**Complete the New Application Process:**

Login to CELS:

1. From the CELS home page, click **LOGIN TO PROVIDER ACCOUNT**.

2. Enter your login credentials on the **Keystone Key** screen and click **LOGIN**.

# Before you begin:

# As a provider you can only submit applications on behalf of another person. If you need to complete a Consolidated Eligibility Letter (CEL) application for yourself, you will need to log out of your Provider Account and login as an Individual User from the CELS Home Page.

# Providers must obtain the applicant’s written approval to authorize the PA Department of Human Services Clearance Verification Unit to obtain their Consolidated Eligibility Letter and maintain an individual’s consent before submitting an application on their behalf.

1. Click the **CREATE NEW APPLICATION** button.
   1. Review the *Attention* pop-up message.
   2. Click **OK.**
2. Read the *What to Expect* information. Click the **Next** button.
3. Complete the **General Questions** screen. Click the **Next** button.
4. Complete the **Applicant Demographic Information** screen. Include all names used since 1975, including maiden names. Click the **Next** button.
5. Complete the **Applicant Address Information** screen. Enter both current and previous addresses lived, since 1975. Click the **Next** button.
6. Complete the **Applicant Contact Information** with the applicant’s current phone number(s) and email address. Click the **Next** button.
7. Complete the **Applicant Household Member Information** screen. List everyone the applicant has lived with, at any time, from 1975 to the present. Include the applicant's parent(s), grandparent(s), or guardian(s) that raised them. Click the **Next** button.
8. Complete the **Child Care Provider Information** screen:
   1. In the **Attention** field, provide the name of the individual at the childcare facility who should receive the CEL.
   2. In the **Provider Name** field, provide the name of the childcare facility name that the CEL should be mailed to.
   3. Click the **Next** button.
9. Thoroughly review the Application Summary for all responses. Click the **Next** button.
10. Complete the **Consent/Release of Information** screen:
    1. The provider must have written approval from the applicant to proceed.
    2. Click the **information accuracy attestation** checkbox and provide the required eSignature. Please ensure you have a signed release consent from the applicant.
    3. Click the **Next** button.
11. Complete the **Payment Method** screen. If you have a Payment Code, complete the Payment Information (Payment Code) steps below. Otherwise, got to Step **15**.
    1. Click **Yes** for the “*Do you have a Provider Payment Code for this application?*” question.
    2. Enter the Payment Code in the **Payment Code** text box.
    3. Click the **Acknowledgement** checkbox, which confirms that “The Applicant is agreeing that the Child Care Provider that provided your code will have access to the status and outcome of the CEL.”
12. Click the **Payment Code Consent** check box.
13. Click **Submit**.
14. The **Submission Confirmation** screen displays. Review the **Submission Confirmation** message. Go to Step 16.
15. Click **No** for the “*Do you have a Provider Payment Code for this application?*” question, then click **Submit**
    1. Complete the payment information fields on the **Credit Card Payment** Screen.
    2. Note that the **Payment** screen only allows **two** attempts to complete, or you will be required to submit a paper application!
    3. Click **Pay with Your Credit Card** to submit the payment.
    4. Review the **Submission Confirmation** message.
    5. Click **Return to Your Account Dashboard**
16. Watch your listed email for a CELS confirmation notification.
17. After your application is processed, watch for an additional email notification to log into your account to view the result.

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**For further assistance on** ***Provider Create Application and Login to CELS,* please refer to the Chatbot on the CELS Site,** [**www.pelican.state.pa.us/cels**](http://www.pelican.state.pa.us/cels)**.**