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A\$CEND Bonus Application Guide

The Children's Trust & Thrive by Five (TB5)

WELS Systems Foundation, LLC
WELSFUNDATION.ORG

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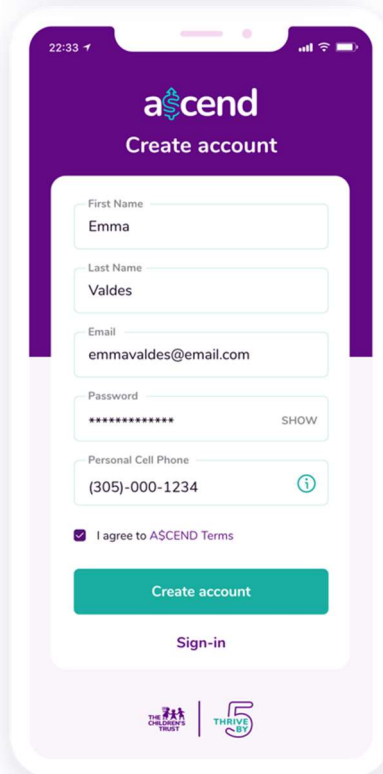
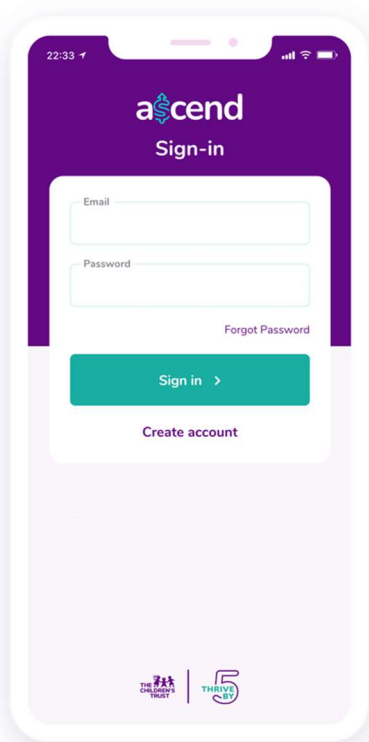
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Getting Started

To begin a new A\$CEND Application, you will need to download the mobile application and create an account.

Because this A\$CEND uses verified data from the ElevatEd site (<https://portal.elevat-ed.miami>), when you create an account in A\$CEND, this will also create an ElevatEd account. Here, you can enter your current information for verification (for example, *Employment*).

If you have already created an account in ElevatEd, use the same email address to sign up for your A\$CEND account. This will be your username for both accounts.

If you do not have an ElevatEd account, creating an A\$CEND account will create an account for you in ElevatEd as well. Here, you can make updates to your information, including *Employment*. You will also be able to access your application from an internet browser in the ElevatEd site.

***NOTE:** *If you previously had an account in the Children's Forum Registry, please use the email address you used there to create your A\$CEND and ElevatEd accounts. Using the same email address across these sites helps to bring the information from each together in your current account.*

Create an Account

From the Home Page, click **Create Account** and input the following information:

- First and last name
- Email (***This will be your username in ElevatEd**).
- Create a password
- Mobile phone number

You will also need to review and agree to the A\$CEND Terms in order to create your account.

When you have entered all the required information and agreed to the A\$CEND Terms, click **Create Account** at the bottom of the screen to finish creating your account.

Sign In

Once you have successfully created your account, sign in using your **Email** (this is also your username) and the **Password** you created.

After you enter this information, click **Sign In**.

You will receive a verification code via text message (SMS) to the mobile number you provided. Enter this code in the box provided to verify your mobile number and securely log in.

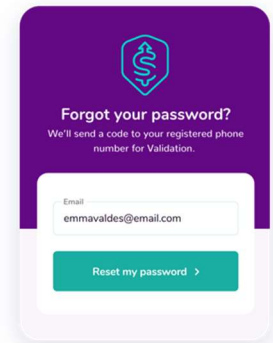
When you have completed these steps and successfully signed in, you will be taken to your **A\$CEND Dashboard**.

Forgot Your Password?

If you forgot the password you created, you can reset it by clicking **Forgot Password** on the **Sign In** Page.

This will send a code via SMS to the mobile phone number you entered when you registered.

Type this code in the box before clicking **Reset my password** to create a new password and finish the process.



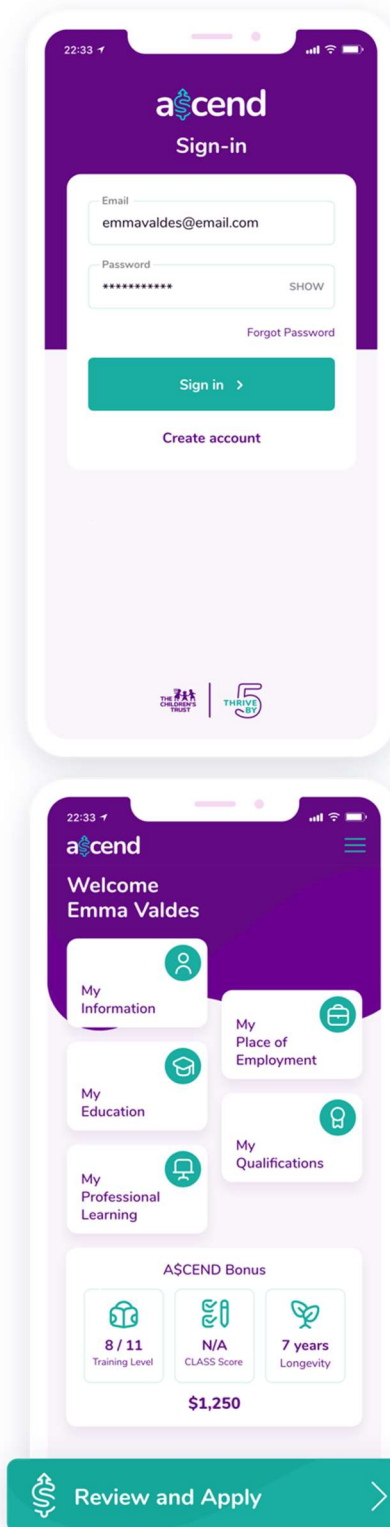
Your A\$CEND Dashboard

Once you have successfully signed in, you will be taken to your **A\$CEND Dashboard**.

From here, you can access each section of the application as well as view an overview of the potential amount for your A\$CEND Bonus by category.

Any notifications that you receive through the A\$CEND application will also be shown to you here on your *Dashboard*.

To get started on your A\$CEND Application, scroll to the bottom of the Dashboard and click the **Review and Apply** button.



Complete Your Application

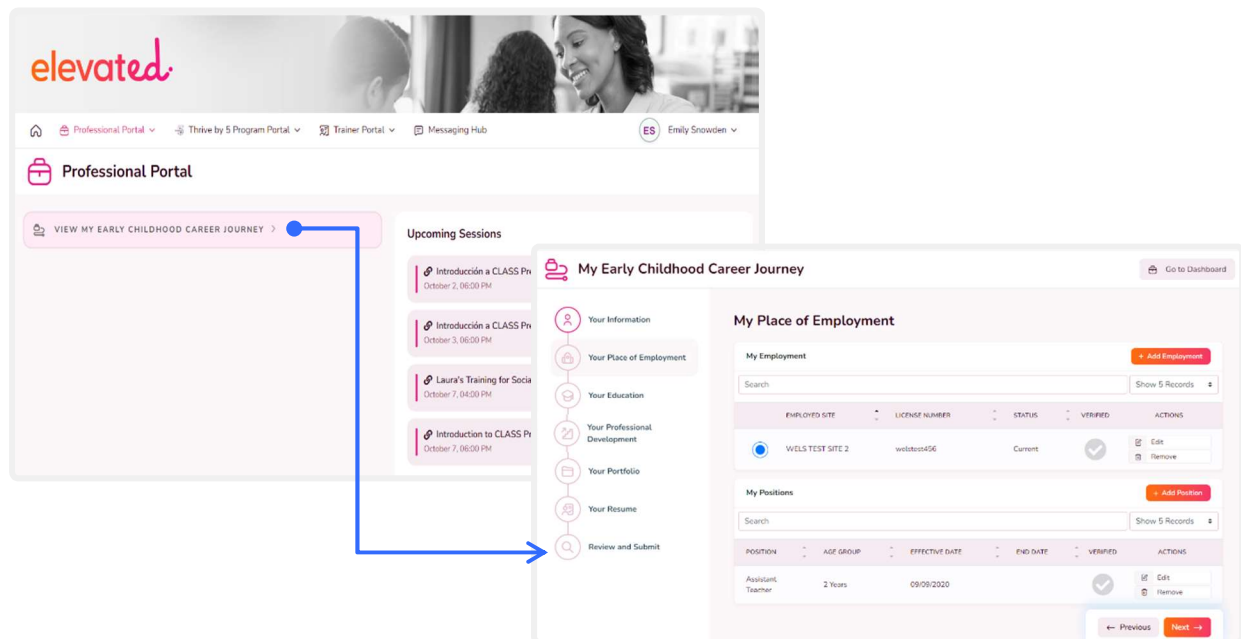
As you move through your A\$CEND application, some of the information (such as **Employment**) will be pre-filled. Others you will need to enter directly in the application.

The pre-filled information is provided from your ElevatEd (<https://portal.elevat-ed.miami>) account. This includes any verified data from your previous account in the *Children's Forum Registry* that transferred to the ElevatEd site.

Make sure to review any pre-filled information for accuracy.

*How to Update Your Information in ElevatEd

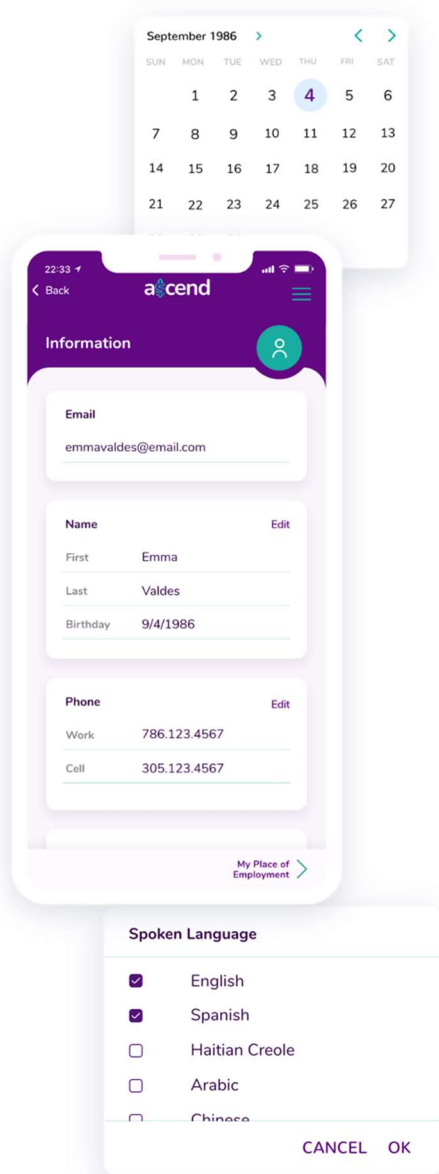
If any of the pre-filled information in your application needs updating, you will need to log in to your ElevatEd account and update this information in the **My Early Childhood Career Journey** section. Once you update your information, make sure you **Submit** this information through the **Review and Submit** section of the *Career Journey*.



Any *Employment Information* that you provide in ElevatEd will be reviewed and verified by the Director of your program through the Program Portal section of the website.

Any *Education, Certifications, and Professional Learning* information you update will be reviewed and verified by the ElevatEd team.

Keep in mind that verification of the information entered may take up to 15 business days. However, you can submit the application without verification if you prefer.



(1) Information

In **Information**, enter your contact and demographic information.

While some information in this section will be pre-filled from when you created your account, you will also need to provide some of this information by typing into the boxes, selecting from the lists available (such as languages spoken), or selecting from the calendar (such as birthday).

Review any pre-filled information for accuracy and click **Edit** to update as needed.

The required information in this section includes:

- First and last name
- Email
- Birthday
- Cell (mobile) phone
- Work phone
- Address
- Languages
- Gender
- Ethnicity
- Race

When you have finished entering the required information, click **Place of Employment** at the bottom of the screen to move to the next page of the application.

(2) Place of Employment

In **Place of Employment**, any verified employment records from ElevatEd will transfer over and be pre-filled (this includes verified data from the Children's Forum Registry). Review your employment information for accuracy.

Keep in mind that in order to be eligible for the Bonus, you must have been employed for at least six (6) months.

If any of the information about the program where you work and/or your position there needs updating, log in to your ElevatEd account (<https://portal.elevat-ed.miami>) and update this information in the *My Early Childhood Career Journey* section. Your *Employment Information* will then be reviewed and verified by the Director of your program through the ElevatEd Program Portal.

If you need to update your hourly wage, weekly hours, or the age group you work with, click **Edit** to make any necessary updates to these fields. Make sure to **Save** any edits that you make.

Upload a Paystub

After reviewing and making any updates to your Employment, you will need to upload a paystub to confirm your employment. Click **Edit** on the Employment record, then **Upload Paystub** to add the file directly from your device.

When you have finished reviewing the pre-filled information, entering any other required information, and uploading your pay stubs, click **Education** at the bottom of the screen to move to the next page of the application.

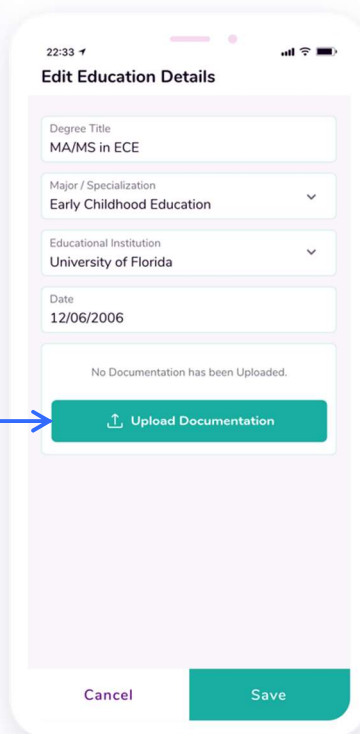
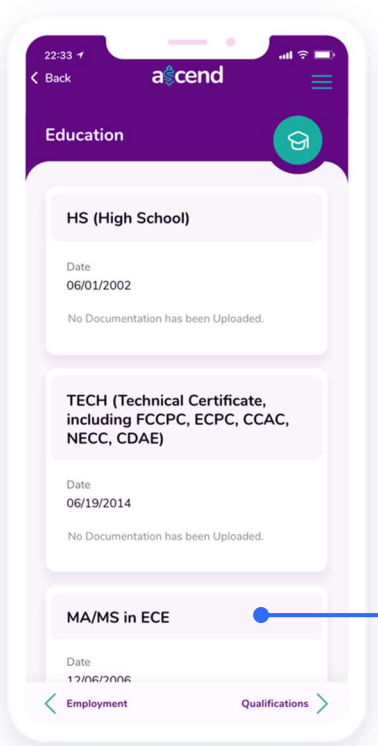
(3) Education

In **Education**, any verified records with information about your education will transfer from ElevatEd and pre-fill.

If any of the information about your Education needs to be updated, log in to your ElevatEd account (<https://portal.elevat-ed.miami>) and update this information in the *My Early Childhood Career Journey* section. Once you *Review and Submit* this information, it will be sent to the ElevatEd team for verification.

Add supporting documentation to your education records by clicking **Upload Documentation** and adding the file directly from your device.

When you have reviewed your information and uploaded any supporting documentation, click **Qualifications** at the bottom of your screen to move to the next page of the application.



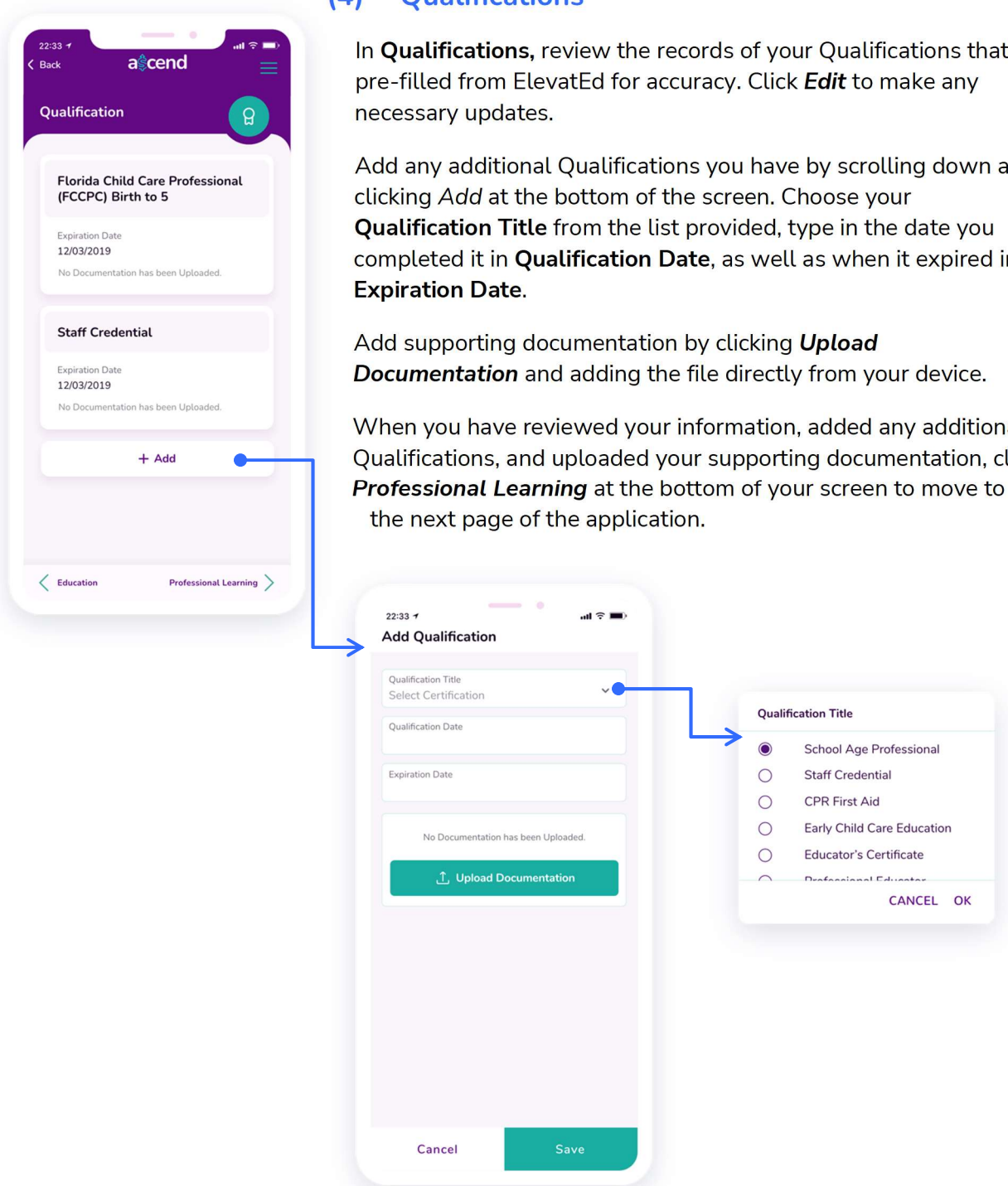
(4) Qualifications

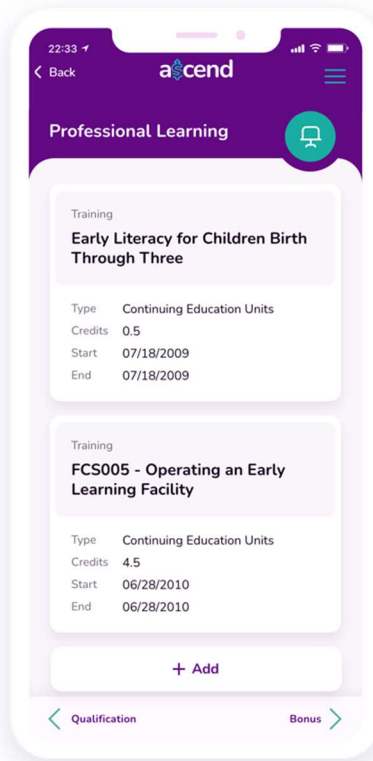
In **Qualifications**, review the records of your Qualifications that pre-filled from ElevatEd for accuracy. Click **Edit** to make any necessary updates.

Add any additional Qualifications you have by scrolling down and clicking **Add** at the bottom of the screen. Choose your **Qualification Title** from the list provided, type in the date you completed it in **Qualification Date**, as well as when it expired in **Expiration Date**.

Add supporting documentation by clicking **Upload Documentation** and adding the file directly from your device.

When you have reviewed your information, added any additional Qualifications, and uploaded your supporting documentation, click **Professional Learning** at the bottom of your screen to move to the next page of the application.





(5) Professional Learning

In **Professional Learning**, review the training records that pre-filled from The ElevatEd.

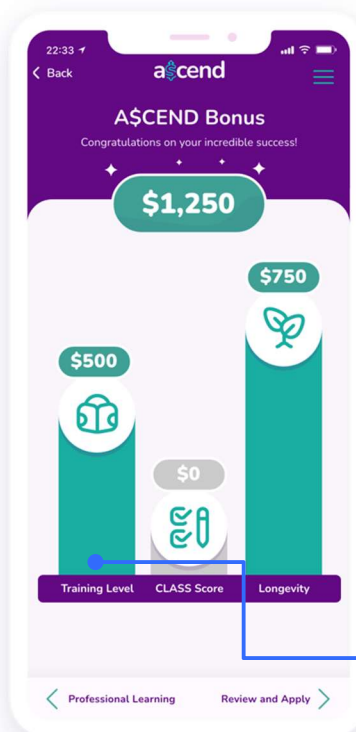
If any of the information about your Professional Learning needs to be updated, log in to your ElevatEd account (<https://portal.elevat-ed.miami>) and update this information in the *My Early Childhood Career Journey* section. Once you *Review and Submit* this information, it will be sent to the ElevatEd team for verification.

When you have reviewed your Professional Learning information, click **Bonus** at the bottom of your screen to move to the next page and see the potential bonus amount (by category) that you qualify for. This number is based on the information you provided.

(6) A\$CEND Bonus

On the **A\$CEND Bonus** page, you will see how much you are potentially eligible to receive based on your Training Level, CLASS Score, and Longevity.

Click on **Training Level**, **CLASS Score**, or **Longevity** for more information about the amount you are potentially eligible to receive in each category. You can also use the information provided on these screens to see what requirements you need to meet in the future to receive a higher award in each category.



Training Level		
Award	Level	Knowledge/Training
\$750	11	Bachelor's degree in ECE and higher
\$700	10	Associates degree in ECE with an additional 24 credit hours in ECE
\$650	9	Associates degree in ECE and higher
\$600	8	45 credits in ECE or Potential certificate/ badge option (TBD)
\$550	7	30 credits in ECE or Potential certificate/ badge option (TBD)
\$500	6	15 credits in ECE or National CDA/FCCPC or Potential certificate/ badge option (TBD)
\$450	5	9 credits in ECE or Advanced Director's credential

If you have a **CLASS** score but it was **not found**, please contact A\$CEND Technical Support to assist you. Call (786) 735-0200 or email support@welsfoundation.org.

If no **CLASS** Score was found on record for you, at this point you can click **CLASS Score** to request a CLASS assessment. In this case, please remember you will need approval from the Director of your Center to make the request.

When you have reviewed the information about your A\$CEND Bonus, click **Review and Apply** at the bottom of the screen.

22:33

Back

a\$CEND

Review and Apply

The following fields are missing from the Information section:

Work Phone

It seems that your Employment does not meet the requirements:

Site not currently enrolled in TB5.

You will not be able to Apply until you've addressed this issue within the Registry by clicking [here](#).

Information

Place of Employment

Education

Qualifications

Professional Learning

A\$CEND Bonus

\$500 Training Level

\$0 CLASS Score

\$750 Longevity

\$1,250

Agree to the terms

I attest, by typing my full name, that all information is accurate and true.

Full Name

Emma Valdes

Apply

(7) Review and Apply

In **Review and Apply**, review your application and identify any areas where you are missing information. Return to that section to provide any missing information from your application.

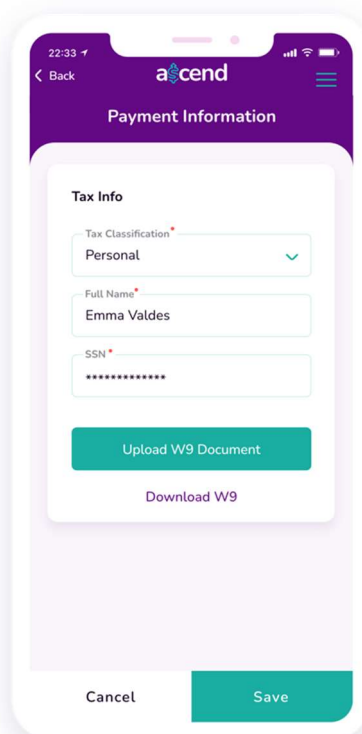
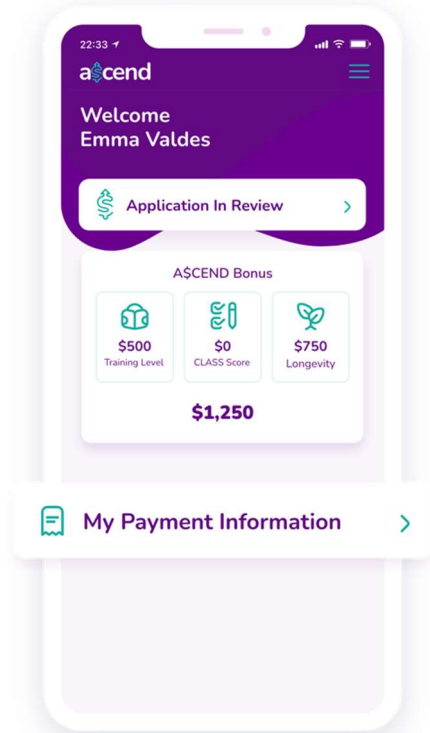
Once you have confirmed that you have provided all of the requirements of each category (indicated with a green check), type in your name to agree to the terms and click **Apply** to finish this part of your A\$CEND Application.

You will receive a message confirming that your A\$CEND Application has been completed. Click **Got It** on the message to be redirected to your **A\$CEND Dashboard**.

Review your Application Status

Once your application has been submitted, you are able to view the status of your application as well as your potential bonus amounts by category on your *Dashboard*.

You will receive an email notifying you when your A\$CEND Application has been approved.



Payment Information

When your A\$CEND Application has been successfully approved, the **Tax Information** section will become available on your *Dashboard*. Here, you will upload your signed and completed W-9 form.

After you complete this and receive approval that you have been set up as a vendor, you will next provide a Voided Check for Direct Deposit (ACH).

Tax Information (W-9)

In **Tax Information**, enter the required information and upload your signed and completed W-9 form.

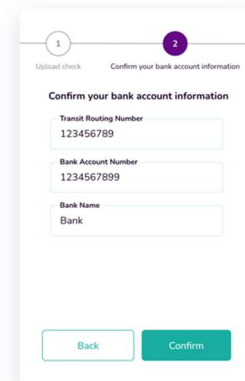
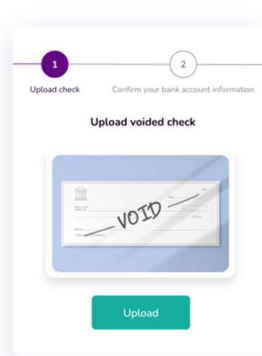
From this page, click the link provided to download the W-9 form. Make sure to complete the form (including signature and date) then upload the file directly from your device by clicking *Upload W-9 Document*.

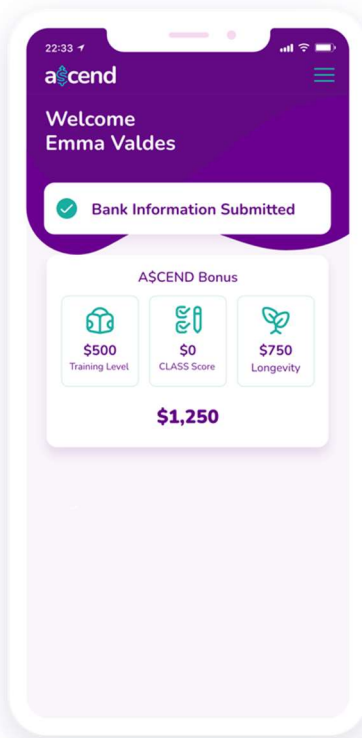
This will be used to set you up as a Vendor. Once you are an approved Vendor (which may take up to five business days) you must next provide your payment information.

Voided Check

To provide the information needed for Direct Deposit (ACH), **Upload a Voided Check** (a check with the word "VOID" written across it, which indicates that it cannot be used for payment).

Once the system reads it successfully, the information from your check will be auto-filled on the screen. If the system was not able to successfully read your check, you will be given the option to input the necessary information manually.





Submit your Payment Information

When your Payment Information has been successfully submitted, you will see a message confirming this on your **A\$CEND Dashboard**.

If all the necessary information has been uploaded and is approved, the process of issuing your payment will begin.

For information about the payment process timeline, please review the *A\$CEND Process* timeline document.

Log Out

To log out of your account, click on the menu in the top right section of your screen then click **Log Out**.

This will sign you out of your account and redirect you to the Sign In page.

