

MI Tri-Share CHILD CARE

Billing Portal Instructions

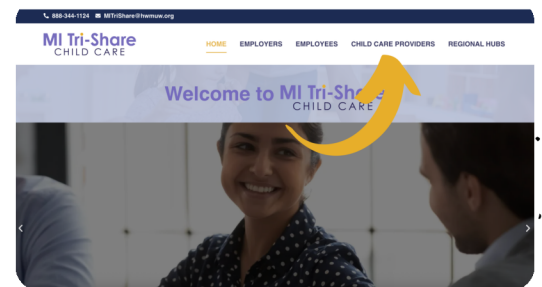
Step 1

Go to MItriShare.org



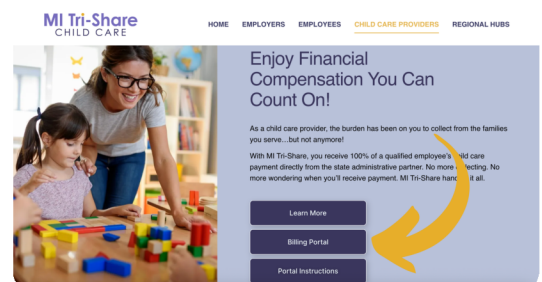
Step 2

Click on Child Care Provider heading at the top of the page



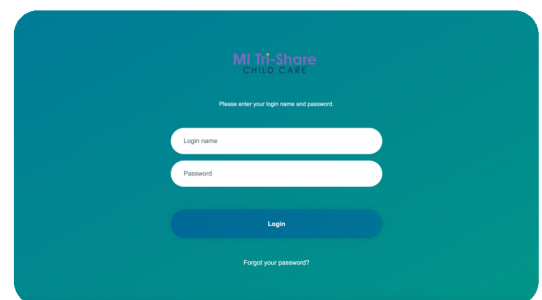
Step 3

Click on the Billing Portal Button



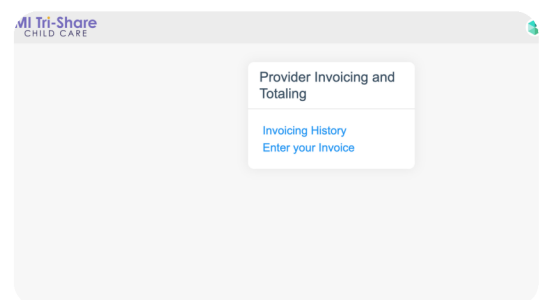
Step 4

Log in using the information you received via a system email. Copy the login and password from the email. As the system is case and space sensitive



Step 5

Click on "Enter Your Invoice"



Step 6

Click the **blue lookup** to find your business name in the dropdown.

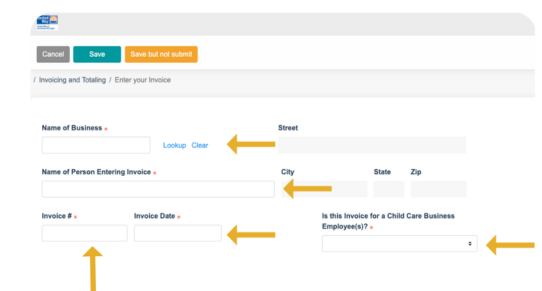
Note: Do not type in this field

Enter your Name

Enter an Invoice Number & Date

Answer question

Scroll Down



Step 7

1. Enter the starting date of care by clicking on the field and selecting from the calendar

2. Enter the ending date of care by clicking on the field and selecting from the calendar

3. Click the arrow key to select type of care

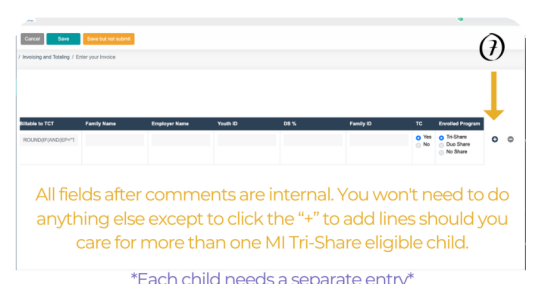
4. Click **blue lookup** to find the child you are billing for.

Note: Do not type in this field

5. Enter cost for the care for the period

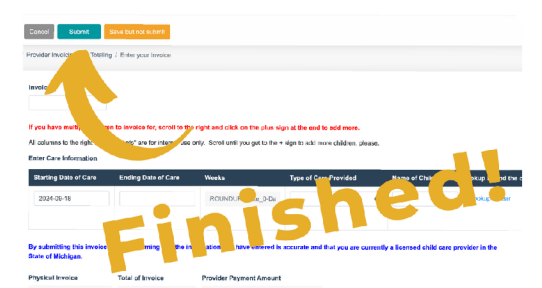
6. Upload your invoice (if you typically prepare one)

7. **Scroll to the right** to end of table to the + sign to add more rows



Step 8

Hit the submit button, and you are done!



If you have any questions or issues, please contact the MI Tri-Share administrative partner staff via email at MITriShare@hwmuw.org.