

Preparing Documents for Uploading to the Child Care Provider Portal

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Wisconsin Department of
Children and Families

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About This Guide

This guide outlines the steps you can follow to prepare documents for digital uploading.

In the preparation for becoming or if you are already a regulated child care provider, you must submit documents to the **Department of Children and Families (DCF)** or local certification agency using the [DCF's Child Care Provider Portal \(CCPP\)](#). With updates to the system that ensure a faster processing turnaround, scanning and uploading the necessary paper files has become standard practice.

Converting your paper documents into files that can be uploaded offers numerous **advantages**. It eliminates the costs associated with paper, printing, and mailing; enhances accessibility, improves security, and **speeds up the intended actions that the files are needed for**.

The screenshot shows a web interface for uploading documents. At the top, there is a header labeled "Documents". Below this is a table with two columns: "Date" and "Type". The table is currently empty. Below the table, there is a form with a label "Document Type *" next to a dropdown menu. Below the dropdown menu, there is a label "Upload File" and a blue button labeled "Upload Document".

Date	Type
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Document Type *

Upload File

Tips for Preparing Your Documents

Following general guidelines will **enhance the success** of converting paper documents into files suitable for upload.



- Files uploaded must be in **PDF, JPG, or Word** format.
- **Individual file size cannot be larger than 10 MB. This is equivalent to about 20 pages.** You may need to split your documents into smaller batches to ensure they will upload properly.
- Try and make sure the documents **aren't folded or crumpled**. If they are, make them as flat as possible.
- Make sure **details are easy to read** and are not blurry or fuzzy.
- Keep the **background simple and free of other items** if phone scanning. Place documents on a sheet of white paper or background with a solid color.
- If scanning, use **300 dpi or better** to ensure your files are legible.
- When taking pictures with a phone, try to **avoid using the flash** and photograph documents in a **brightly lit area for best results**.

Remember: When providing files, it is best to **use a name that identifies with the field you are uploading to.**

Methods to place paper records in a computer

Scan with a Home Scanner/Copier/Printer

The steps may differ depending on the device you have. Follow the instructions that came with your device for specific guidance. Scan and save as a PDF or JPEG - both are acceptable file types in the Child Care Provider Portal Document Upload.



Use a Phone Camera

Take a photograph of each document you intend to upload and save it as a JPEG file. You can then either email the image to yourself from your phone or download the file to your computer.



Use Phone Scanning Software

Phone scanner applications, like Adobe Scan, Microsoft Office Lens, Google Drive, Apple Notes, and many others, are available in app stores. Simply follow the prompts in the app to place and scan your documents. Once scanned, transfer the documents to your computer and upload them.

