



**CHILD CARE WEB-BASED BILLING APPLICATION
VENDOR USER PERMISSIONS FORM**

To be filled out by the Child Care Facility Owner or Manager

Owner/Manager Information

Name: _____
Last, First, MI

Company Name (If applicable): _____

E-Mail Address: _____

Phone Number: _____ Vendor No. _____

User Information

Name: _____
Last, First, MI

E-Mail Address: _____

Last 4 Digits of SSN: _____

Action: Create New User Remove User from system

System Access – For new user, what kind of functions do you want the employee to do in the system?

Note: In order for this application to function properly, certain permissions should be assigned in sets. In General, 'Contact Log' should be assigned for attendance related permissions and 'Record Attendance'.

- Reports Allow user to view reports.
- Contact Log Allow user to create and view contact log entries.
- Record Attendance Allow user to Record Attendance.
- ***Submit Attendance Allow user to Submit Attendance.
- User Administration Allow user to add or revoke user accounts and reset passwords.

***By checking the box for "Submit Attendance" you are authorizing this person to submit bills for your child care facility to The WorkSource

Electronic Signature Policy: You may submit this document through your email account to the designated system administrator. By doing so, your email identification will be used as an "electronic signature" authorizing the system administrator to give the above named user the indicated permissions for your child care facility in the Texas Workforce Network Child Care Attendance Tracking system.

Facility Owner or Manager Signature: _____ Date: _____