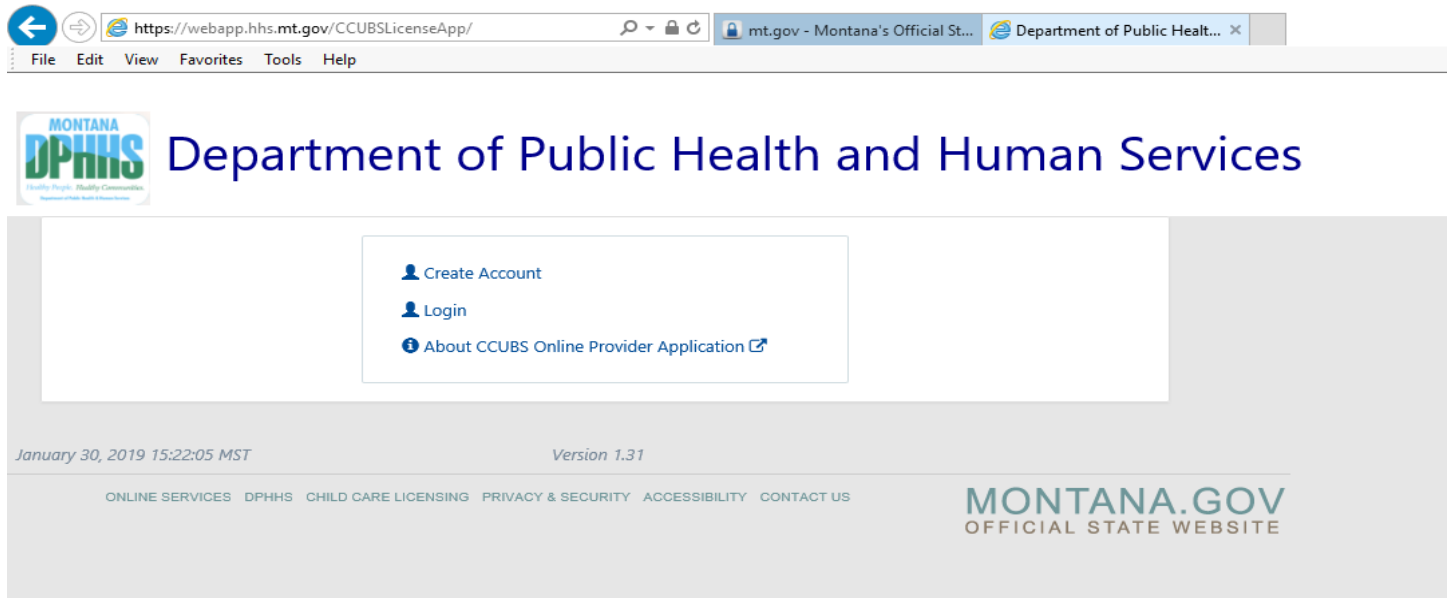


Child Care License Application – using direct link

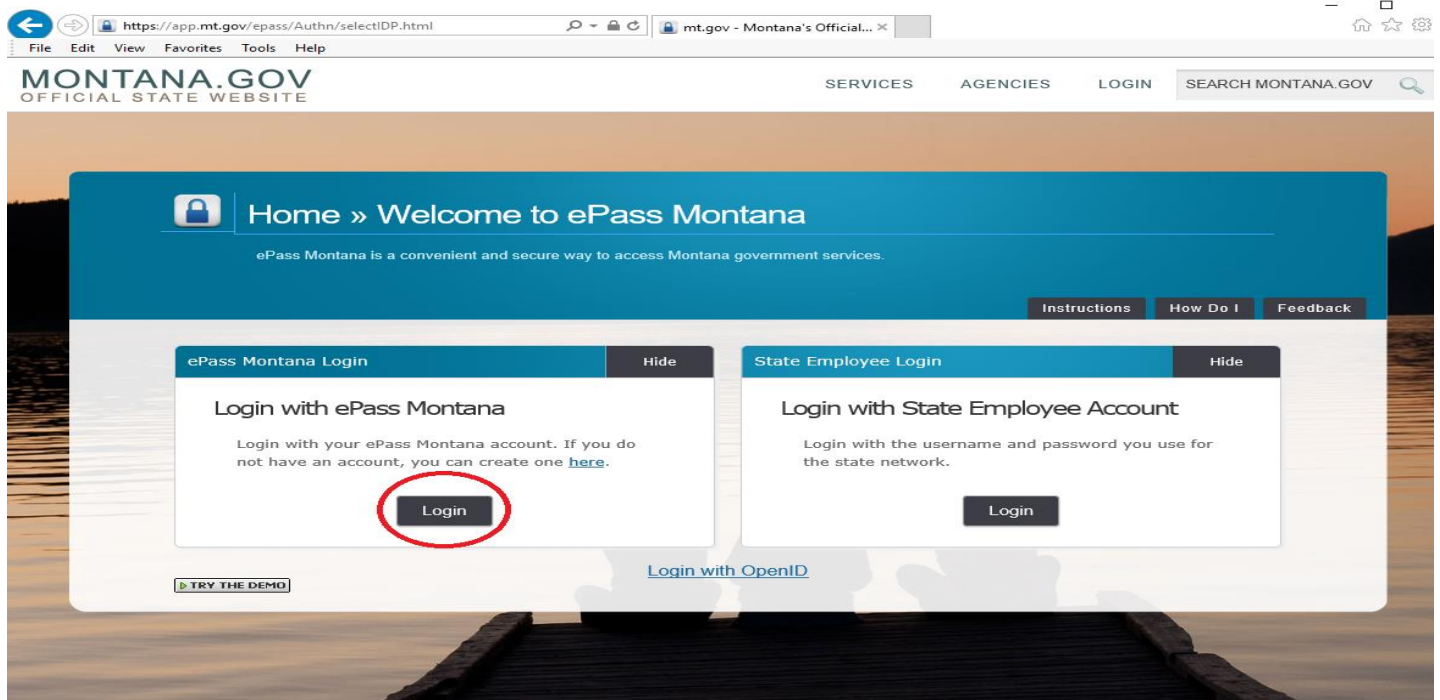
There are several ways to access the Child Care License Application. ePass is the State credentialing tool and is required for both methods. If you already have an ePass login, for online invoicing or other state applications you use, just use that login – you don't need to create another one.

This approach allows you to use the direct link to the Child Care License Application (after ePass setup)

Access the COPA application at: <https://webapp.hhs.mt.gov/CCUBSLicenseApp/>



The application will open, select Login.



Select the Login button on the “Login with ePass Montana” box on the Left.

A webpage will open (See image below) where you can create an ePass login profile if you don't already have one.



Home » ePass Montana Login

ePass Montana provides access to all authorized eGovernment services using one username and password.

Instructions

How Do I

Feedback

Existing User

Username:

Password:

[Forgot your username or password?](#)

If you already have an account you can just login

New User

Create an ePass Montana account by selecting the button below:

Login if you already have an ePass account (and skip to page 4 of this document) or select Create an Account to set up a new account (and see page 3).

Child Care License Application – using direct link

Creating an ePass account. This will only have to be done once to set up your ePass account.

Home » Create ePass Montana Account

ePass Montana provides access to all authorized eGovernment services using one username and password.

Instructions How Do I Feedback

You must fill out all required fields for Personal Information, ePass Montana ID Details, and Security Questions.
Username must be at least 6 characters long. Password must be at least 8 characters long, use both letters and numbers, must be different than your username, and is case sensitive.

Cancel Save Changes

1 Personal Information

*First Name:

*Last Name:

Daytime Phone:

*Primary Email:

*Verify Primary Email:

Alternate Email:

2 ePass Montana ID Details

*Username:
(minimum 6 characters)

*Password:
(minimum 8 characters; must use letters and numbers)

*Verify Password:

*Password Hint:

3 Security Info

For your protection, these questions will help us verify your identity in the future. You must select 3 different questions.

*1. Security Question:
Choose one ...

*2. Security Question:
Choose one ...

*3. Security Question:
Choose one ...

Cancel Save Changes

Create new ePass Montana Account: Fill out all sections and then Save Changes.

Note: if you already use ePass you don't need to set up a new account.

Child Care License Application – using direct link

The screenshot shows a web browser window with the URL <https://webapp.hhs.mt.gov/CCUBSLicenseApp/pages/welcome.jsf>. The page header includes the Montana DPHHS logo and the text "Department of Public Health and Human Services". Navigation links for "Home" and "Logout" are visible. The main heading is "State of Montana: Child Care License Application". Below this, a "Welcome" message is followed by three blue buttons: "New Application", "Renewal Application", and "Update Facility Information". The footer contains the date "January 30, 2019 15:22:46 MST", the version "Version 1.31", and a personalized greeting "Hello Scott Soltis". A navigation menu includes "ONLINE SERVICES", "DPHHS", "CHILD CARE LICENSING", "PRIVACY & SECURITY", "ACCESSIBILITY", and "CONTACT US". The "MONTANA.GOV OFFICIAL STATE WEBSITE" logo is also present.

Once you create a new ePass account or login using your existing account, you will be taken to the Online Application tool. In the tool you can create a New Application, submit a Renewal Application or submit Facility changes.

The screenshot shows the login page for existing CCUBS providers. The header is identical to the previous screenshot. The main heading is "State of Montana: Child Care License Application". Below this, the heading "Existing CCUBS Provider" is displayed. A form titled "Please Enter Your CCUBS Credentials" contains two input fields: "PS Number" and "Password". A blue "Authenticate" button is positioned below the password field. A "Cancel" button is located at the bottom left of the form area.

If you select either **Renewal** OR **Update** you will be asked for your CCUBS credentials to verify to the system who you are. The information it is looking for is the same as what you use on your Best Beginnings Sign In (See example below for reference to the Best Beginning Child Care Provider Portal, where you do your online invoicing and Rights and Responsibilities agreement). This will only occur the first time you use COPA for a Renewal or Update and after that it will recognize you.



Early Childhood Services Best Beginnings Child Care Provider Portal

Sign In

User ID	<input type="text"/>	<i>(Example: PS123456)</i>
Password	<input type="password"/>	<input type="checkbox"/> Unmask this password?
Forgot password?		
<input type="submit" value="Submit"/>		

[Provider Portal User Guide](#)

Best Beginnings Provider Portal sign-in for use with online invoicing. The sign-in you use here is what you will need on the Child Care License Application for an Update or Renewal.