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

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.
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.

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.
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.