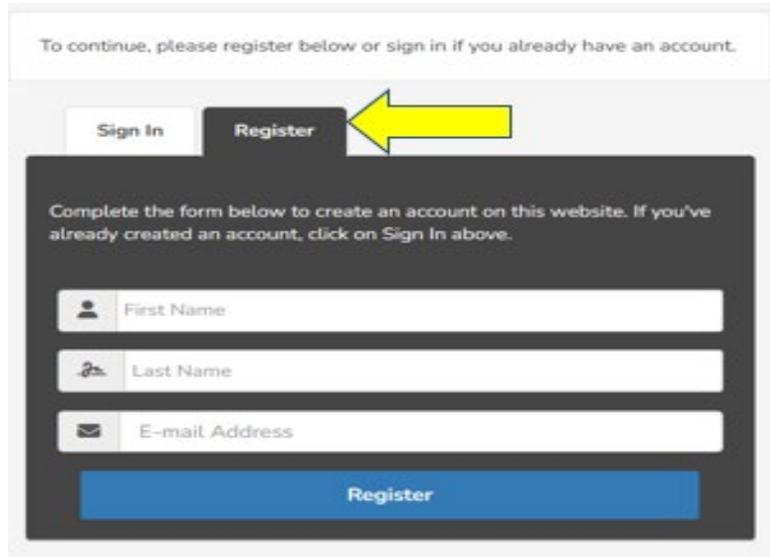


Creating a WebAuthor Account

All providers must create an account in Webauthor to apply for ARPA grants/bonuses.

1. Go to: https://elcbrevard.webauthor.com/go/fx_arpa/
2. Select Register:



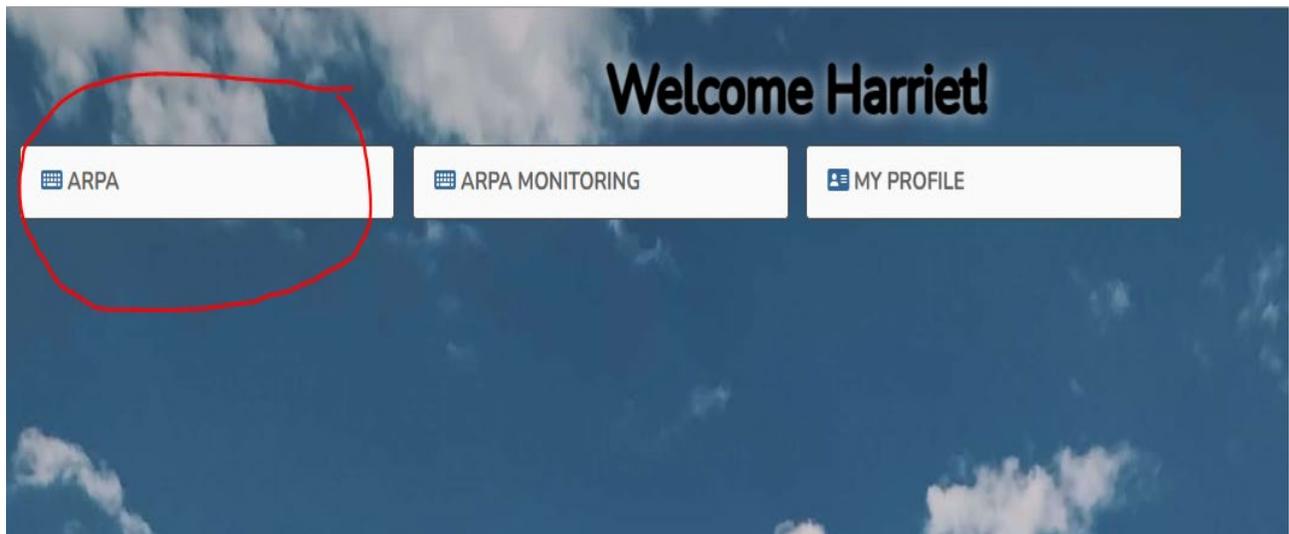
To continue, please register below or sign in if you already have an account.

[Sign In](#) [Register](#)

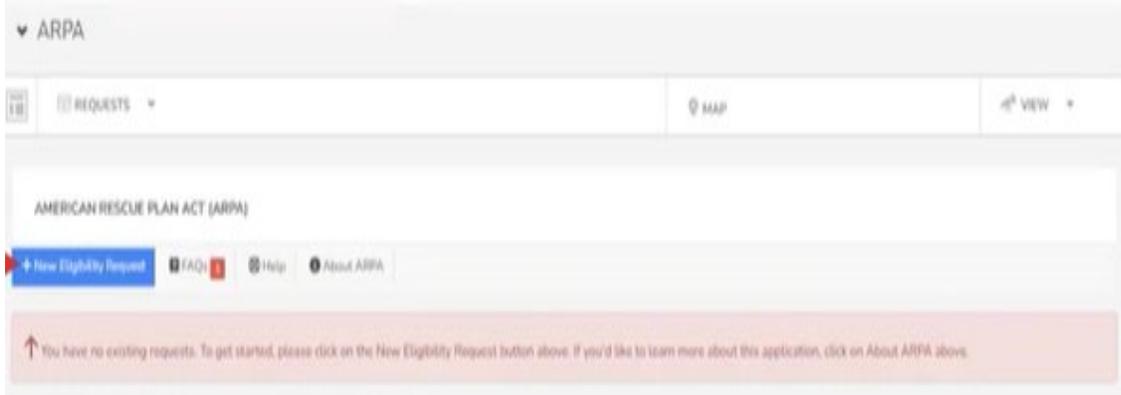
Complete the form below to create an account on this website. If you've already created an account, click on Sign In above.

[Register](#)

3. Create User ID & Password, you will then be able to add your center(s) to your account.
4. If you have multiple centers, each one must be added to the account.
5. Agree to Terms & Conditions of use.
6. Once you are in WebAuthor, you will see the following image (FYI- images change, so do not be alarmed that you are not in the right place 😊), Select ARPA.



7. Once you have selected ARPA icon, you will land on the following page below, select + New Eligibility Request.



8. You will need to enter your EFSM/Portal Provider ID. If you do not know your ID, email us at: GOTARPA@elcbrevard.org
9. You will select your center(s) from drop down and verify that your information is correct in all the fields.

Provider ⓘ Harrietts HotHeads Preschool - 3210

Address * 12 Alpha Ln, Melbourne, FL 32934 ✓

Email Address * hparedes@elcbrevard.org

Phone Number * 321-210-6595

License # * 11111111

Provider ID * 3210

Provider Type * Licensed Family Home Licensed-Exempt Family Home Licensed Center Licensed-Exempt Center

10. Under Quality Activities- select all and DO NOT change Program Year.

Indicate options for ARPA quality activities

Quality Activities *

- [Recruitment Bonus](#) i
- [Health and Safety Bonus](#) i
- [CLASS Bonus - PreK](#) i
- [CLASS Bonus - Infant/Toddler](#) i
- [Upskill Director Bonus](#) i

Program Year *

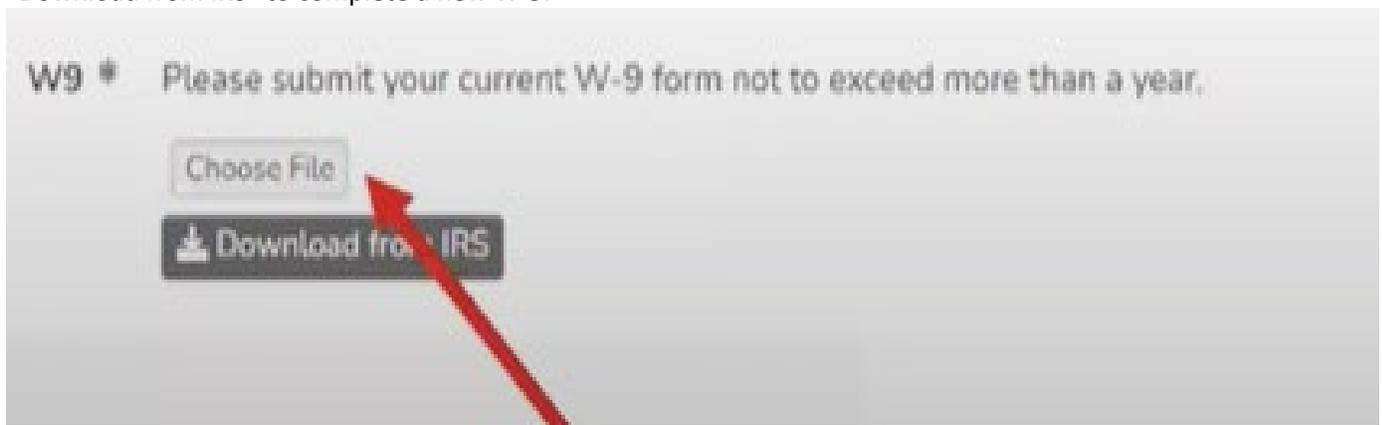
2022-2023

11. You will need to answer four (4) eligibility questions if, you answer “Yes” to and in the highlighted below- you will NOT be eligible to apply.

Does your program meet the following eligibility criteria requirements?

Item	Yes	No
Are you contracted with a local early learning coalition for SR and/or VPK services?		
Are you under investigation or been convicted of child care fraud?		
Are you on the Florida Child Care Food Program (CCFP) USDA Disqualified List?		
Have you had a contract with an early learning coalition terminated and eligibility revoked within the past five years?		

12. Upload your W-9, ensure it is legible, signed, and does not exceed more than a year. You may also use “Download from IRS” to complete a new W-9.



13. Sign, click “Yes” and Click “Save & Submit”

I am submitting this application to qualify for and receive one or more of the ARPA Supply Building Bonuses and understand all monies received must be used for the bonuses awarded. I attest to the fact that the information I have provided in this application is true and accurate and understand if my application is incomplete or incorrect it may be returned to me. I have read over this application to ensure completeness and correctness and have made a copy of this application for my own records.

Signature of Authorized Provider Representative *



* I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.

Yes

Save & Submit

Cancel

14. You will receive an email when your Eligibility Request Form has been approved.

15. You will be able to then start applying for various bonuses available. Each Bonus category has different requirements in trainings, documents, etc.