A Child Care Provider's Guide to entering referral information on Bright Futures Information System

To enter your child care referral information into Bright Futures Information System you will need a user name and password. Then follow these steps:

1) Log in to Bright Futures Information System

2) On the bottom right of the first screen click on **Referral Agreement**

3) Click on **Update Referral Status**

4) Click on **Active**

5) Click **Submit** (This will allow other people to see the information)

6) Click on **Program Information**

7) Click on **Update Information** at the bottom of the screen.
   a. Information that is required in order to save:
      i. Guidance
      ii. Program
      iii. Supervision
      iv. Ages Willing to Serve
      v. Non Profit Program: Yes/No
      vi. Religious Activity: Yes/No
      vii. Sibling Discount: Yes/No
      viii. Subsidy Provider: Yes/No (this means are you willing to accept payments from the Child Care Subsidy Program)

8) When complete click **Submit**

9) Click **Referral Agreement Menu**

10) Click **Provider Schedule and Services**

11) Click **Update Information**
   a. Information that is required in order to save:
      i. Meals or Snacks served

12) Click **Submit**

13) Click **Referral Agreement Menu**

14) Click **Vacancy and Capacity**

15) Update this information

16) Click **Submit**

Then to see what the public can view about your program go to www.brightfuturesinfo.org. Under **Trying to Find a Child Care Provider?** Click **advance search.** Search for your program and click **Details.**

Last updated 7/2007