

**Bright Futures Information System
Electronic Participants Statement of Agreement and Understanding**

The provisions of this Statement generally apply to all electronic participants, such as eProviders (licensed, registered and legally exempt child care providers), eClients (individual staff at regulated facilities who are not the registrant or licensee) and eParents (subsidy eligible parents). There may, however, be some specific provisions in this Statement that do not apply to you because of your actual relationship with the Child Development Division. Contact bfishelp.org or the BFIS Help Desk at 1-800-649-2642 if you have a question about whether you are exempt from one of the following specific provisions.

1. I agree and understand that I am solely responsible for controlling the safekeeping of, and access to, the Bright Futures Information System (BFIS) user name and password I receive upon enrollment as an electronic participant. I agree to change my password when prompted by the BFIS and I understand that, without a valid user name and password, I will not have access to my BFIS account.
2. I understand that it is my responsibility as an electronic participant to access and examine my BFIS account on a routine and regular basis to check for the accuracy of information and to retrieve any and all notices, documents, reports, correspondence, or other electronic interactions from the Child Development Division (CDD).
3. I specifically understand that, as an electronic participant, the CDD may choose to no longer provide me with hard copies sent via US Mail of certain notices, documents, reports, correspondence or other official papers. I understand that I can still call the CDD and request hard copies be mailed to me at cost but that the CDD expects me to interact electronically as much as possible.
4. I understand that I can and should print copies of all documents, notices, reports, documents and correspondence from the CDD in my BFIS account for my records just in case I no longer need, want or have an electronic account in the future.
5. I agree to notify the CDD immediately if I suspect any discrepancies in my account or note what appear to me to be unauthorized transactions posted to my account
6. I agree to notify the CDD immediately if I can no longer fulfill my responsibilities as an electronic participant for any reason, including the loss of internet access, computer, termination of business or employment, or ending participation in the child care subsidy program.

7. I will keep my contact information and other information related to me and my BFIS account current either by updating my account electronically or by notifying the CDD.
8. I specifically agree and understand that the CDD is not responsible for my acts or omissions in connection with my electronic participation, or for those of any other person I have authorized to act on my behalf in the BFIS.
9. I understand that if I am a licensee any person I designate or authorize to interact electronically with the CDD for purposes of financial transactions, such as recording attendance or submitting invoices to the CDD for services to subsidy eligible families, may be required to submit written authorization for the CDD to run a criminal record check and that the CDD may decline to issue direct access to my BFIS account depending on the result.
10. I agree that all entries I make electronically to my BFIS account will be true and accurate and that it is my responsibility to notify the CDD immediately if I make a mistake or misrepresentation.
11. I am aware that intentionally providing false information or misrepresenting a material fact to the CDD in any form, electronic, oral, or written, may be considered a criminal offense under 13 V.S.A. §3016 or 33 V.S.A. §141 or could result in a civil action against me under 33 V.S.A. §143a, among other remedies available to the CDD by law.
12. I understand that certain information about registrants and licensees is available to the public by law. Data entry into the BFIS may result in the immediate posting of certain information to my account. I understand that some of the information posted may be accessible to the public instantaneously. This does not apply to information about subsidy eligible families, legally exempt providers, or other information that is confidential by law or policy.
13. I understand that the CDD reserves the right to change this Agreement and Understandings at any time by notice mailed or e-mailed to me at the most current address listed for me in the BFIS.
14. I agree and understand that the CDD has the right to terminate this Agreement at any time and that the CDD has the right to terminate my access to the BFIS for any reasons at any time, including my unwillingness to comply with this Agreement or access the BFIS support services, or my repeated inability to competently utilize my BFIS account or its features.

Child Development Division's BFIS General Provisions

1. The CDD will provide BFIS electronic users access to their account at www.brightfuturesinfo.org by issuing an individualized user name and secure password.
2. The CDD will make available 24/7 an interactive web-based BFIS Help site at www.bfishhelp.org
3. The CDD will staff a toll free Help Desk line during state business hours. Calls will be answered and returned in the order they are received: 1-800-649-2642
4. The CDD will work with its community partners to support BFIS training sessions periodically in local communities. See availability at www.bfishhelp.org
5. The CDD will keep secure all information about your account that is made confidential by law or policy and follow the State of Vermont's information technology policy. The policy may be viewed at: <http://vermont.gov/portal-policies/policies.html>
6. The CDD will disable your user name and deny your access to the BFIS for electronic account inactivity greater than 3 months.
7. The CDD will disable your user name after you notify CDD in writing that you no longer wish to participate electronically. The CDD recommends that you retrieve and print documents, notices, etc. for your records prior to terminating your electronic provider account.
8. The CDD will limit access to your electronic account only to authorized CDD personnel or authorized CDD affiliated personnel who have a legitimate business need to access the information. For registered and licensed providers, certain information about your account is accessible to the public by law.
9. The CDD will provide you with a hard copy of a BFIS User Manual upon request at cost and make downloadable copies available for no cost at www.bfishhelp.org . For requests, contact the CDD electronically at brightfuturesinfo@srs.state.vt.us or 1-800-649-2642.