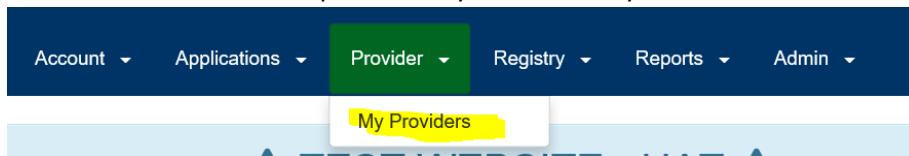

New Space Request Process

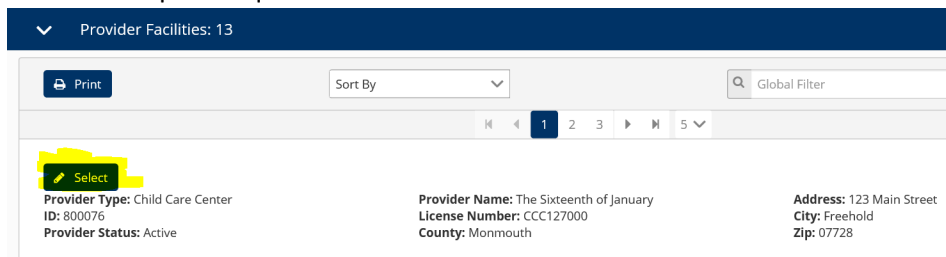
Provider

The process starts with the provider logging into NJCCIS and completing a New Space Request.

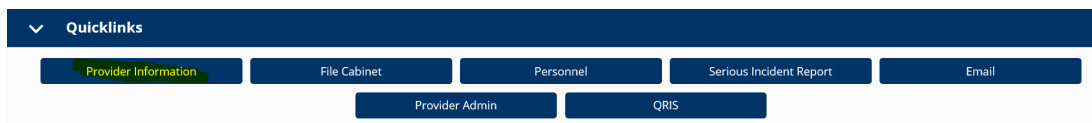
- ❖ Provider logs in to NJCCIS
- ❖ Under the Provider drop down they will select My Providers



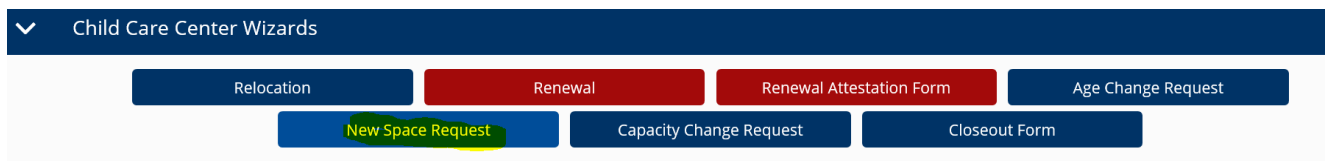
- ❖ A list of any centers they are associated with will be provided. Select the center that they want to request the new space request.



- ❖ From the Quicklinks they will select Provider Information. (note: they may not see all the same Quicklinks as in the picture below).



- ❖ Under the Child Care Center Wizards select New Space Request



- ❖ The request consists of 3 questions that are required to be answered and the ability to upload a floor plan. The last step is for the application to be signed and submitted.