


Submitting an Enrollment Request

1. Log into your NJCCIS account.
2. In the Toolbar at the top of the screen, click on Provider>My Providers. This opens the Provider Facilities page, where you can view your GNJK eligible providers within the NJCCIS database and change their information.

Provider Type	ID	Provider Status	Provider Name	License Number	County	Address	City	Zip
Family Child Care	800118	Pending	Amelia Jack	FCC166712	Mercer	234 Main St	Jersey City	06573
Approved Home	800124	Pending	Amelia Jack	APH166718	Somerset	123 Main St	Jersey	08527
Child Care Center	800128	Pending	Dog Run Child Care	CCC166722	Morris	123 Main St	Jersey	08654
Child Care Center	800160	Pending	Ocean Ridge Child Care	CCC166775	Ocean	123 Main St	Jersey	06452

3. Click on the  button next to one of the results to open the Provider Personnel page for that provider.

> Name: Amelia Jack (FCC166712)

Quicklinks

- Complaints
- Provider Information
- File Cabinet
- Personnel
- Email
- Provider Admin
- QRIS
- Request Quality Initiative


Provider Personnel

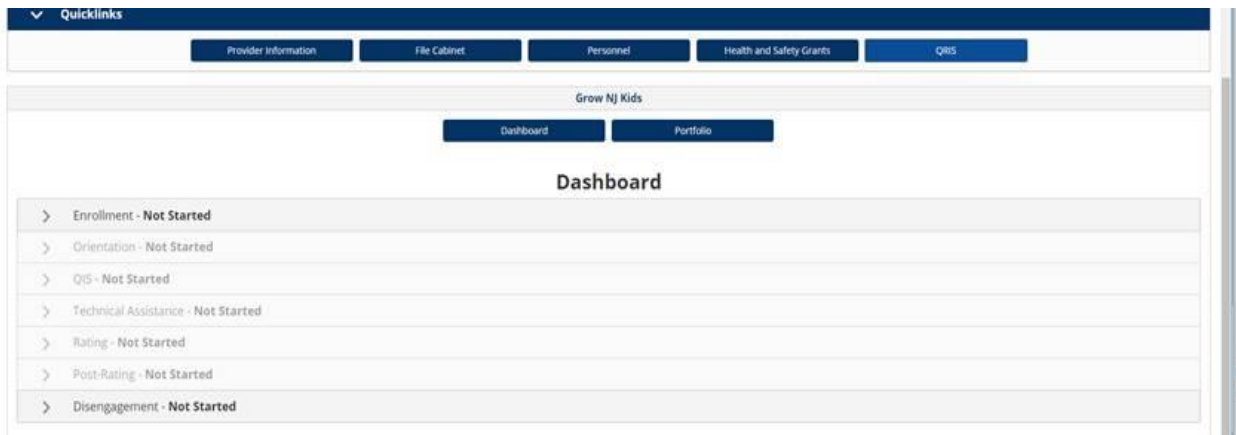
Director Information

Amelia Jack's Details

ID: 100063691	Begin Date:	
Address: 123 Main St Jersey, New Jersey 02548	Email: tcqaalen-pr@gmail.com	Phone: (456)789-1234

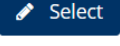

- > Association Requests: 1
- > Personnel: 1
- > Previous Personnel: 0

- Click on the  button in the Quicklinks dropdown section to open the QRIS section.



- Click on the Enrollment heading to open the Enrollment dropdown section.



- Click on the  button to view the enrollment information for an existing request, or click on the  button to create a new request.

Wizard View Flat View

* If any of the information that is pre-populated is incorrect, please contact your Licensing office to have the information updated appropriately before submitting your application.

Director Information


First Name:	Last Name:	Title:	Application Date: 2/4/19
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FCC Information

Registration ID: 700000		
Business Name: <input type="text"/>	Registration Expiration Date: <input type="text"/>	Location Address: <input type="text"/>
Mailing Address: <input type="text"/>	Phone Number: <input type="text"/>	Primary Contact Email: <input type="text"/>


Program Type Information

* Choose Program Types

CCDF 

- Fill in the fields and select the appropriate options for the enrollment request, then click on the Submit button to submit the enrollment request.


Enrollment - Received

Select	Id	Description	Status	Created By	Update Date	Has Violations
	1136	QRIS-Enrollment-GNJK-FCC	Submitted	Sindhura dcc	12/17/2018	No

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[+ New](#)

If you have issues with enrollment, please contact the NJCCIS Help Desk.




NJCCIS
New Jersey Child Care Information System

Customer Service Phone

 1.800.332.6512

Customer Service Email

 NJCallCenter@e-tcc.com

NJCCIS Call Center Hours

Sunday	Closed
Monday	8:00 am – 6:00 pm
Tuesday	8:00 am – 6:00 pm
Wednesday	8:00 am – 6:00 pm
Thursday	8:00 am – 7:00 pm
Friday	8:00 am – 6:00 pm
Saturday	Closed