Office of Health Facilities

Application for Child Placement Agency

Reference Guide for New Applicants

Let's begin!

DC | HEALTH
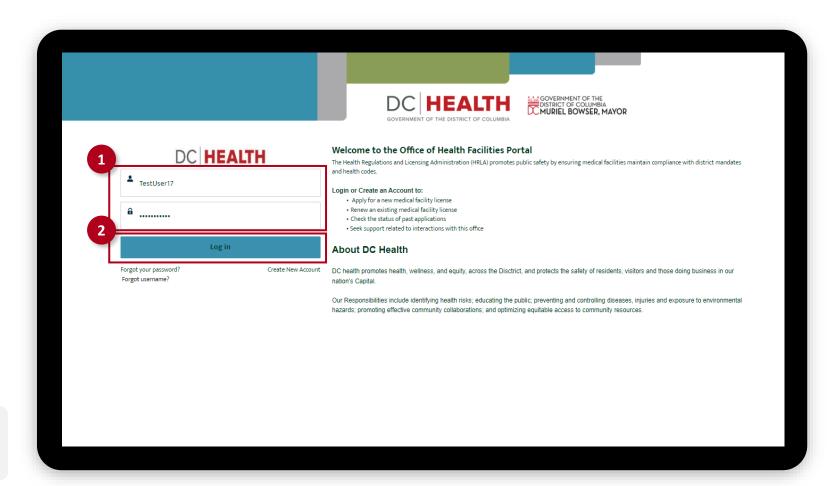GOVERNMENT OF THE DISTRICT OF COLUMBIA

Log In to the platform

1 Enter your **username** and **password**.

2 Click the **Log In** button.

TIP: If you don't have an account click the **Create New Account** link.

Navigate to the New Application screen

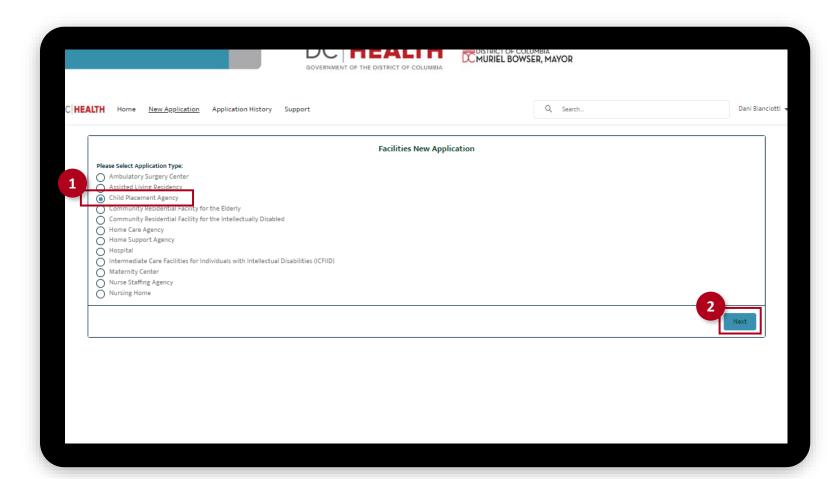**1** Once you Log in to the Office of Facilities Portal, click the **New Application** tab.

Select the Facilities New Application

1 Select the **Child Placement Agency** option from the list.
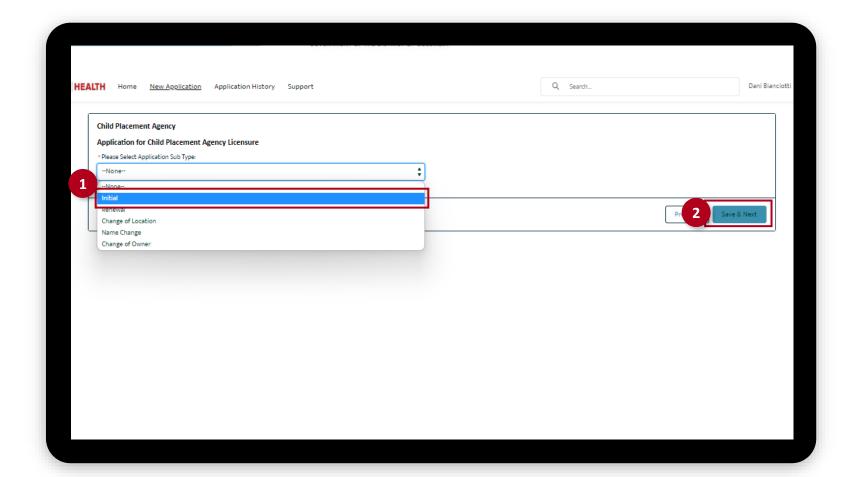
2 Click the **Next** button.

Select the Application Sub Type

1 Select the **Initial** option from the drop-down list.

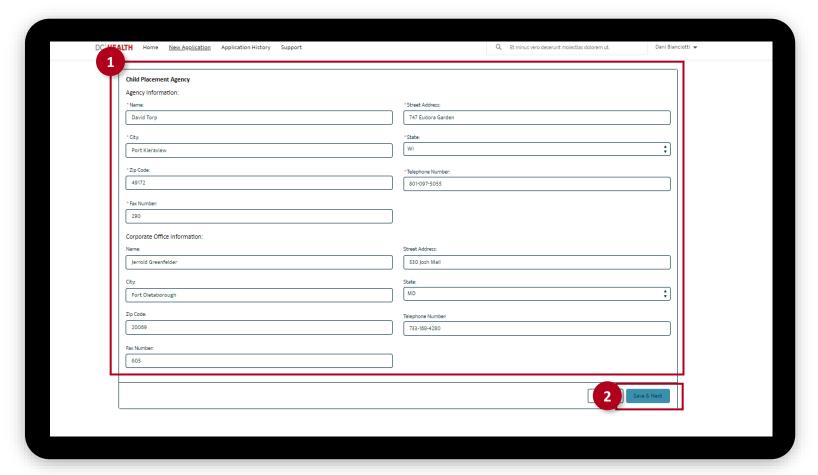**2** Click the **Save & Next** button.

Fill out the Child Placement Agency Information

1 Fill out all the required fields in the Agency Information and Corporate Office Information sections.
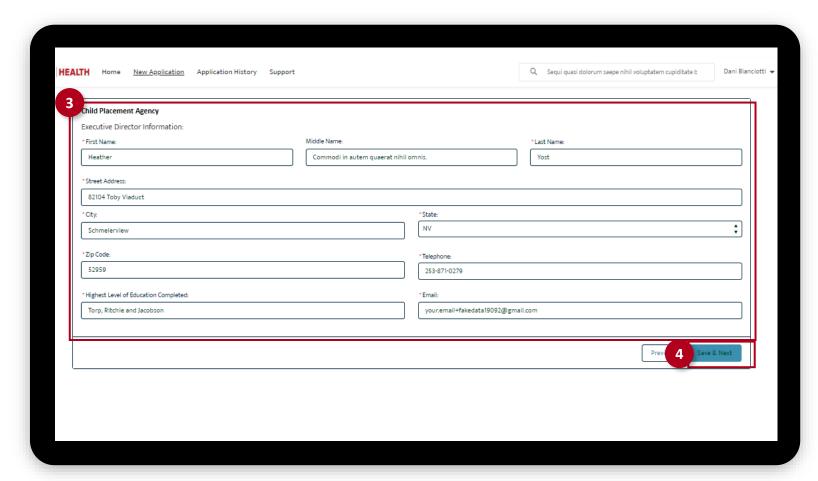
2 Click the Save & Next button.

*The fields marked with * are mandatory and must be filled out to continue.*

Fill out the Child Placement Agency Information

3   Fill out all the required fields in the **Executive Director Information** section.

4   Click the **Save & Next** button.

The fields marked with ***** *are mandatory and must be filled out to continue.*

Fill out the Child Placement Agency Information

5 Fill out all the required fields in the Applicant Information section.

6 Click the **Save & Next** button.

*The fields marked with * are mandatory and must be filled out to continue.*

Upload the Insurance Coverage

1 Select **Yes/No** from the drop-down menu. Upload needed documents by clicking the **Upload Files** button.

2 Click the **Next** button.

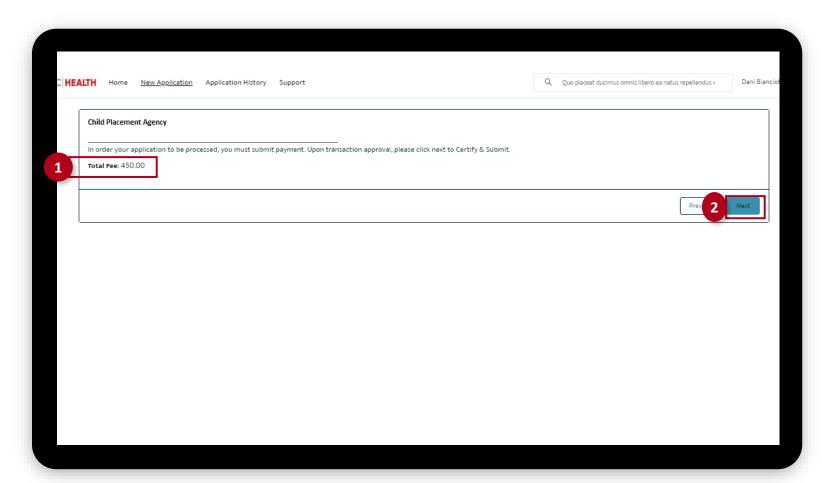*The fields marked with * are mandatory and must be filled out to continue.*

Total Fee

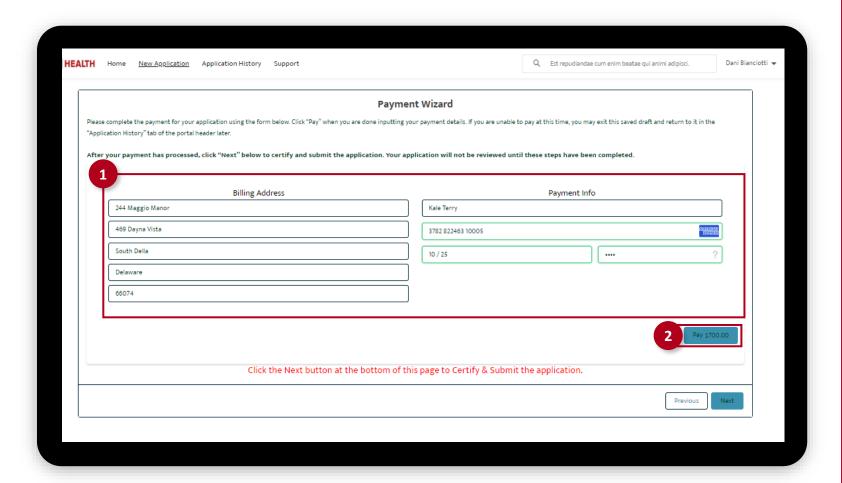**1** Check if **Total Fee** is correct.

2 Click the **Next** button.

*The fields marked with * are mandatory and must be filled out to continue.*

Payment Wizard

1 Fill out the **Billing Address** and **Payment Info** fields.
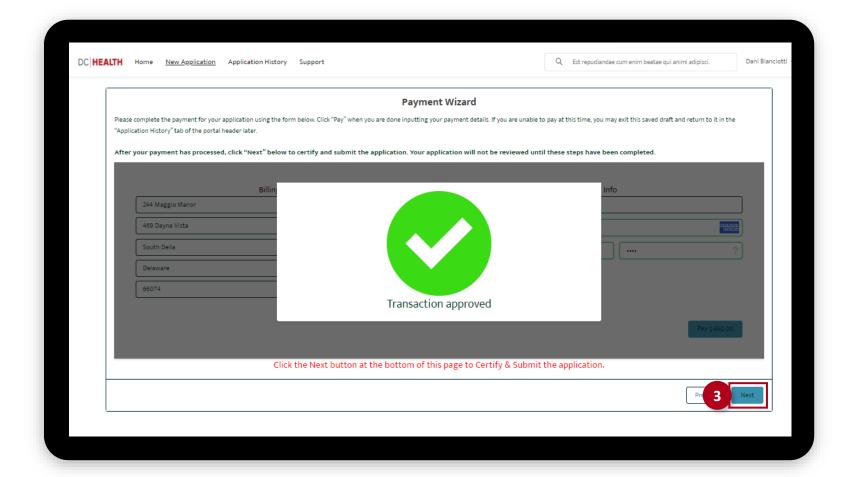
2 Click the **Pay** button.

Payment Wizard

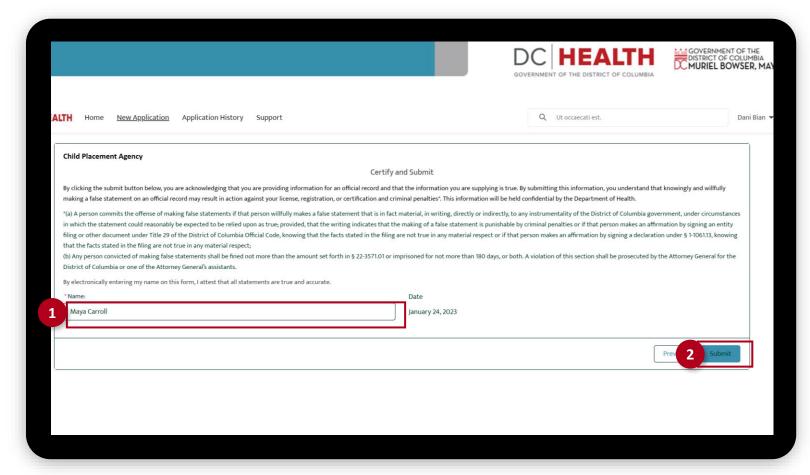**3** Once the Transaction is approved, click the **Next** button.

Certify and Submit

1 Fill out the **Name** field.

2 Click the **Submit** button.

*The fields marked with * are mandatory and must be filled out to continue.*
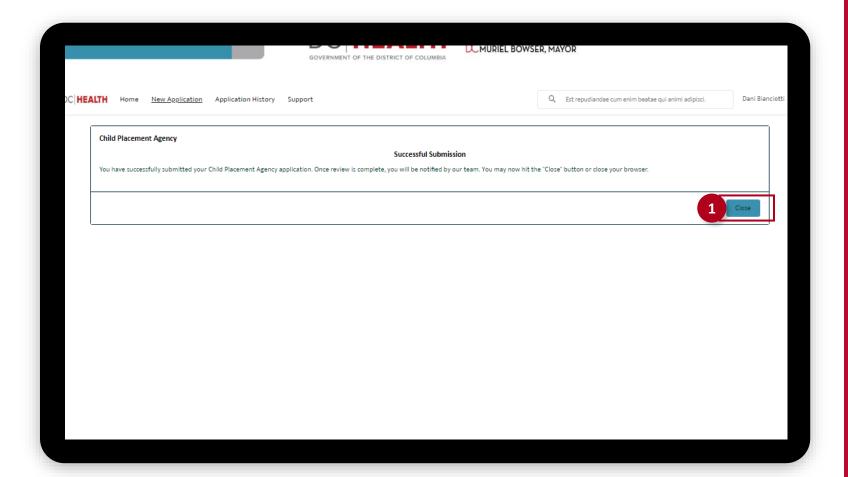
Close the Application

1 You have finished submitting your application. Click the **Close** button.
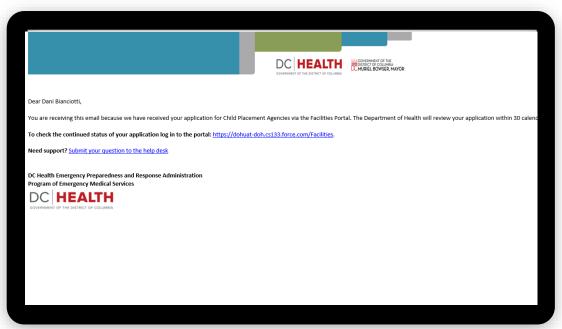
E-mail Confirmation

1   Check if you have received confirmation of payment.

2   Check if you have received confirmation for your application.

Thank you!