

Logging into the WA Compass Provider Portal

The WA Compass Provider Portal is an online, cloud-based tool that was launched in 2019 and is used by the Licensing Division to manage and provide information for child care and early learning providers, as well as Family, Friends, and Neighbor (FFN) providers. Early learning and FFN providers can provide updates to DCYF staff regarding their facility and care situations (for FFN providers), as well as submit various applications for review and determination by the agency.

Access to the WA Compass Provider Portal is based on individual access, with each individual having a unique username and password, and allows providers to use their specific login credentials to access the Provider Portal for each facility or account that they have been granted access to by child care licensing and license-exempt staff (users will need a STARS ID# from MERIT before being granted access to the system).

Access to WA Compass Provider Portal allows:

- Prospective providers to submit an online child care licensing application
- Licensed and certified child care providers to review and complete recent Inspection Reports
- Licensed and certified child care providers to view previous licensing history and inspection information
- Family, Friends, and Neighbor (FFN) providers to update care situations and household members
- Providers to apply for eligible grants
- Providers to submit applications for review and determination by the agency that previously were completed via paper

Note: If you have never logged into the WA Compass Provider Portal before, or are looking to become licensed for child care, please contact WA Compass Provider Portal Support for assistance. The “Forgot Your Password” link will only work for individuals that have previously logged into the system.

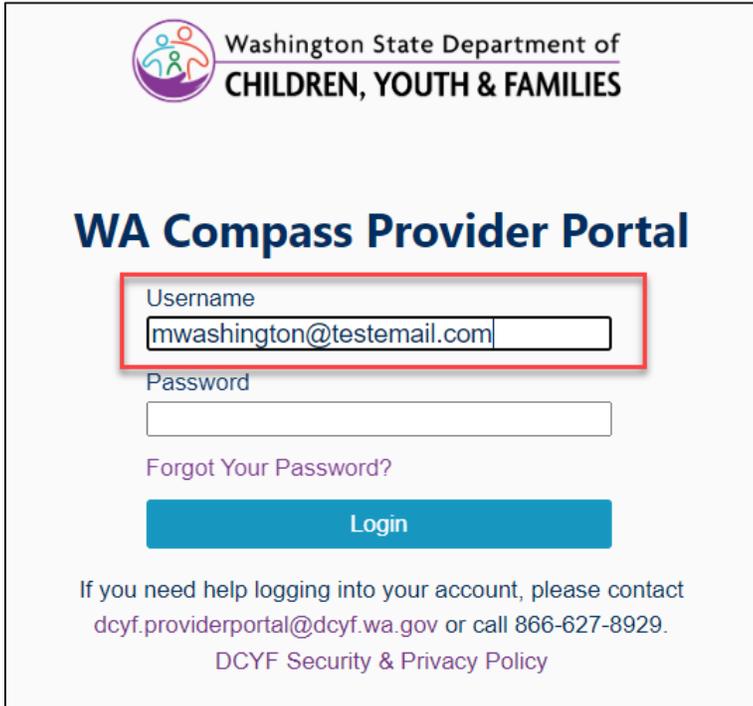
For Provider Portal support, email dcyf.providerportal@dcyf.wa.gov or call 1-866-627-8929.

To Log into the WA Compass Provider Portal, Follow the Steps Below

1. Click on the [WA Compass Provider Portal link](#) to access the online login page.

2. Enter the Username in the Username field.

Note: The Username is an email address and was provided in the original email link when access was set up by the agency.



Washington State Department of
CHILDREN, YOUTH & FAMILIES

WA Compass Provider Portal

Username

Password

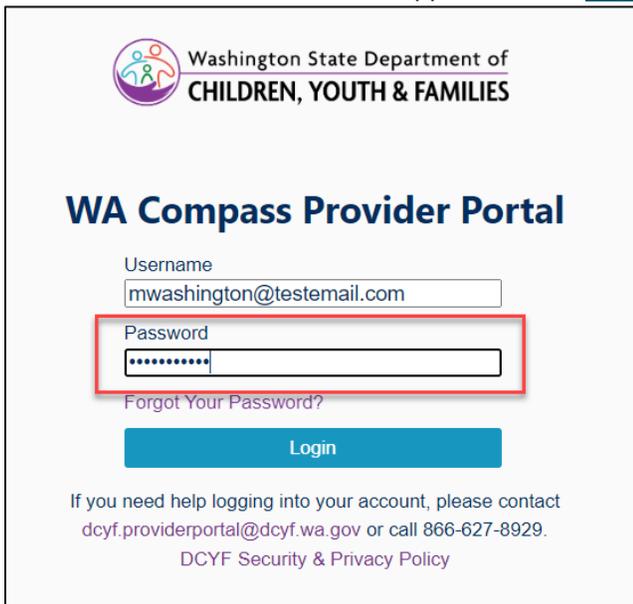
[Forgot Your Password?](#)

Login

If you need help logging into your account, please contact
dcyf.providerportal@dcyf.wa.gov or call 866-627-8929.
[DCYF Security & Privacy Policy](#)

3. Enter in your Password in the Password field.

Note: If you do not remember your password, or have never logged into the WA Compass Provider Portal, please reach out to the Provider Portal Support team at dcyf.providerportal@dcyf.wa.gov for assistance.



Washington State Department of
CHILDREN, YOUTH & FAMILIES

WA Compass Provider Portal

Username

Password

[Forgot Your Password?](#)

Login

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[DCYF Security & Privacy Policy](#)

4. Click the “Login” button to continue.

Washington State Department of
CHILDREN, YOUTH & FAMILIES

WA Compass Provider Portal

Username
mwwashington@testemail.com

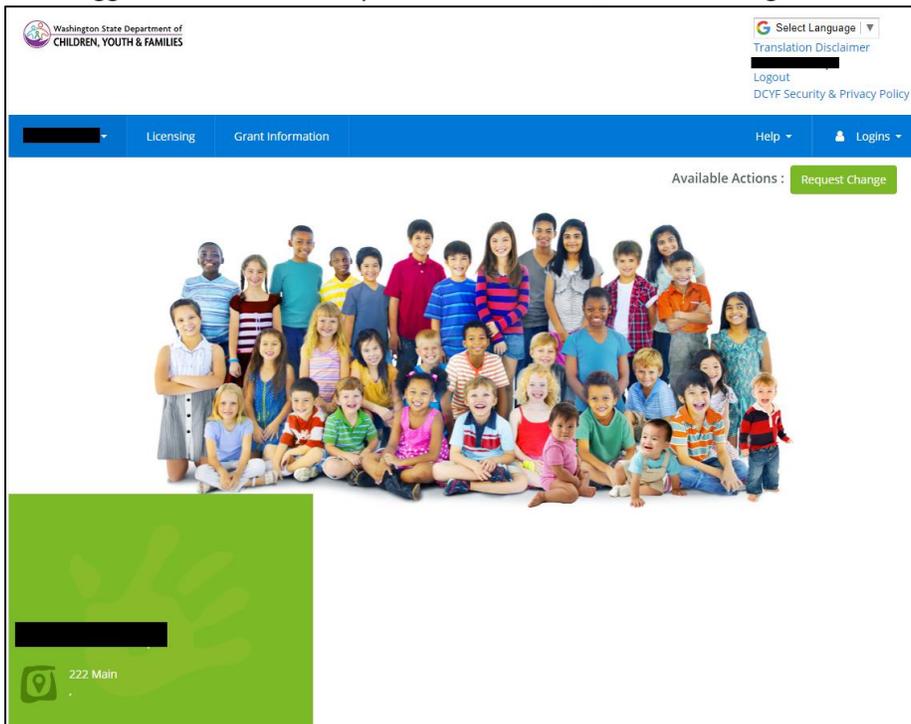
Password
.....

[Forgot Your Password?](#)

Login

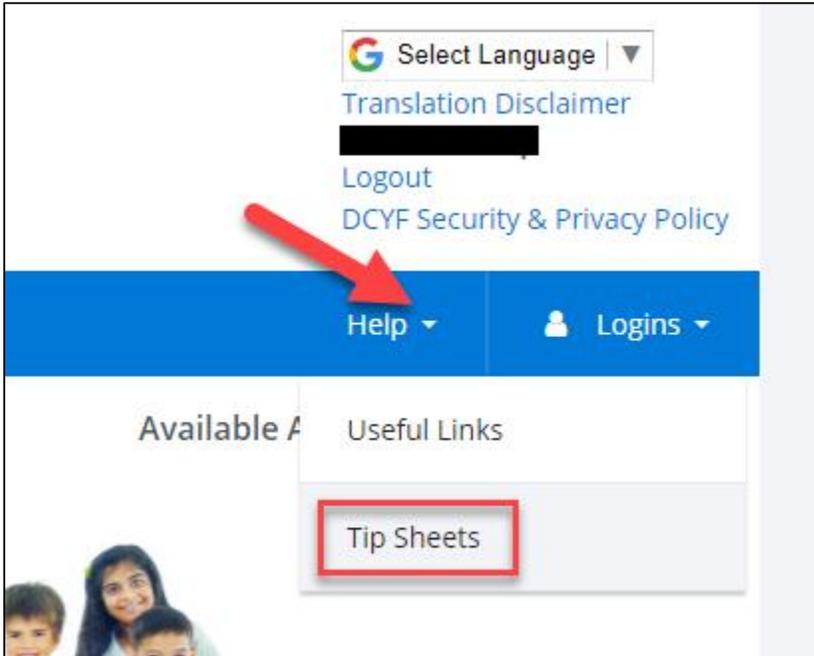
If you need help logging into your account, please contact
dcyf.providerportal@dcyf.wa.gov or call 866-627-8929.
[DCYF Security & Privacy Policy](#)

5. Once logged into the WA Compass Provider Portal, the Home Page will be displayed:



6. The Home Page is the gateway for providers to review Inspection Reports, license certificates, as well as submit requests to the department.

Note: Tip sheets are available under the Help/Tip Sheets tab in the upper right corner of the Home Page and offers instructions to complete various tasks and requests within the system (such as entering correction dates on an Inspection Report, printing a license certificate, or requesting a waiver or variance).



7. To view the tip sheets, click on the Tip Sheets option. The full list of available tip sheets will display (tip sheets are available in English, Spanish, and Somali):

Licensing Tip Sheets

- **Requesting a Variance**
 - [English](#)
 - [Español](#)
 - [Soomaali](#)
- **Requesting a Waiver**
 - [English](#)
 - [Español](#)
 - [Soomaali](#)
- **Adding a Program Description**
 - [English](#)
 - [Español](#)
 - [Soomaali](#)
- **Changing your Doing Business As Name**
 - [English](#)
 - [Español](#)
 - [Soomaali](#)
- **Changing your Schedule**
 - [English](#)
 - [Español](#)
 - [Soomaali](#)



8. Click on the blue hyperlink for the tip sheet version that you wish to view:

Licensing Tip Sheets

- Requesting a Variance
 - English
 - Español
 - Soomaali
- Requesting a Waiver
 - English
 - Español
 - Soomaali
- Adding a Program Description
 - English
 - Español
 - Soomaali
- Changing your Doing Business As Name
 - English
 - Español
 - Soomaali
- Changing your Schedule
 - English
 - Español
 - Soomaali

9. The selected tip sheet will open as a PDF.

PROVIDER PORTAL – REQUESTING A VARIANCE TIP SHEET

Requesting a Variance

Definition of Variance: Official approval from the department allowing an early learning program to achieve the outcome of a rule or rules in WAC in an **alternative way than described** due to the needs of a **unique or specific program approach or methodology**.

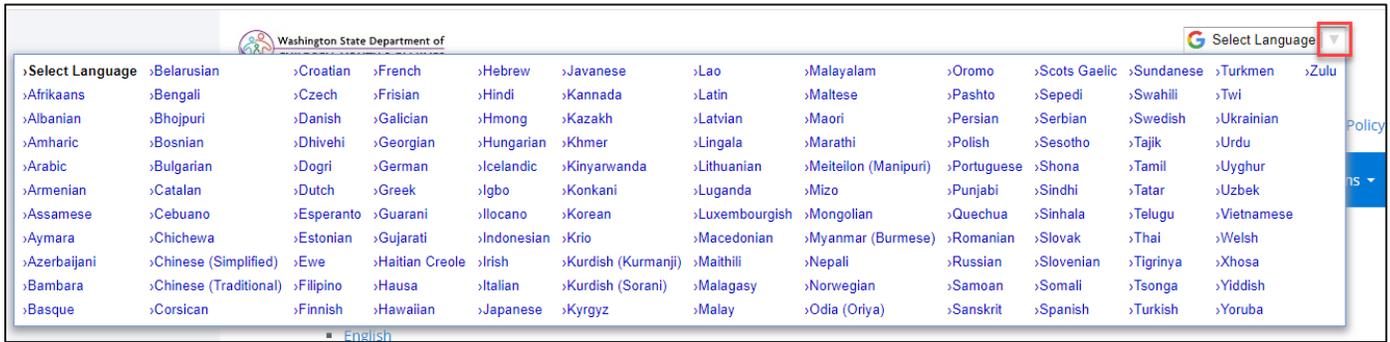
For Provider Portal support, Contact: dcyf.providerportal@dcyf.wa.gov or 1-866-627-8929.

To Request a Variance in the Provider Portal, Follow the Steps Below

1. From the homepage of the Provider Portal, click on the “Request Changes” button.

Child Care Center Jen ▾
Licensing
Grant Information
Help ▾
Logins ▾

10. If individuals wish to see the WA Compass Provider Portal in a different language, click on the Select Language drop-down in the upper right corner and select the desired language:



11. To log out of the WA Compass Provider Portal, click on the Logout link in the upper right corner of the page:

