

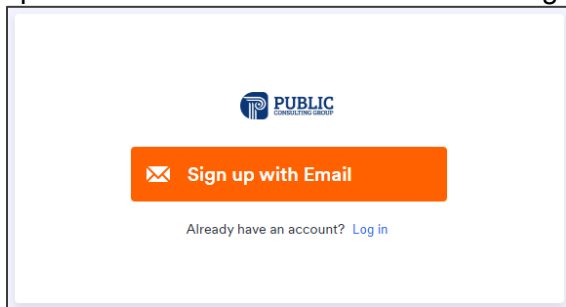


## How to: Setting Up an Applicant Profile

**We are excited to announce the CCAP for Child Care Pilot is extended for another year!** Whether you are a new applicant or a returning applicant, the process for accessing the CCAP for Child Care Pilot application will be slightly different than the initial year of the pilot program as you will now be required to create a Jotform account. Jotform is a secure platform that stores all CCAP for Child Care Pilot applications, and it will make it easy for you to return to your application if necessary.

### Creating an account

Beginning on August 1, 2024, when you select the application link, you will be prompted to sign up with an email address before accessing the application.



When you select 'Sign up with Email', you will be asked to create an account using your name, email, and a secure password.

**Sign up with Email**

More sign up options

Name

Email

Password

Your password must be different from your last six passwords and contain at least

- 8 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character

**Sign up**

Already have an account? [Log in](#)

**Sign up with Email**

More sign up options

Name

Email

Password

**Sign up**

Already have an account? [Log in](#)



# Rhode Island Department of Human Services

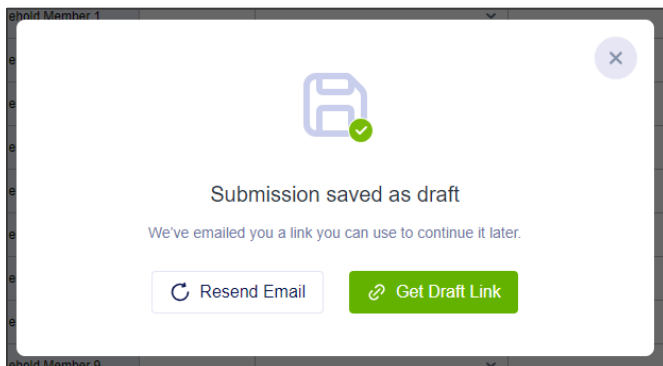
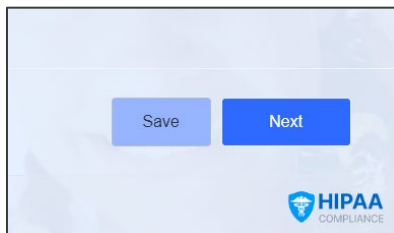
## CCAP for Child Care Pilot

Please be sure to enter a password that meets all the necessary requirements. If your password is not identified as strong enough, you will be asked to create a stronger password.

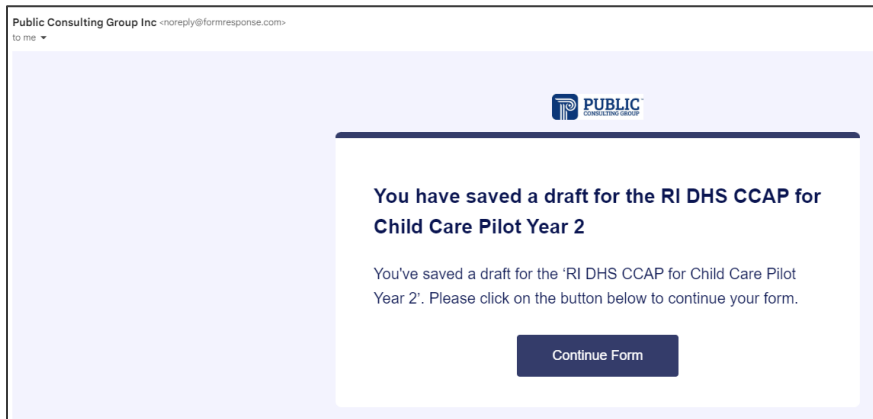
A screenshot of a web form titled "Create A New Password" in green text. Below the title, it says "To view HIPAA forms, you need to create a new password." There are two input fields: "Password" and "Confirm Password", both containing masked characters (dots) and a small eye icon to toggle visibility. Below the fields is a green button labeled "Create A New Password".

### Save and Continue

One benefit of having a Jotform account is you can easily save your application by navigating to the bottom right corner of your application. This draft will then be emailed to you so that you can continue your submission at a time that works better for you.

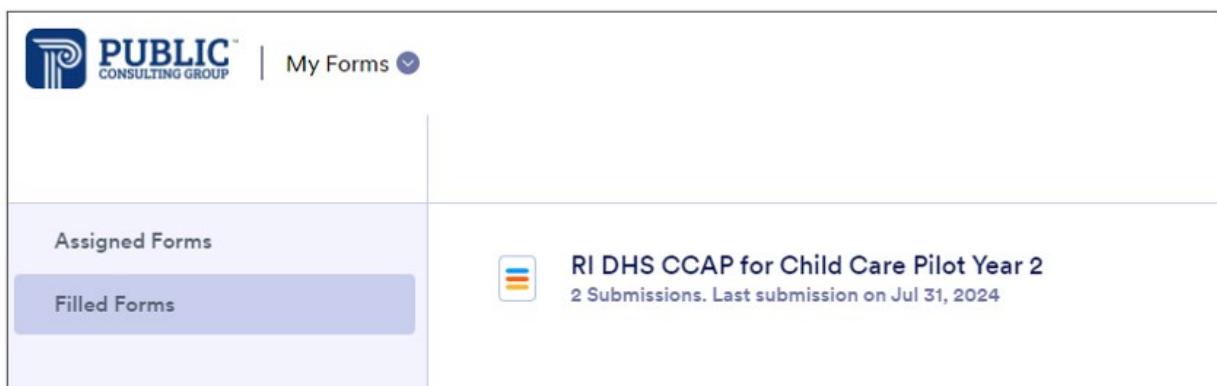
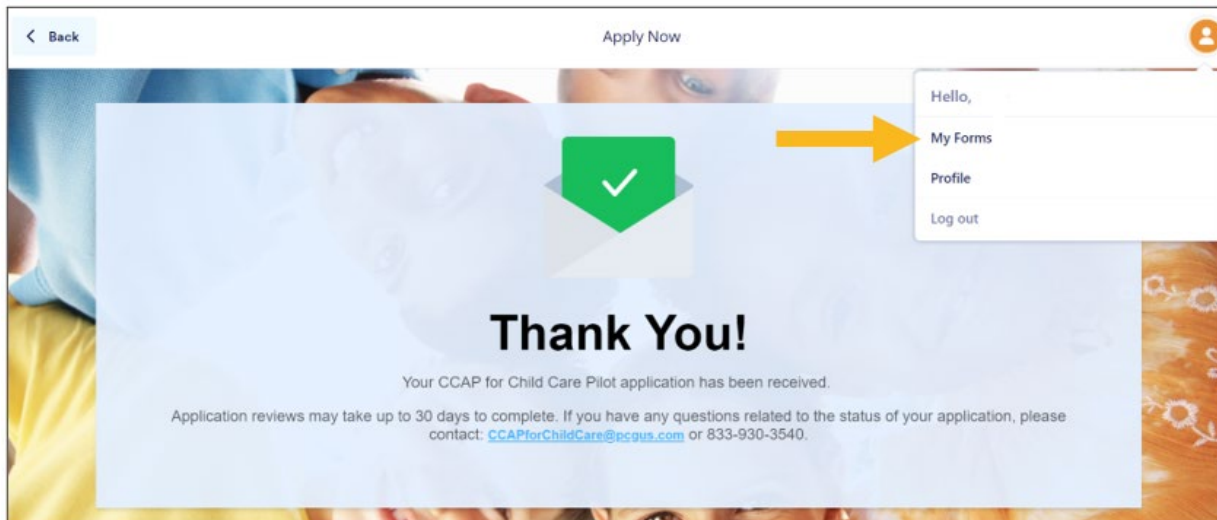


You will receive the below email if you decide to save and return to your application at another time.



### View a submitted application

Once you have submitted your application, you can navigate to your profile in the top right corner of the page and go to 'My Forms' > "Filled Forms" to view your submitted applications. You cannot, however, make any changes once the form is submitted.





# Rhode Island Department of Human Services

## CCAP for Child Care Pilot

You may only view the form on this page. **If you would like to edit/update this form, please contact [CCAPforChildCare@pcgus.com](mailto:CCAPforChildCare@pcgus.com) to request the application be opened for edits.**

### Forgot your password?

If you are trying to log back into <https://pcgus.jotform.com/app/ri-ccap/home> and can't remember your password, do not fret! Select 'forgot password' and you will be prompted to reset it using the email you created your profile with.

The image shows two screenshots of a web application interface. The left screenshot shows a login form with the department logo at the top. It has two input fields: "Username or Email" containing "jsmith@pcgus.com" and "Password" with masked characters. A red error message "Email or password is wrong." is displayed below the password field. A green "Log in" button is at the bottom, and a "Forgot password?" link is at the very bottom. The right screenshot shows the "Forgot password?" screen. It has a heading "Forgot password?", an input field "Enter your username or email", a green "Send Reset Instructions" button, and a "Go back" link with a left arrow icon.

Reach out to [CCAPforChildCare@pcgus.com](mailto:CCAPforChildCare@pcgus.com) if you have any questions or need assistance!