



## REIMBURSEMENT UPLOAD GUIDE

If you have any questions or concerns, please email [redline@elcnwf.org](mailto:redline@elcnwf.org).

1. To access the Coalition Document Exchange:
  - a. Go to <http://www.elcnwf.org>.
  - b. Click on "Coalition Document Exchange" on the home page (in the large blue boxes), or choose "PROVIDERS" on the top tool bar.
  - c. On the "PROVIDERS INFORMATION" page, you will see a link for the "Coalition Document Exchange." Click on that link to be directed to the Coalition Document Exchange.
2. To Log In to the Coalition Document Exchange:
  - a. Enter your email address. (This is usually the same email address that was provided by you for all communication.)
  - b. Enter your password.

(If you have forgotten your password, click the "Forgot Password?" link. This will email the address that is on file with instructions on how to reset your password.)

3. Select your provider folder.
4. Select "Finance."
5. Select the appropriate program:
  - a. If you are uploading School Readiness documents, please select "School Readiness Reimbursement."
  - b. If you are uploading VPK documents, please select "VPK Reimbursement."
6. Select the appropriate Fiscal Year - currently FY 2023-2024.



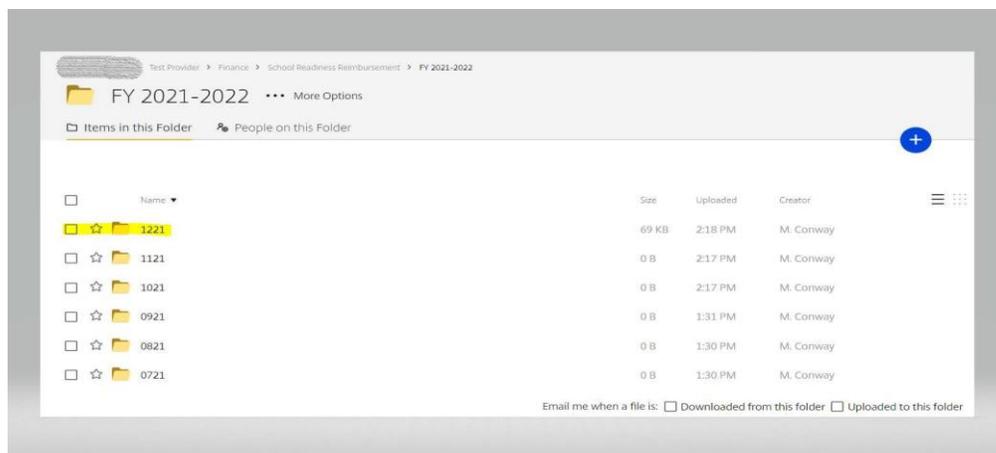
## School Readiness Instructions

At the beginning of each month, please create a monthly folder.

1. Click the “Create Folder” button in the top right.

Name your folder “MMYY.” (MM is the month, and YY is the year.)

*Example: “1221” = December of 2021*



2. You must verify that your scanned file for **School Readiness** is in alphabetical order by last name of the child as follow:
  - a. Completed Sign-In/Out sheet for the 1<sup>st</sup> child in alphabetical order by last name
  - b. Completed Rilya Wilson form for the 1<sup>st</sup> child in alphabetical order by last name (if this child had absences)
  - c. Absence documentation for the 1<sup>st</sup> child child in alphabetical order by last name (if applicable)
  - d. Completed Sign-In/Out sheet for the 2<sup>nd</sup> child in alphabetical order by last name
  - e. Completed Rilya Wilson form for the 2<sup>nd</sup> child in alphabetical order by last name (if this child had absences)
  - f. Absence documentation for the 2<sup>nd</sup> child in alphabetical order by last name (if applicable) \*

**Repeat for each child in your program.**
3. Verify your scanned file is named MMYT.”

MM is the month, and YY is the year. ( Example: “1221” = December of 2021)



*If your scanned file is broken into multiple billing groups, please name them as such:*

- 1221-01.pdf
- 1221-02.pdf
- 1221-03.pdf

### Example: School Readiness for December of 2021

••• Test Provider > Finance > School Readiness Reimbursement > FY 2021-2022 > 1221

1221 ••• More Options

📁 Items in this Folder    👤 People on this Folder

Download    Share    Delete    Preview    ••• More

<input type="checkbox"/>	Name ▾	Size	Uploaded	Creator	⋮
<input checked="" type="checkbox"/>	1221-01.pdf	44 KB	2:21 PM	M. Conway	
<input type="checkbox"/>	1221-02.pdf	26 KB	2:21 PM	M. Conway	

Email me when a file is:  Downloaded from this folder  Uploaded to this folder



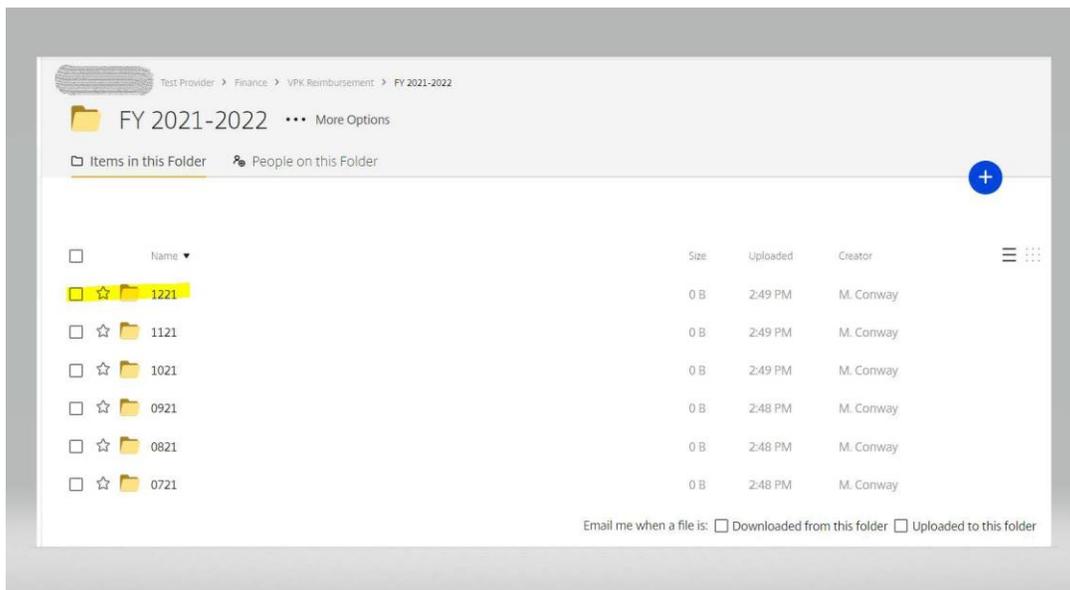
## VPK Instructions

At the beginning of each month, please create a monthly folder.

1. Click the “Create Folder” button in the top right.

Name your folder “MMYY.” (MM is the month, and YY is the year.)

**Example:** “1221” = December of 2021



1. You must verify that your scanned file for **VPK Reimbursement** is in alphabetical order by the child's last name and follows the order listed below:
  - a. VPK Child Attendance and Parental Choice Certification (short form) for the 1st child in alphabetical order by last name.
  - b. Completed Sign-In/Out sheet for the 1<sup>st</sup> child in alphabetical order by last name.
  - c. VPK Child Attendance and Parental Choice Certification (short form) for the 2<sup>nd</sup> child in alphabetical order by last name.
  - d. Completed Sign-In/Out sheet for the 2<sup>nd</sup> child in alphabetical order by last name.\*  
**Repeat for each child.**

This file should be named “VPK MMYY” (MM is the month, and YY is the year.)

**Example:** “VPK 1221” = VPK for December of 2021



*If your VPK scanned file is broken into multiple files, please name them as such:*

- VPK1221-01.pdf
- VPK1221-02.pdf

**Example: VPK for December 2021**

