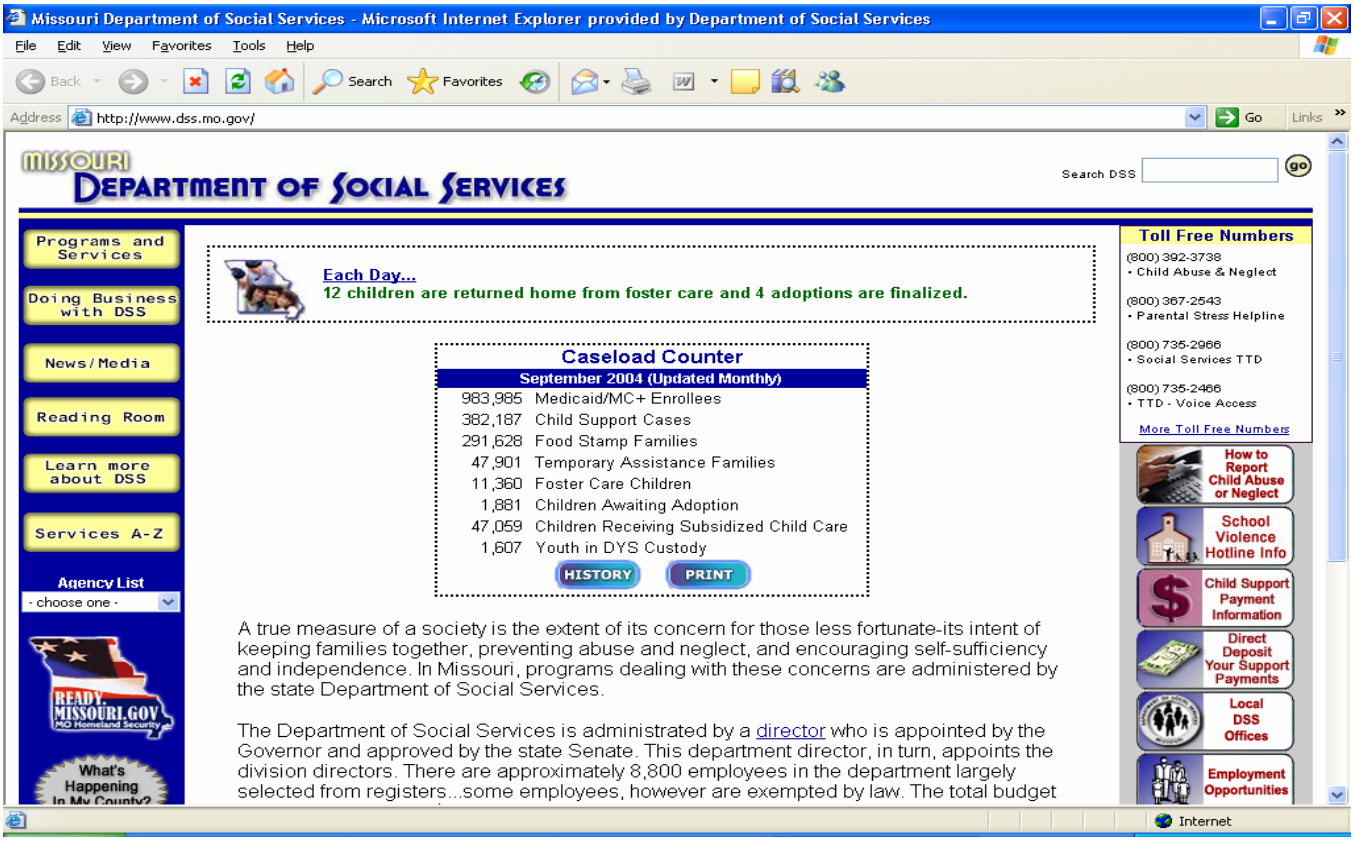
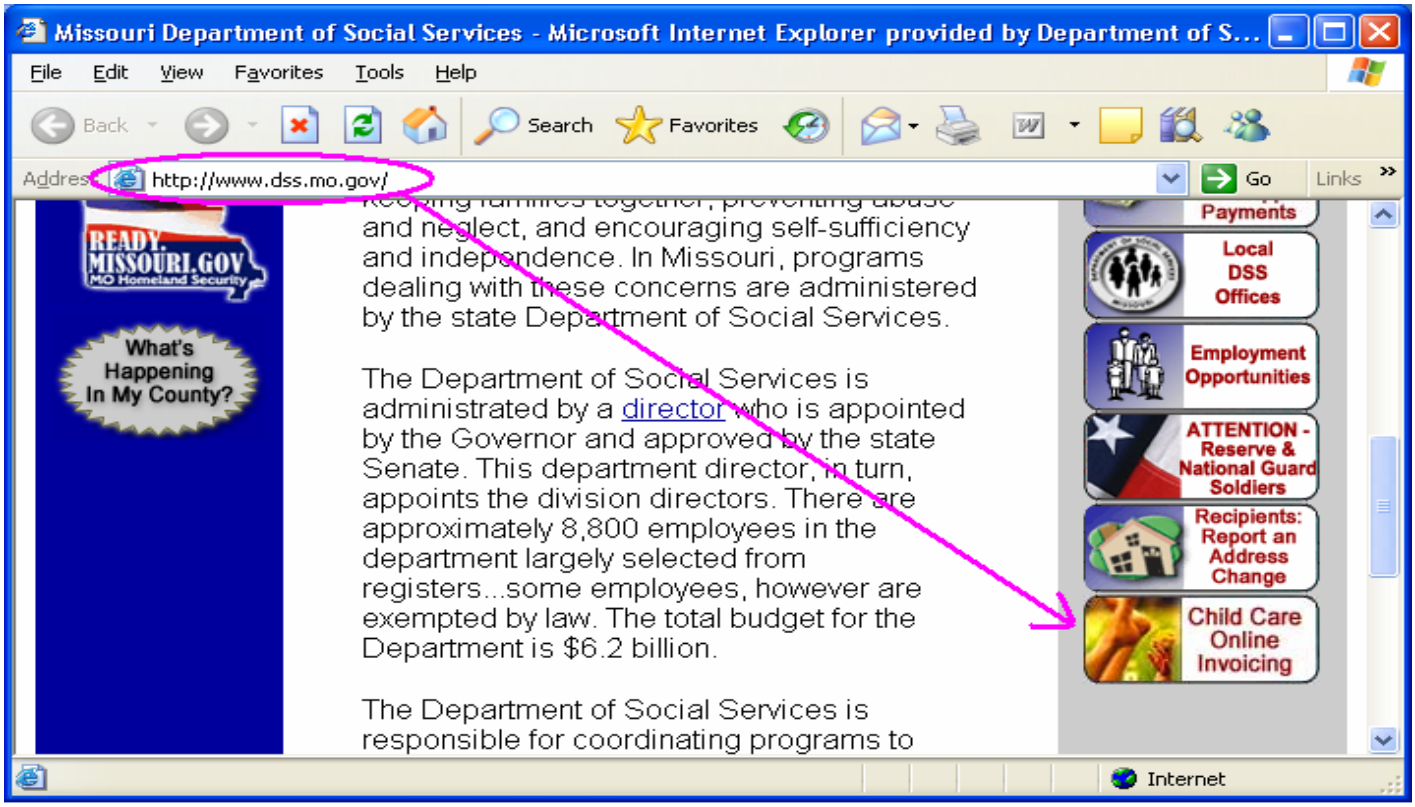
1. Start at the Department of Social Services home page to access the Child Care Online Invoice System.

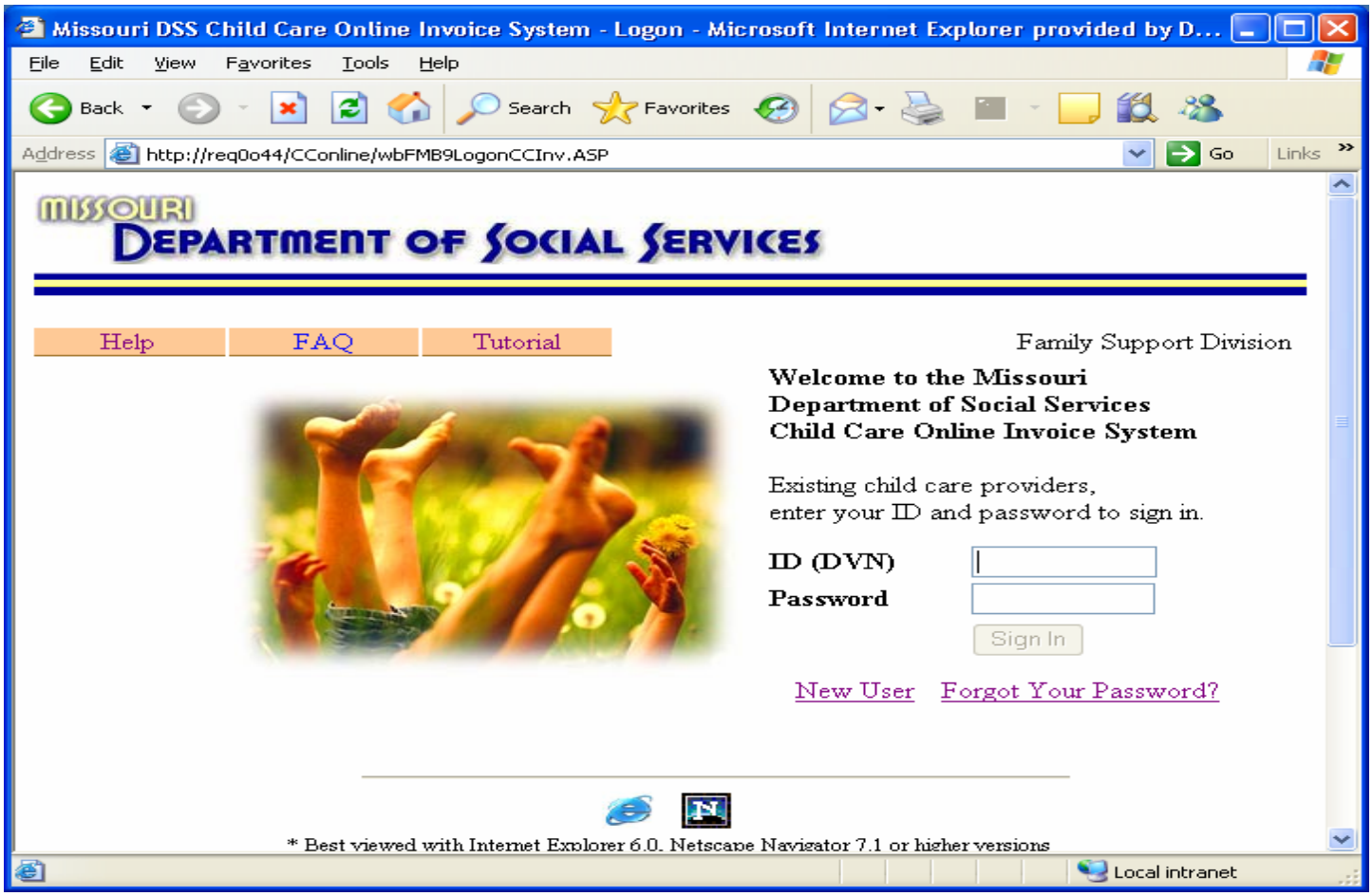


1. Scroll down to the Child Care Online Invoice System icon and click on it.

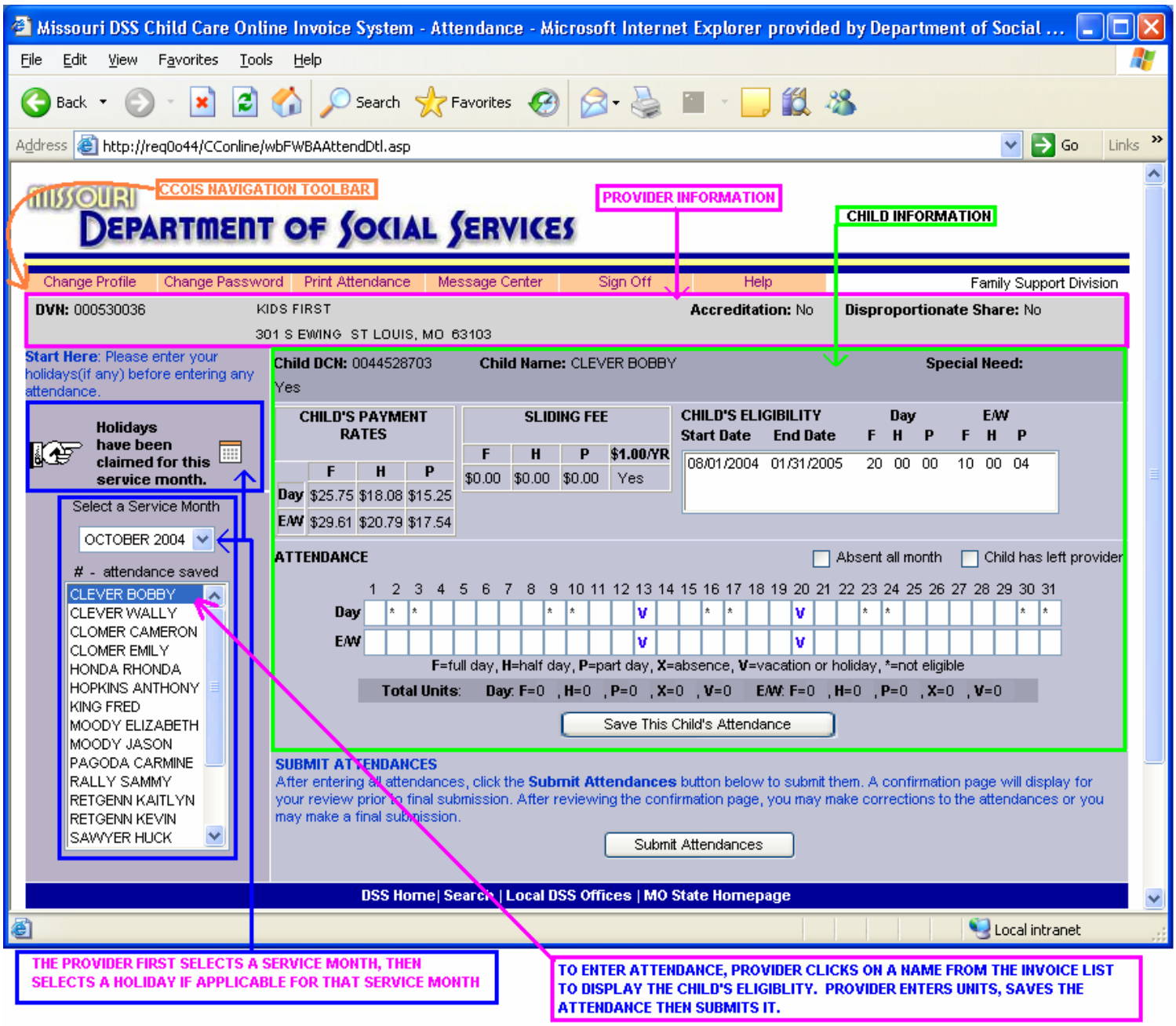


3. Select 'Yes' on the Security Alert Message that pops up. The next screen is the Child Care Online Invoice System Home Page.

4. Welcome to the Child Care Online Invoice System Home Page. Provider signs in or sets up an account as a new user. You may select the Tutorial link to take a tour.

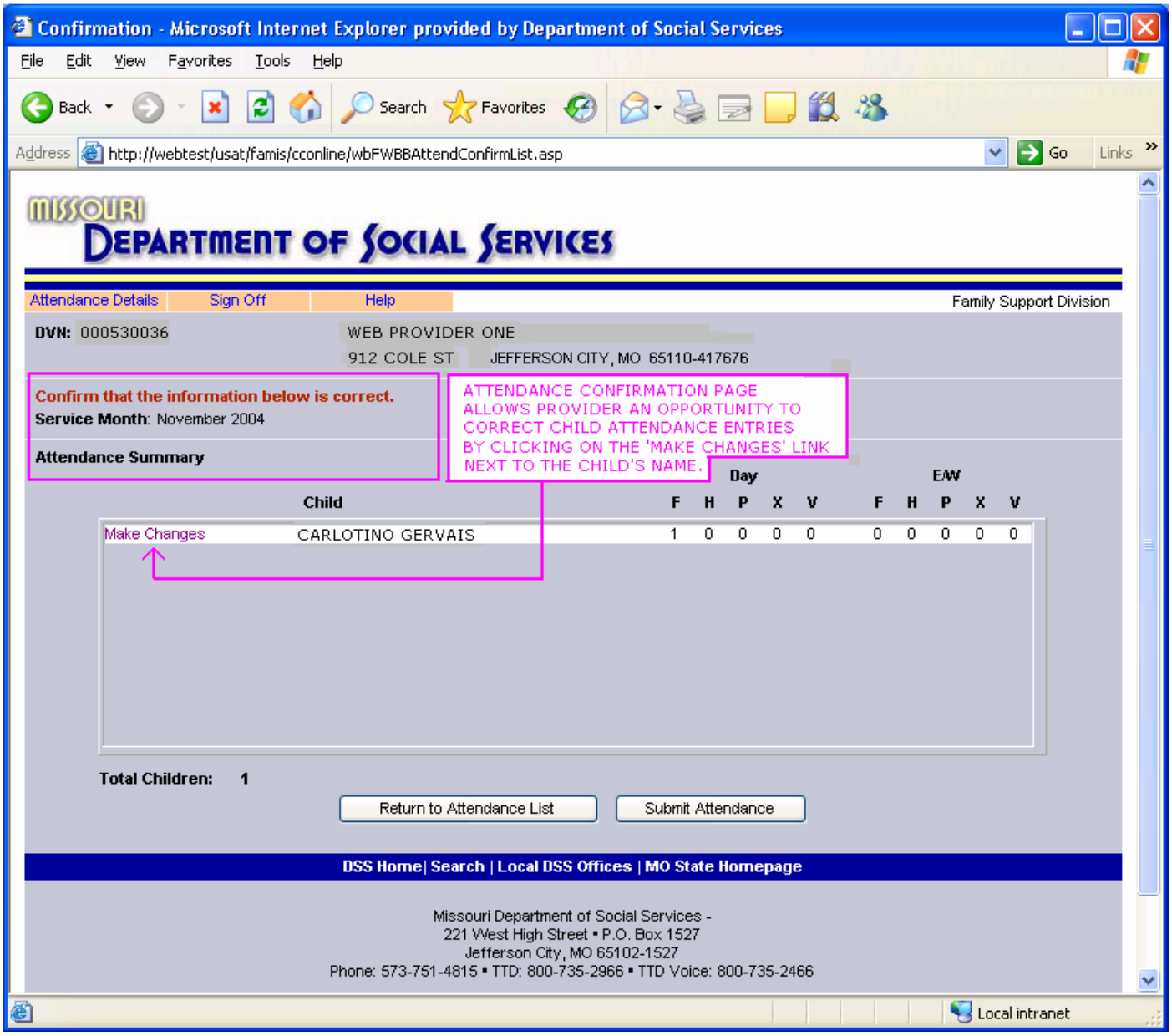


5. Provider enters child attendance, maintains profile and accesses messages from the Attendance Detail page.

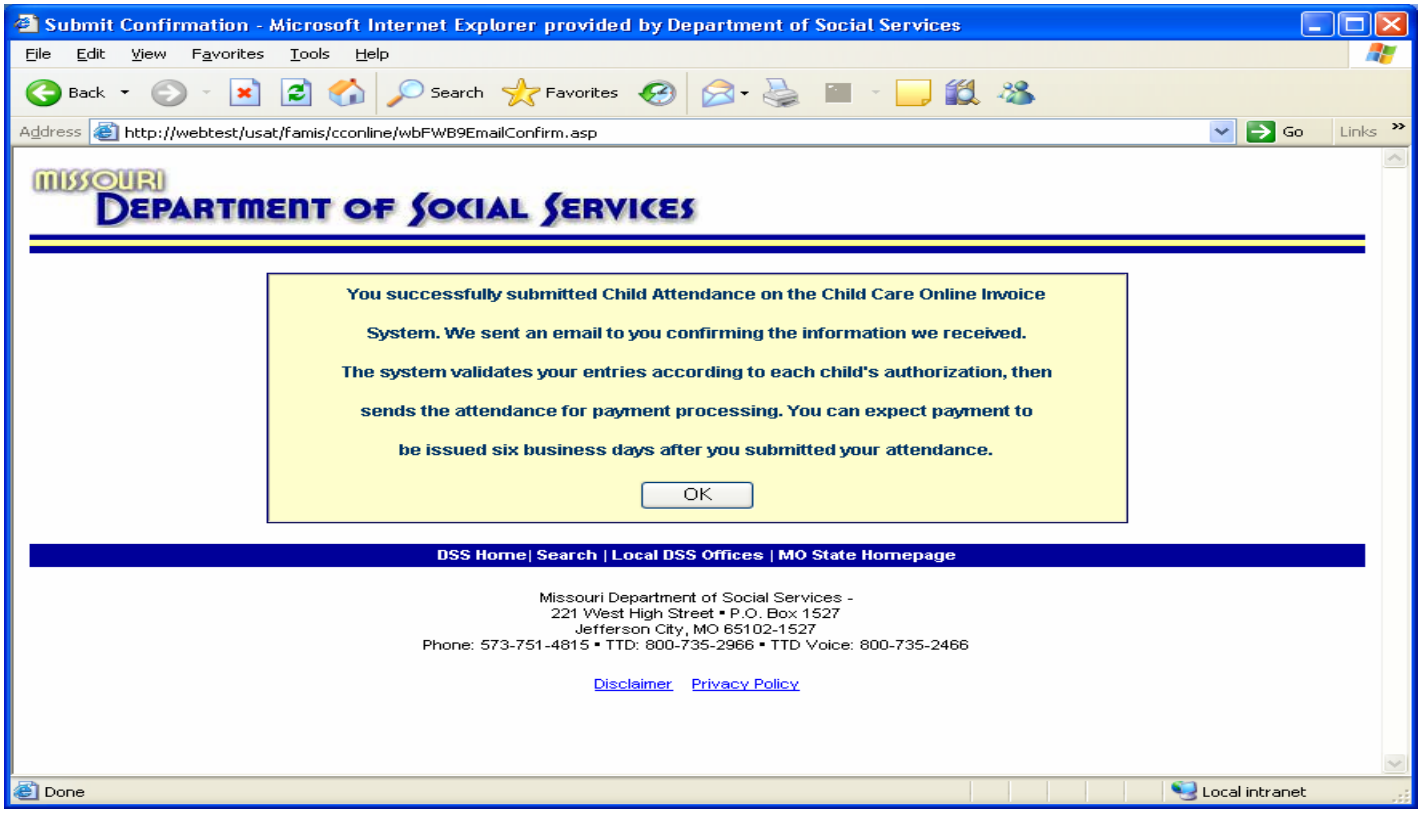


The provider has the option of entering child attendance for each child or entering and submitting attendance one child at a time. The attendance for each child must be saved before it is submitted. Once all child attendance is saved for the period of time in which the provider chooses to work on the attendance, the provider clicks the Submit Attendances button.

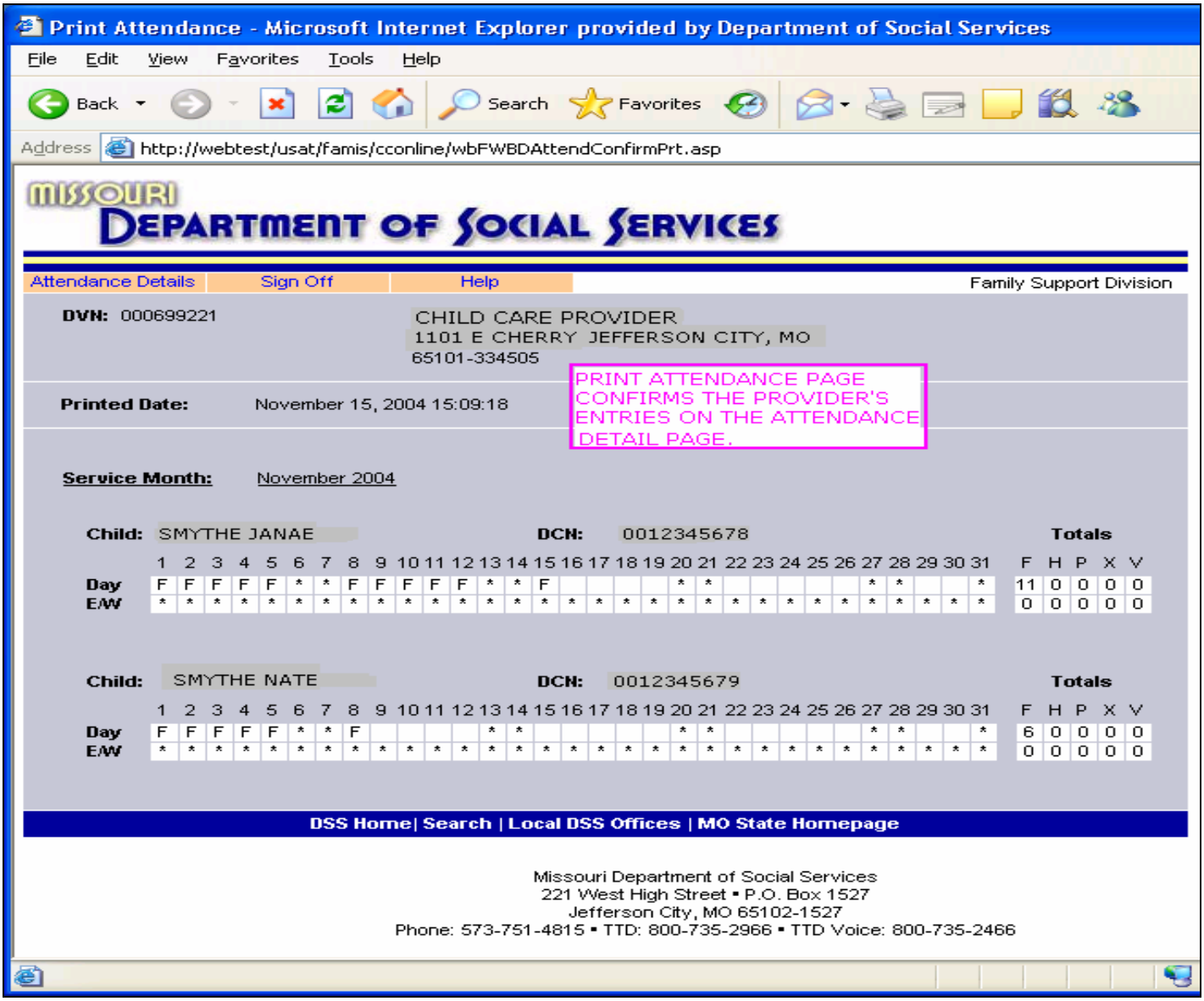
6. The Attendance Confirmation page displays after the attendance is submitted. The provider has an opportunity to verify their entries, make changes to attendance, then process the final submission.



7. After the attendance is submitted, a pop up message appears telling the provider that their transaction was successful.



8. The last screen in the CCOIS shows the attendance entries exactly as the provider entered them on the Attendance Detail page.



Print Attendance - Microsoft Internet Explorer provided by Department of Social Services

File Edit View Favorites Tools Help

Back Search Favorites

Address http://webtest/usat/famis/cconline/wbFWBDAttendConfirmPrt.asp

MISSOURI DEPARTMENT OF SOCIAL SERVICES

Attendance Details | Sign Off | Help | Family Support Division

DVN: 000699221

CHILD CARE PROVIDER
1101 E CHERRY JEFFERSON CITY, MO
65101-334505

PRINT ATTENDANCE PAGE CONFIRMS THE PROVIDER'S ENTRIES ON THE ATTENDANCE DETAIL PAGE.

Printed Date: November 15, 2004 15:09:18

Service Month: November 2004

Child: SMYTHE JANAE **DCN:** 0012345678

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Totals F	H	P	X	V
Day	F	F	F	F	F	*	*	F	F	F	F	F	*	*	F					*	*						*	*			*	11	0	0	0	0
E/W	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	0	0	0	0	0

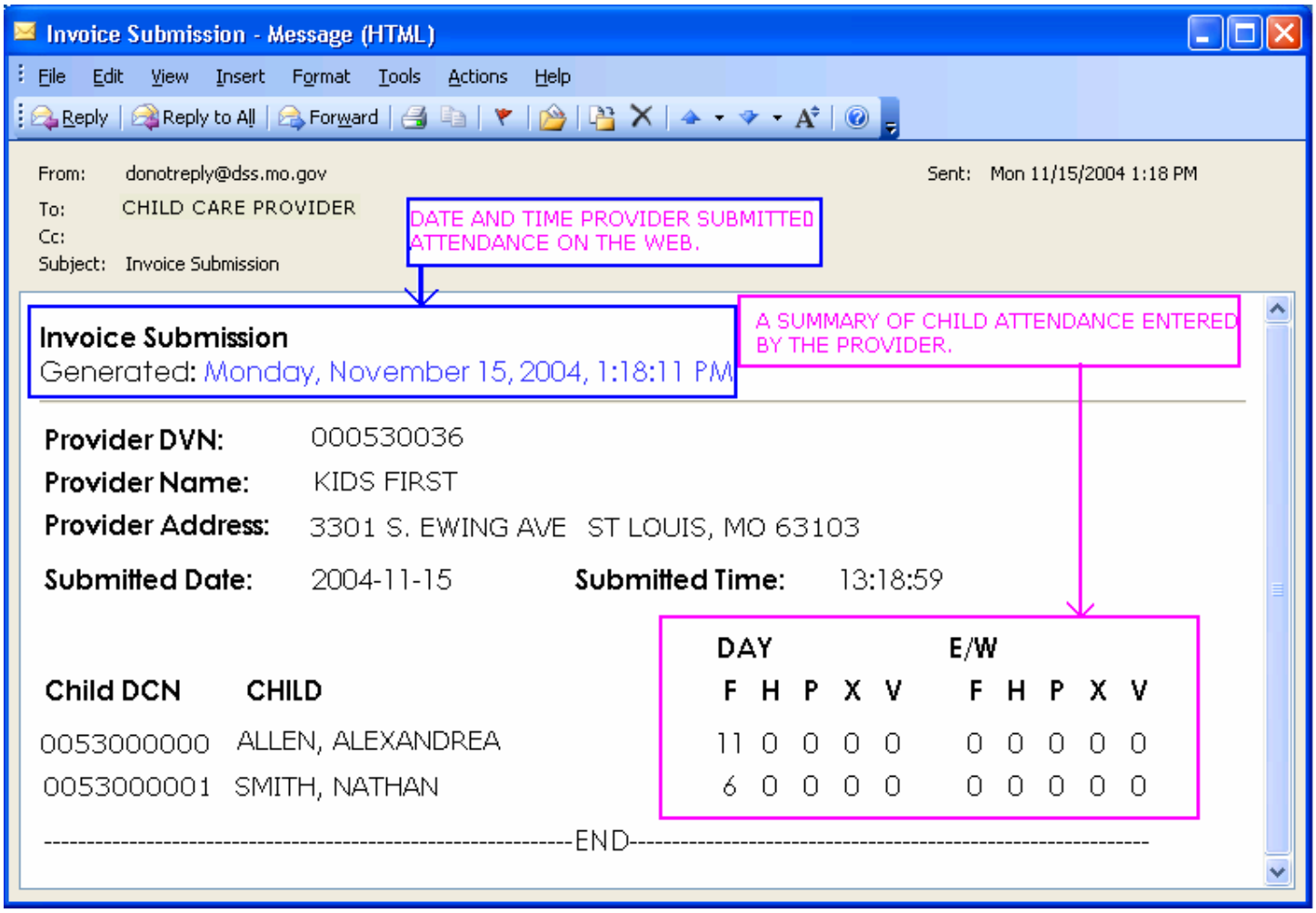
Child: SMYTHE NATE **DCN:** 0012345679

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Totals F	H	P	X	V
Day	F	F	F	F	F	*	*	F					*	*						*	*						*	*			*	6	0	0	0	0
E/W	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	0	0	0	0	0

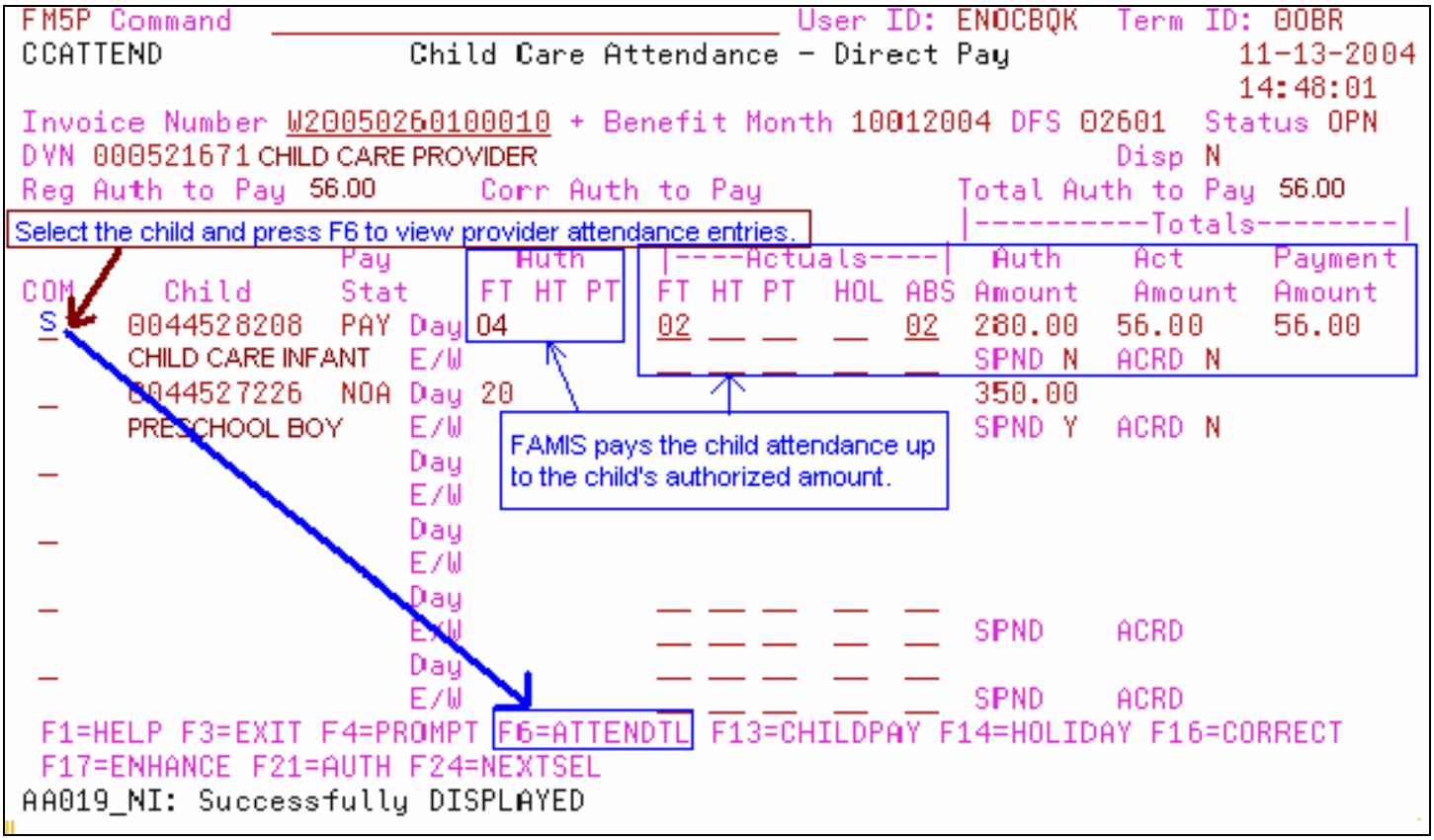
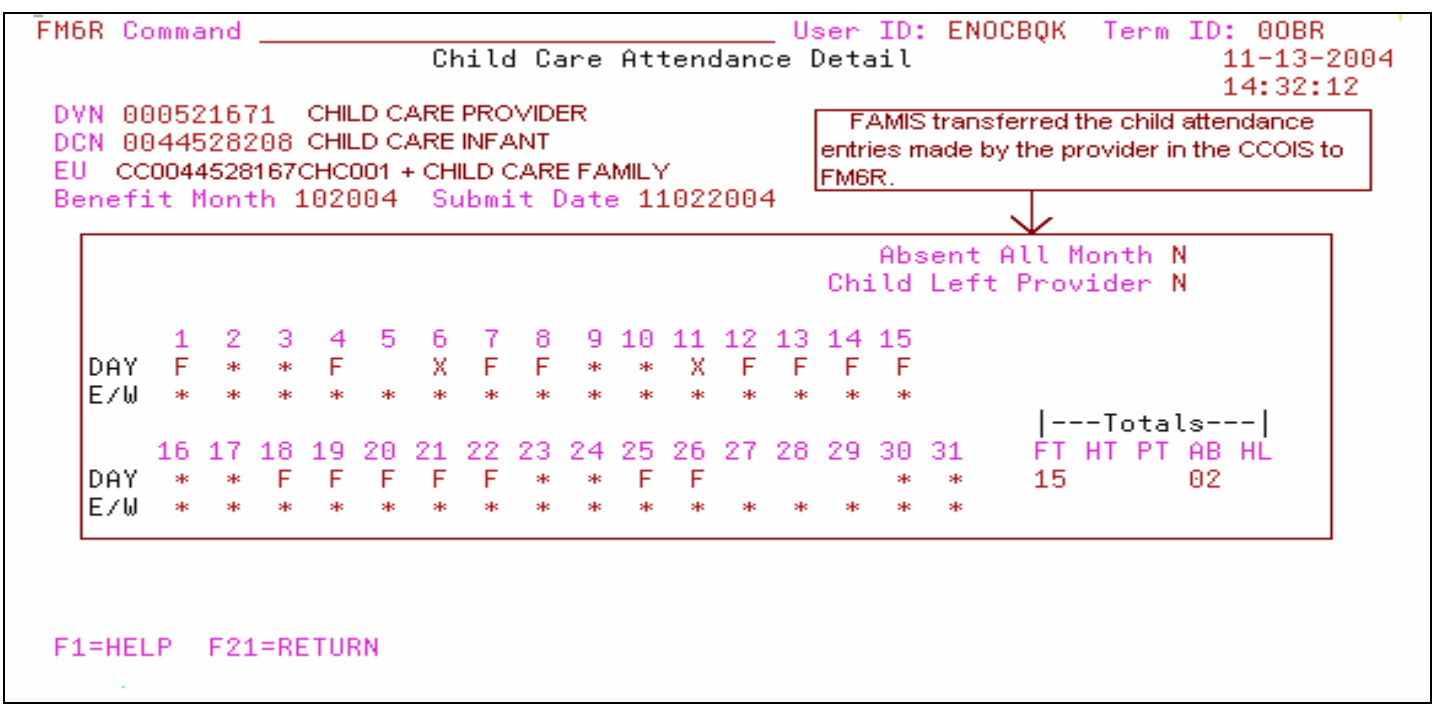
DSS Home | Search | Local DSS Offices | MO State Homepage

Missouri Department of Social Services
221 West High Street • P.O. Box 1527
Jefferson City, MO 65102-1527
Phone: 573-751-4815 • TTD: 800-735-2966 • TTD Voice: 800-735-2466

9. A confirmation email message is also sent to the provider that summarizes the submitted attendance.



10. The next business day, you are able to see the provider's payment and entries on FM5P and FM6R.



11. Select Attendance Detail to view the provider's entries.