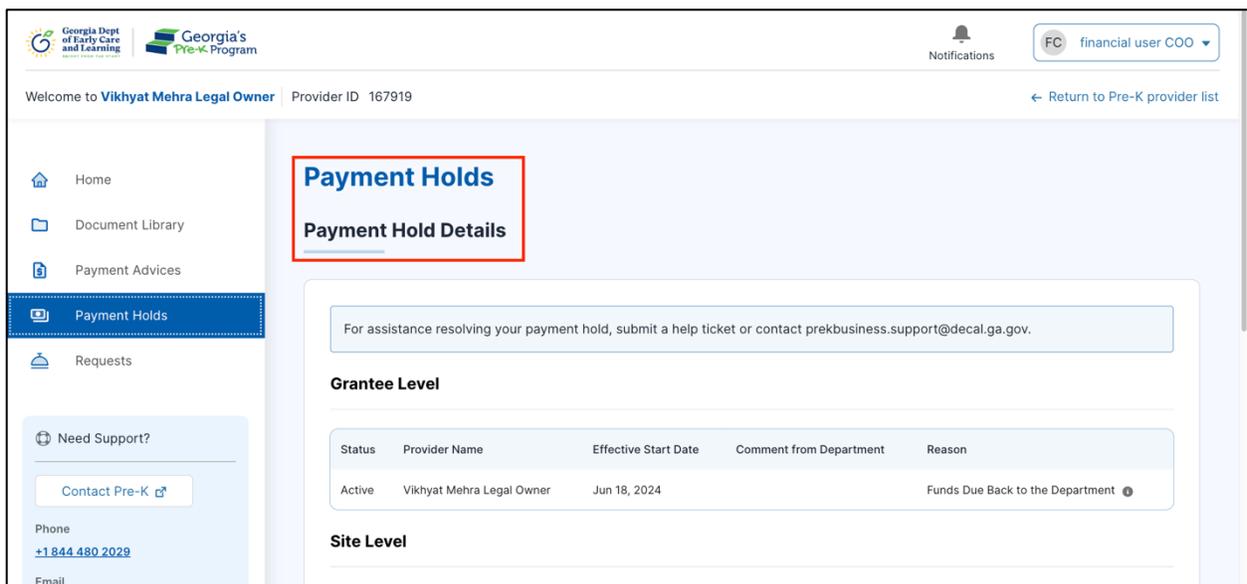
Various payment holds may be created by the Department in the GAPREK system.

To view the Payment Holds, perform the following steps:

1. On the left panel, click the **Payment Holds** section.



A Payment Holds > Payment Holds Details page will be displayed.



You can view three levels of payment holds on this page.

2. Scroll to view the different sections:

- Grantee Level:** Payment is held at the Legal Owner level. All invoices under that Legal Owner will be marked as on hold until the payment hold is resolved.

For assistance resolving your payment hold, submit a help ticket or contact [prekbusiness.support@dec.al.ga.gov](mailto:prekbusiness.support@dec.al.ga.gov).

Status	Provider Name	Effective Start Date	Comment from Department	Reason
Active	Vikhyat Mehra Legal Owner	Jun 18, 2024		Funds Due Back to the Department

**Site Level**

- Site Level:** Payment is held at the site level. If a payment is held at this level, all invoice records for that particular site will be marked as on hold. Consequently, no payment will be made to that site until the payment hold is resolved.

Status	Provider Name	Effective Start Date	Comment from Department	Reason
Active	Vikhyat Mehra Legal Owner	Jun 18, 2024		Funds Due Back to the Department
Active	Vikhyat Mehra Legal Owner	Jun 19, 2024	tets	Past Due Requested Documents

Status	Site Name	Effective Start Date	Comment from Department	Reason
Active	Clock Tower	Jun 19, 2024		Temporary Closure

**Class Level**

Status	Site Name	Class Name	Effective Start Date	Comment from Department	Reason
Active	Clock Tower	100018			Past Due Roster Submission
Active	Vikhyat Site Two	100060			Past Due Roster Submission
Active	site_name.1	100047			Past Due Roster Submission

- Class Level:** Payment is held at the class level. If a payment is held at this level, all invoice records for that class will be marked as on hold. Consequently, no payment will be made to the class until the payment hold is resolved.

The screenshot displays the 'Class Level' section of the financial user interface. The table below shows the details of classes with payment holds:

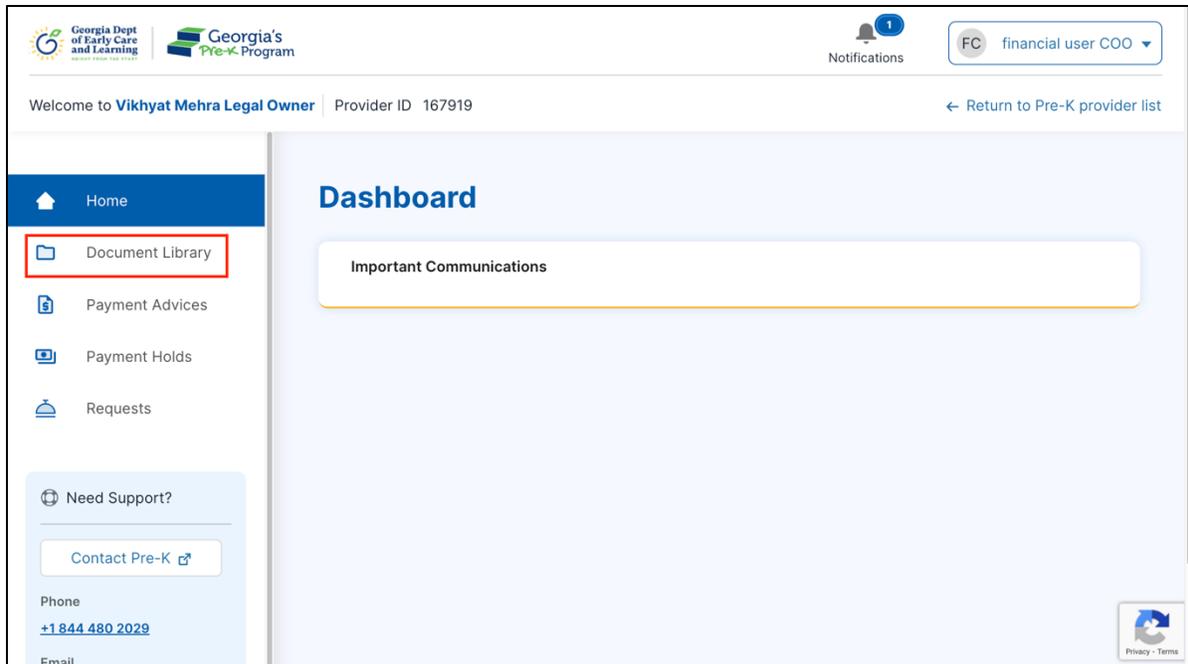
Status	Site Name	Class Name	Effective Start Date	Comment from Department	Reason
Active	Clock Tower	100018			Past Due Roster Submission
Active	Vikhyat Site Two	100060			Past Due Roster Submission
Active	site name 1	100047			Past Due Roster Submission
Active	Red Bridge	100262			Past Due Roster Submission
Active	site name 1	100254			Past Due Roster Submission
Active	site name 1	100490			Past Due Roster Submission
Active	Address	100252			Past Due Roster Submission
Active	site name 1	100256			Past Due Roster Submission
Active	Vikhyat Test New Site	112234			Past Due Roster Submission
Active	Vikhyat Test New Site	112235			Past Due Roster Submission
Active	Vikhyat Test New Site	112236			Past Due Roster Submission
Active	site name 1	999996	Jun 14, 2024		Temporary Closure

## VIEWING DOCUMENT LIBRARY

The purpose of this activity is to view and manage essential resources, guidelines, and updates for documents related to the Georgia's Pre-K Program.

To view the documents and their statuses, perform the following steps:

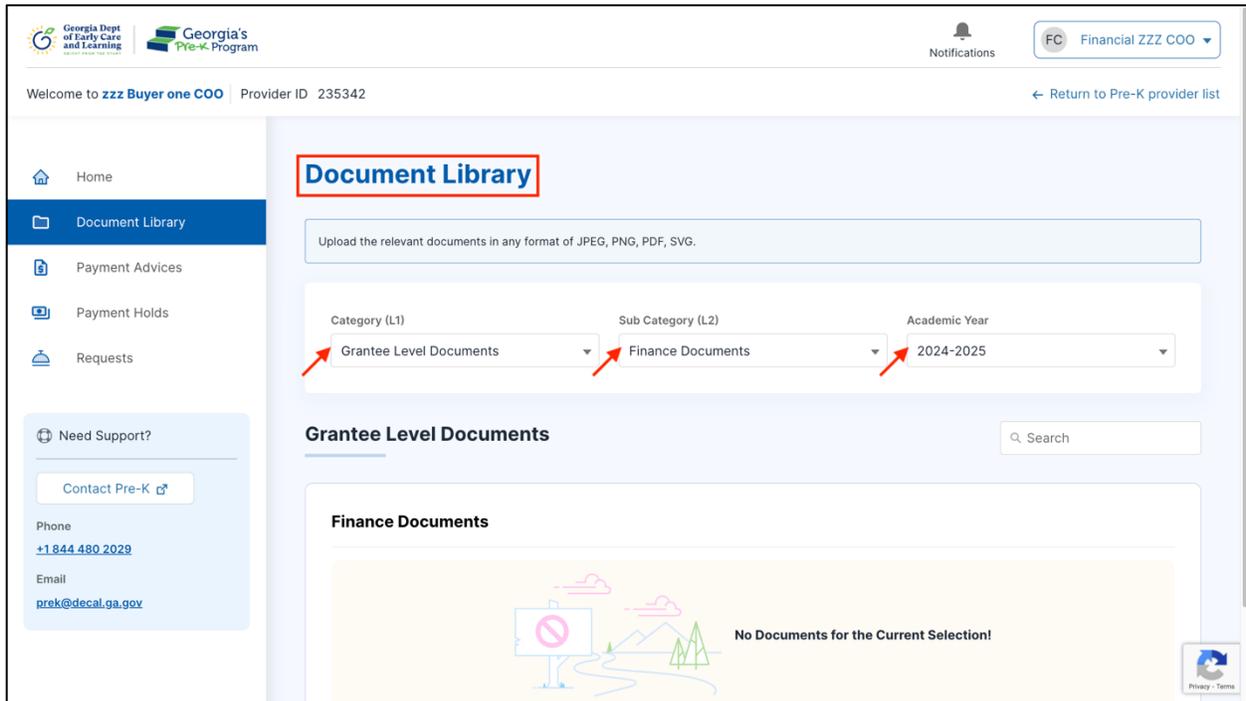
1. On the left panel, click the **Documents Library** section.



You will be directed to the Documents Library page.

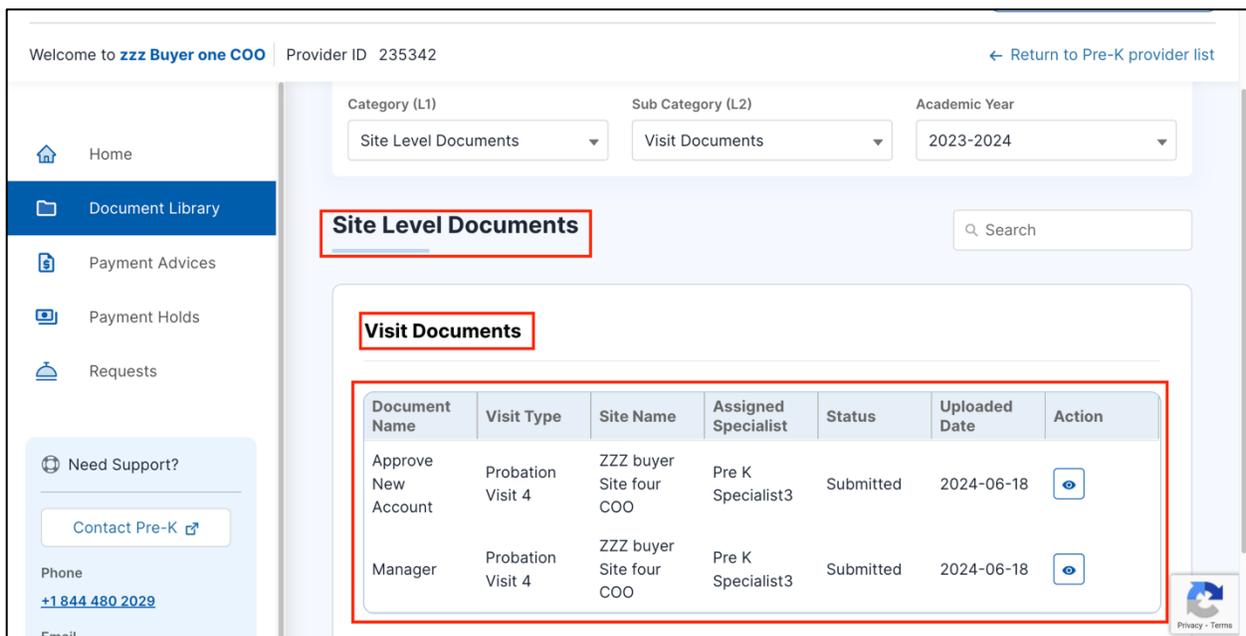
3. On the Documents Library page, perform the following steps:
  - a) Select the required *option* from the **Category (L1)** drop-down list.
  - b) Select the required *option* from the **Sub Category (L2)** drop-down list.  
**Note:** The Sub Category (L2) drop-down list updates based on the option selected in the Category (L1) drop-down list.

c) Select the *year range* from the **Academic Year** drop-down list.



All the documents under selected Category (L1) and Sub Category (L2) will be displayed as a table with the required details.

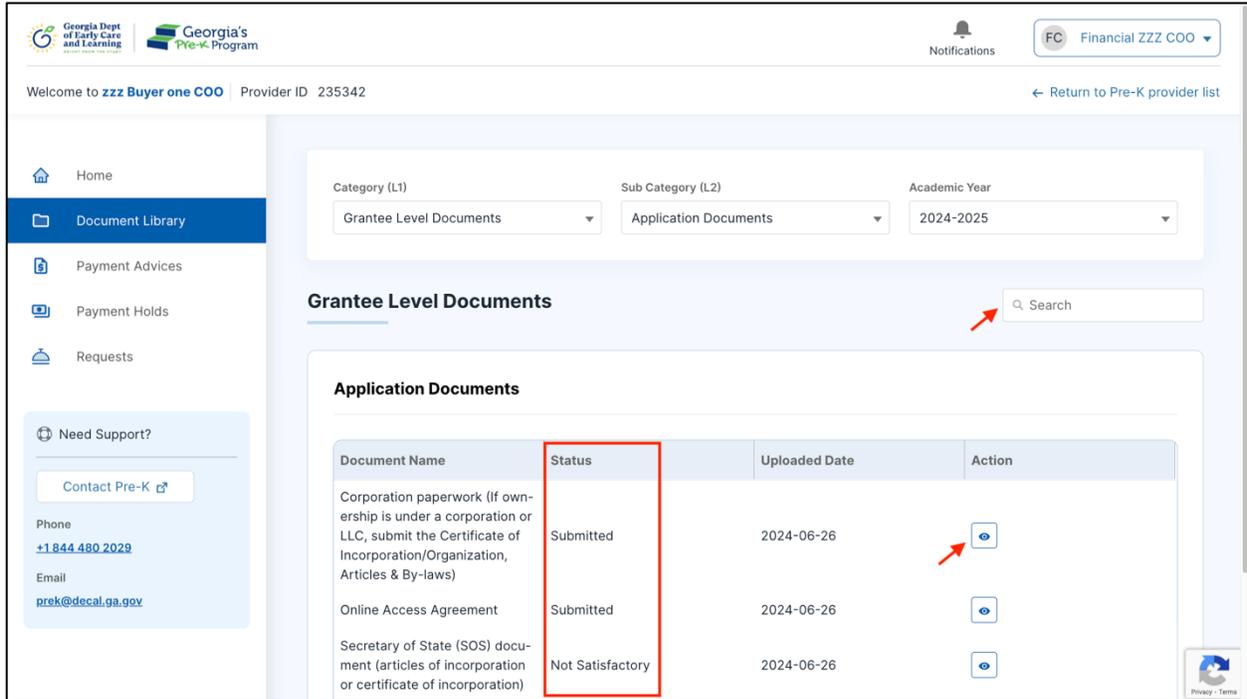
**Note:** The table layout will change based on the selected Category (L1) and Sub Category (L2).



The status of the document will be displayed under the **Status** column. The Status is reflective of the Pre-K staff's review of your uploaded documents.

- To view the document, click the **preview** icon.

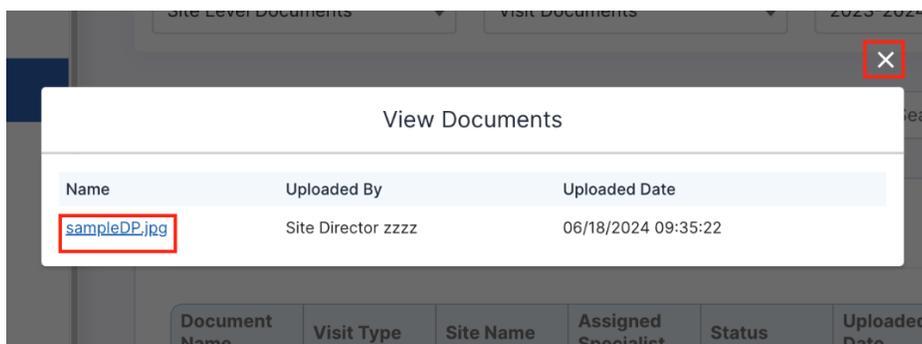
**Note:** You can also use the Search field to find the required document.



The View Documents pop-up window will be displayed.

- Click the **Name** link to view the document.

**Note:** Click the **X** icon to return to the prior page.



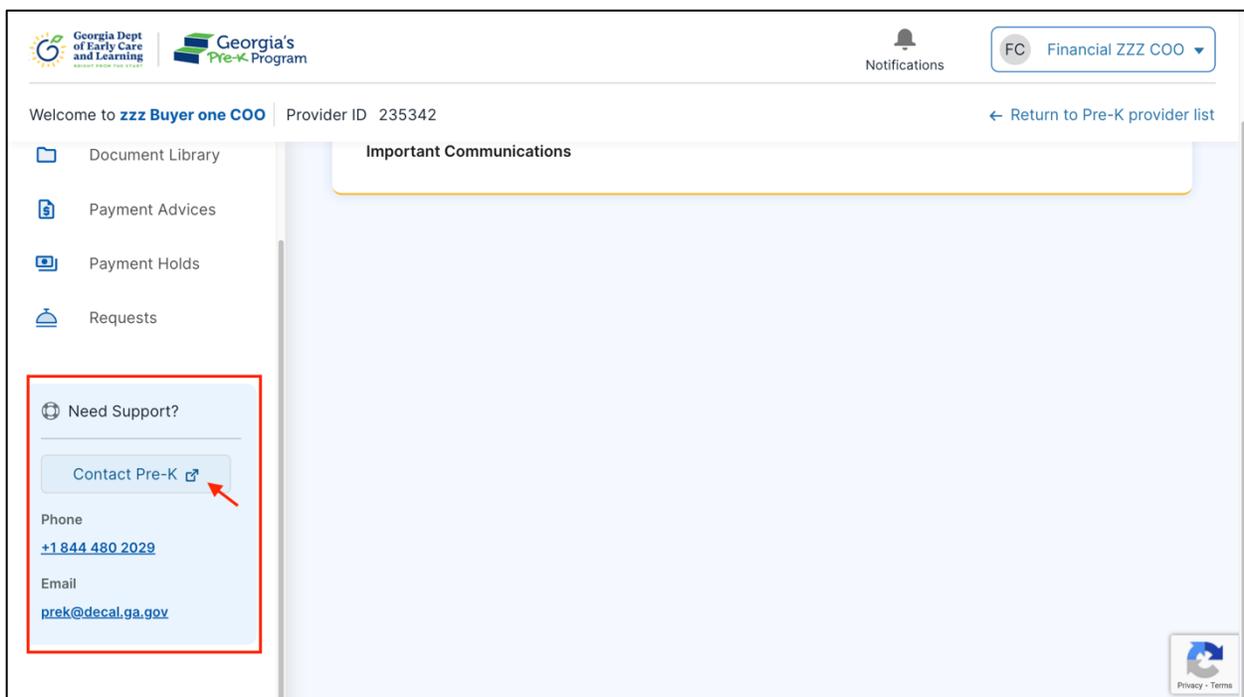
## SUBMITTING A NEW INCIDENT (HELP DESK TICKET)

The Need Support section provides a feature that helps you create an incident for reporting issues, seeking assistance, and requesting support for the Provider Portal. You can submit an Incident to quickly connect with the Pre-K staff for prompt resolution of technical difficulties, feature questions, or process guidance.

To submit a New Incident, perform the following steps:

1. On the Pre-K Program welcome page, click the **Contact Pre-K** button in the Need Support section.

**Note:** You can also use the Phone number and Email address mentioned in the Need Support section to contact the Pre-K staff.

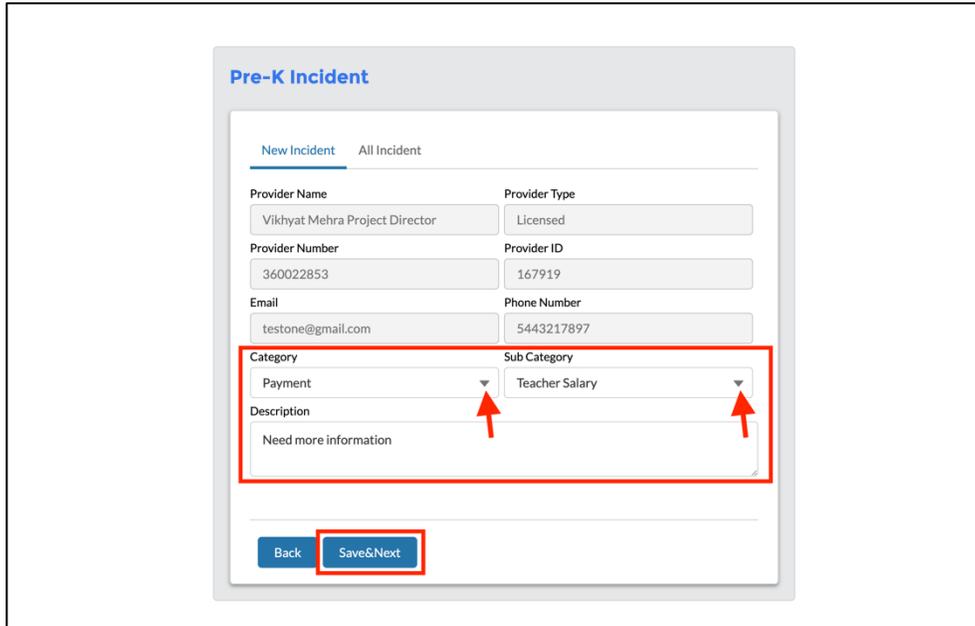


The **Pre-K Incident > New Incident** tab will be displayed.

2. Select the **Category** and **Sub Category** from the drop-down list.
3. In the **Description** field, enter the reason for creating the incident.

**Note:** The Provider Name, Provider Type, Provider Number, Provider ID, Email, and Phone Number fields will be auto-populated and are not editable.

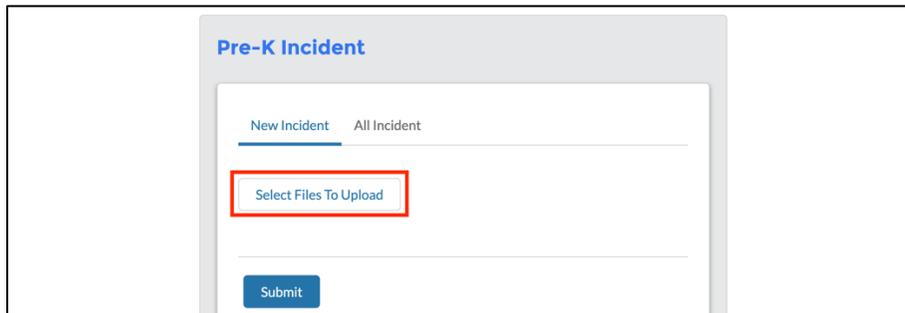
- Click the **Save&Next** button.



The screenshot shows the "Pre-K Incident" form. The form has two tabs: "New Incident" (selected) and "All Incident". The form contains several input fields: "Provider Name" (Vikhyat Mehra Project Director), "Provider Type" (Licensed), "Provider Number" (360022853), "Provider ID" (167919), "Email" (testone@gmail.com), and "Phone Number" (5443217897). Below these fields are two dropdown menus: "Category" (Payment) and "Sub Category" (Teacher Salary). A red box highlights the "Save&Next" button at the bottom of the form. Two red arrows point to the dropdown menus.

A successful incident creation message will be displayed, and you will be directed to the Pre-K Incident page.

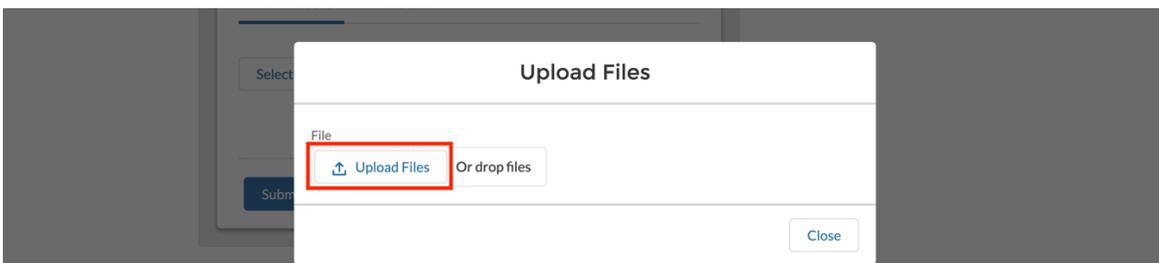
- To attach relevant documents or images, click the **Select Files To Upload** button.



The screenshot shows the "Pre-K Incident" form. The form has two tabs: "New Incident" (selected) and "All Incident". The form contains several input fields: "Provider Name" (Vikhyat Mehra Project Director), "Provider Type" (Licensed), "Provider Number" (360022853), "Provider ID" (167919), "Email" (testone@gmail.com), and "Phone Number" (5443217897). Below these fields are two dropdown menus: "Category" (Payment) and "Sub Category" (Teacher Salary). A red box highlights the "Select Files To Upload" button. A "Submit" button is also visible at the bottom.

The **Uploaded Files** pop-up window will be displayed.

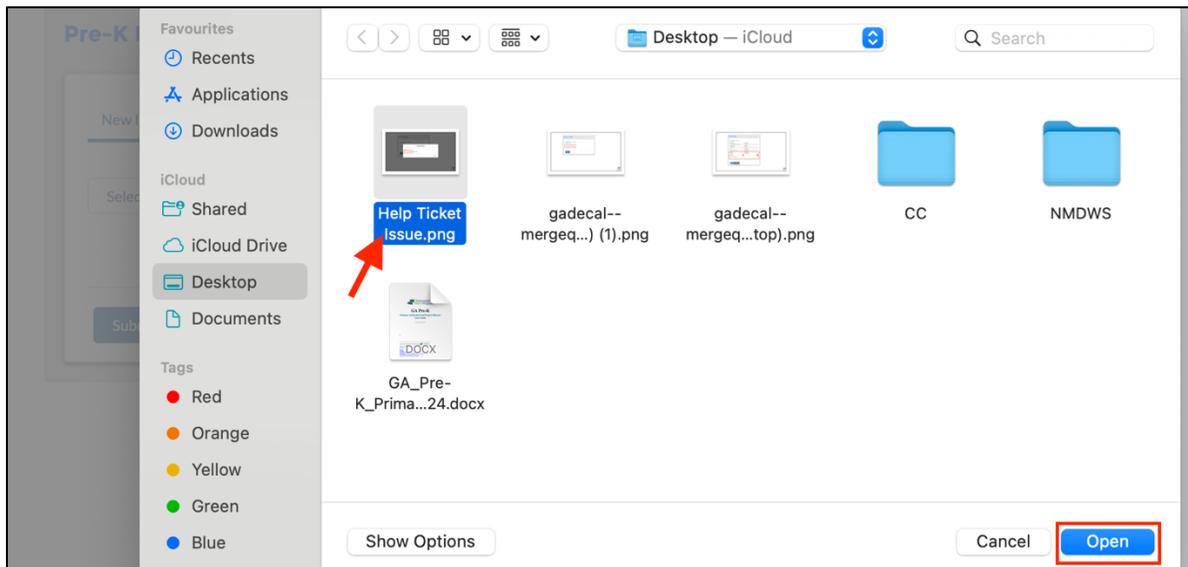
- To select the file, click the **Upload Files** button.



The screenshot shows the "Upload Files" pop-up window. The window has a title bar "Upload Files". Below the title bar, there is a "File" label and a red box highlighting the "Upload Files" button. To the right of the button is the text "Or drop files". A "Close" button is visible at the bottom right of the window.

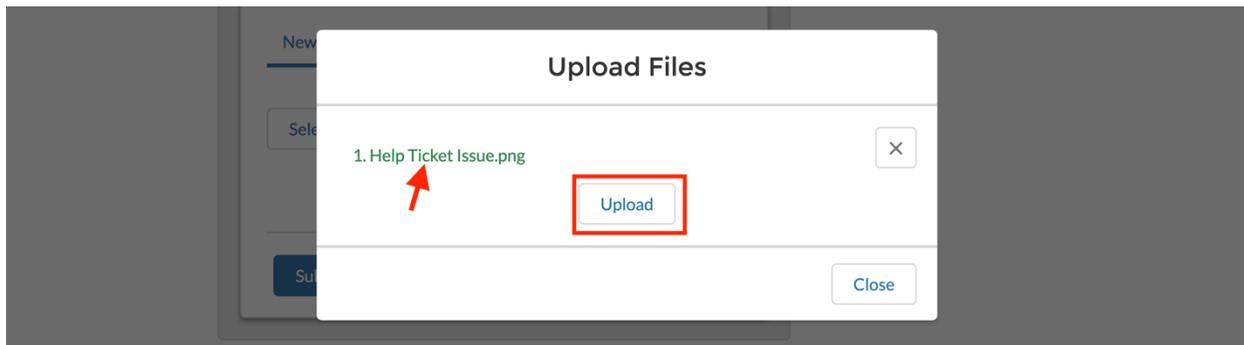
You will be directed to your local system to select a file.

7. Select the file, then click the **Open** button.



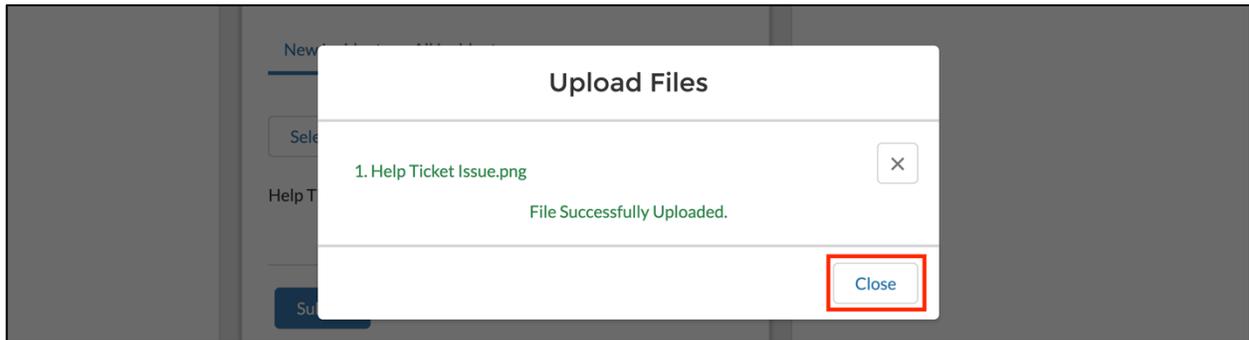
The uploaded file will be displayed on the Uploaded Files pop-up window.

8. To finish uploading the file, click the **Upload** button.



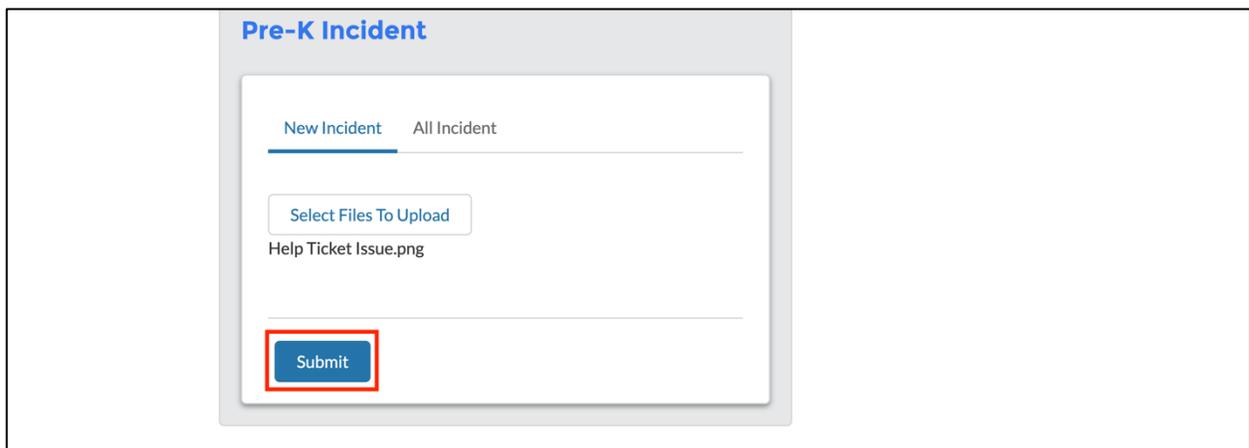
A message stating File Successfully Uploaded will be displayed.

9. To close the Uploaded Files pop-up window, click the **Close** button.



You will be directed to the Pre-K Incident > New Incident tab.

10. To submit the incident, click the **Submit** button.



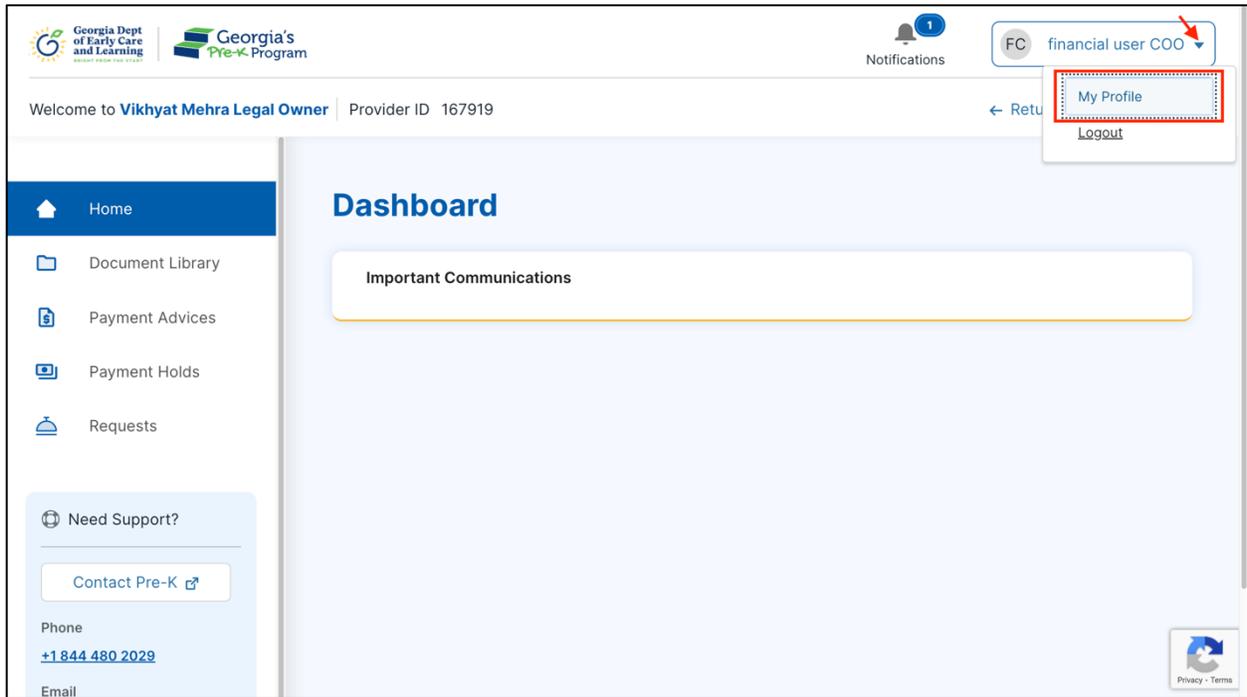
## MANAGING PROFILE

You can edit the User Information section and view the Provider Information and Grant Contract Signatory Information sections.

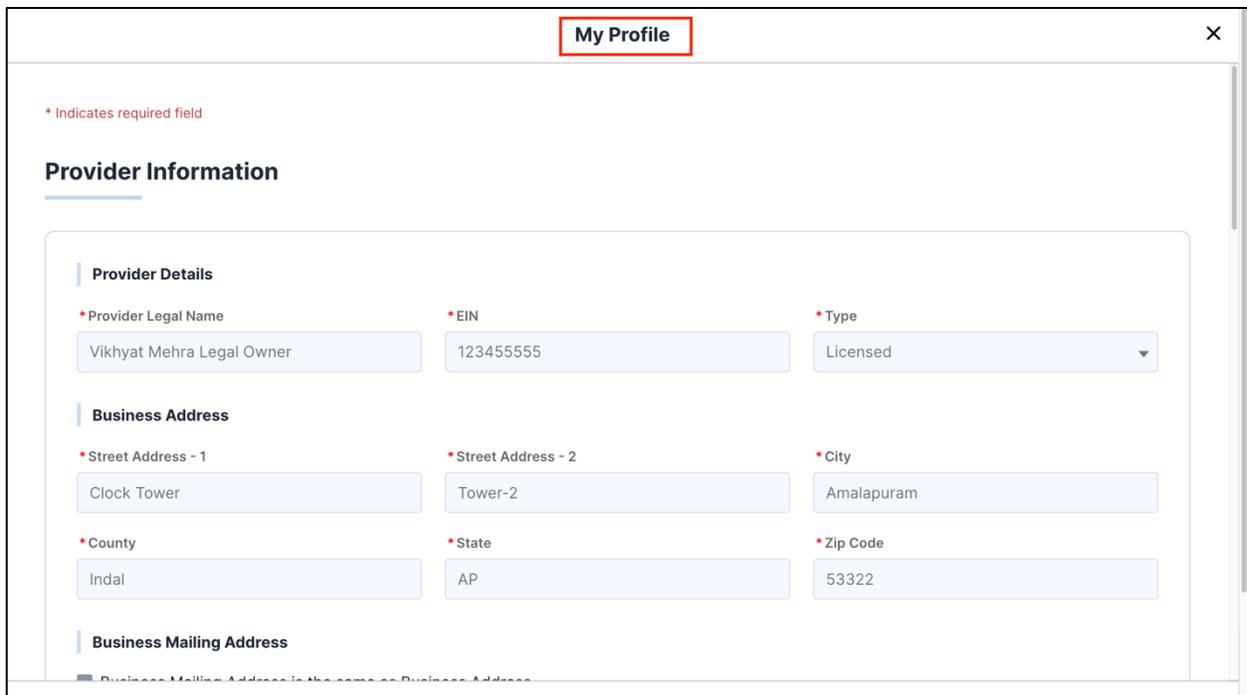
To view the information, perform the following steps:

1. On the Pre-K Program welcome page, click the Username [User Profile] down arrow.

2. Select the **My Profile** button from the drop-down list.

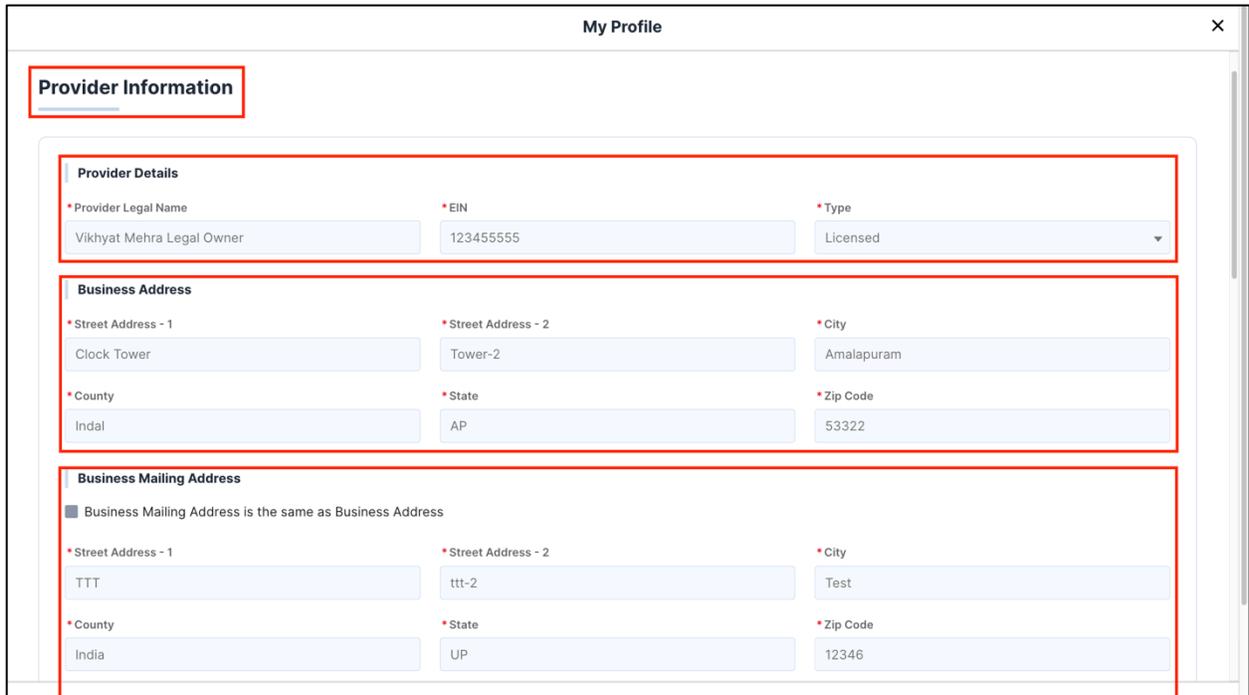


You will be directed to the **My Profile** page.



## Viewing Provider Information

On the My Profile page, the **Provider Information** section displays the **Provider Details**, **Business Address**, and **Business Mailing Address** sections.



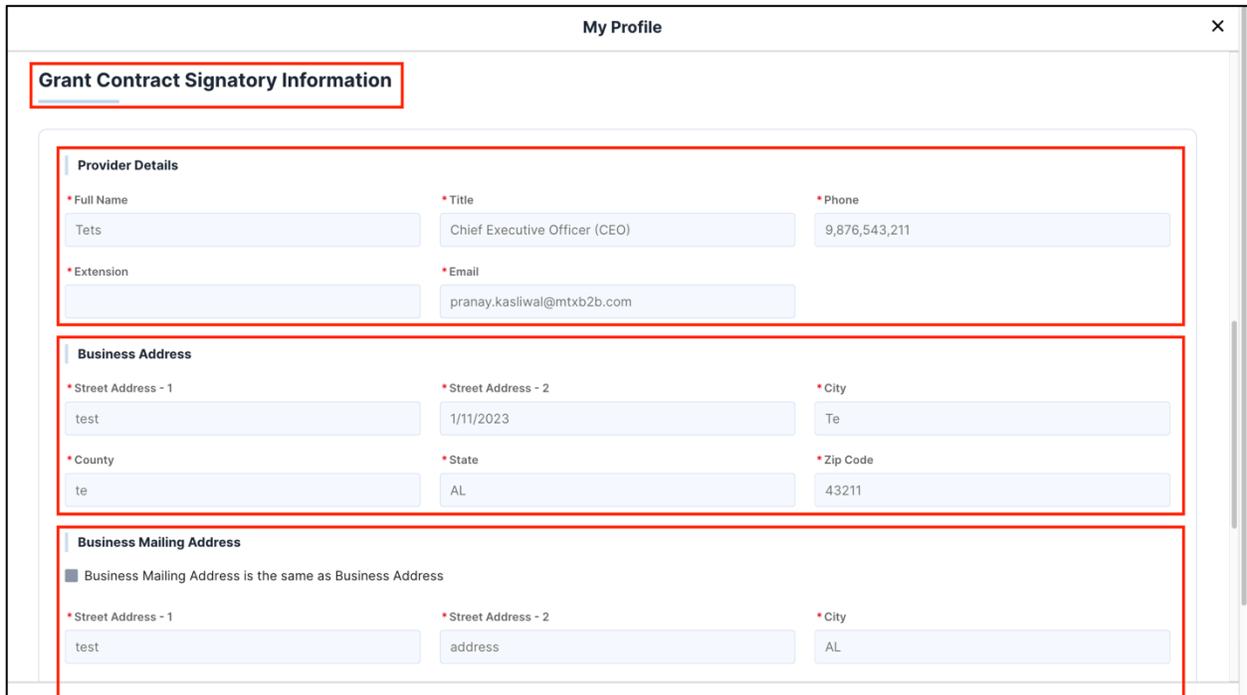
The screenshot shows a web interface titled "My Profile" with a close button (X) in the top right corner. The "Provider Information" section is highlighted with a red border and contains three sub-sections, each also highlighted with a red border:

- Provider Details:** Includes fields for "Provider Legal Name" (Vikhyat Mehra Legal Owner), "EIN" (123455555), and "Type" (Licensed).
- Business Address:** Includes fields for "Street Address - 1" (Clock Tower), "Street Address - 2" (Tower-2), "City" (Amalapuram), "County" (Indal), "State" (AP), and "Zip Code" (53322).
- Business Mailing Address:** Includes a checkbox labeled "Business Mailing Address is the same as Business Address" which is checked. It also includes fields for "Street Address - 1" (TTT), "Street Address - 2" (ttt-2), "City" (Test), "County" (India), "State" (UP), and "Zip Code" (12346).

## Viewing Grant Contract Signatory Information

1. On the My Profile page, scroll to the **Grant Contract Signatory Information** section to view the **Provider Details**, **Business Address**, and **Business Mailing Address** of the provider who signed the Grant Contract.

**Note:** This information will be displayed only if the status of the new/continuous Pre-K application is **Grant Agreement Finalized**.



The screenshot shows a web interface titled "My Profile" with a close button (X) in the top right corner. A red box highlights the "Grant Contract Signatory Information" section. This section contains three sub-sections: "Provider Details", "Business Address", and "Business Mailing Address".

**Grant Contract Signatory Information**

**Provider Details**

* Full Name Tets	* Title Chief Executive Officer (CEO)	* Phone 9,876,543,211
* Extension	* Email pranay.kasliwal@mtxb2b.com	

**Business Address**

* Street Address - 1 test	* Street Address - 2 1/11/2023	* City Te
* County te	* State AL	* Zip Code 43211

**Business Mailing Address**

Business Mailing Address is the same as Business Address

* Street Address - 1 test	* Street Address - 2 address	* City AL
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## Viewing and Editing User Information

1. On the My Profile page, scroll to the **User Information** section to view the **First Name**, **Last Name**, **Email**, **Phone Number**, and **Role** of the user.

The screenshot shows a 'My Profile' page with a 'User Information' section highlighted in red. The section contains the following fields:

- \* First Name:** financial user
- \* Last Name:** COO
- Email:** priyaranjan.reddy+finuser@mtxb2b.com
- Phone Number:** 7836584837
- Role:** Financial User

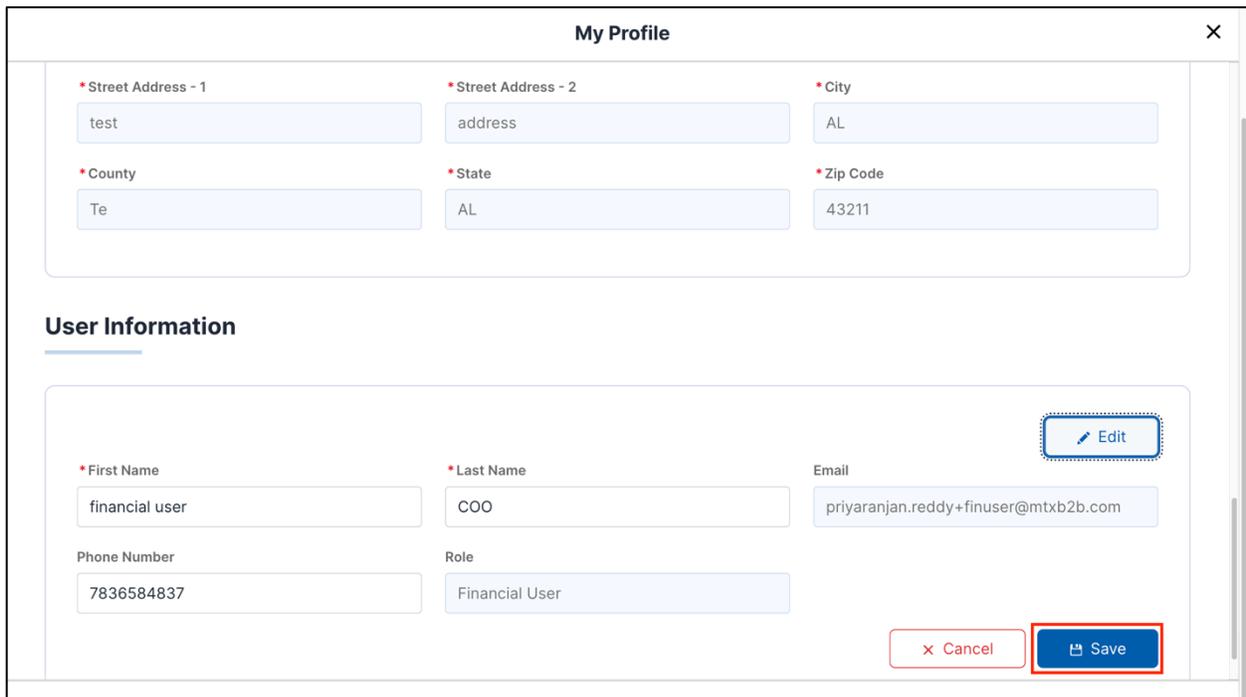
An **Edit** button is located in the top right corner of the User Information section.

2. To edit the First Name, Last Name, and Phone Number, click the **Edit** button.  
**Note:** As a Financial user, you cannot edit the **Email** and **Role** of the User.

The screenshot shows the 'My Profile' page with the 'User Information' section. The **Edit** button is highlighted with a red box. The fields are the same as in the previous screenshot:

- \* First Name:** financial user
- \* Last Name:** COO
- Email:** priyaranjan.reddy+finuser@mtxb2b.com
- Phone Number:** 7836584837
- Role:** Financial User

3. Update the required information, then click the **Save** button.



The screenshot shows a 'My Profile' window with two main sections: 'My Profile' and 'User Information'. The 'My Profile' section contains six text input fields: 'Street Address - 1' (test), 'Street Address - 2' (address), 'City' (AL), 'County' (Te), 'State' (AL), and 'Zip Code' (43211). The 'User Information' section contains five text input fields: 'First Name' (financial user), 'Last Name' (COO), 'Email' (priyaranjan.reddy+finuser@mtxb2b.com), 'Phone Number' (7836584837), and 'Role' (Financial User). There is an 'Edit' button with a pencil icon in the top right of the 'User Information' section. At the bottom right of the window are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

*\*After saving, a success message will display on the screen.*

**This concludes the GAPREK Financial user guide.**