TB5 Provider Application Process

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Login in to the Provider Portal:

Click on the WELS Portal Thrive by 5 link.

Start an Application

The new screen shows your dashboard/home screen, site(s), and allows you to participate in TB5.

Select the site and click **Start an Application**.

The *Application Wizard*

The *Application Wizard* will step you through the application process.

Click **Next**.

Using the *Application Wizard*

* Each time you click **Next**, your information is **saved**. You can also click to a previous section by clicking the **Previous** button or by clicking on the section in the *Application Wizard* menu to proceed or go back to a specific screen.

Site Information

The Site Information page will have a check demonstrating that the site is participating in TB5.

Click **Next.**

Address

The address will be pre-filled.

Click **Next.**

Contact Information

Enter/check all **Required** information. Enter/check all **Required** information.

Click **Next.**

Payment Information
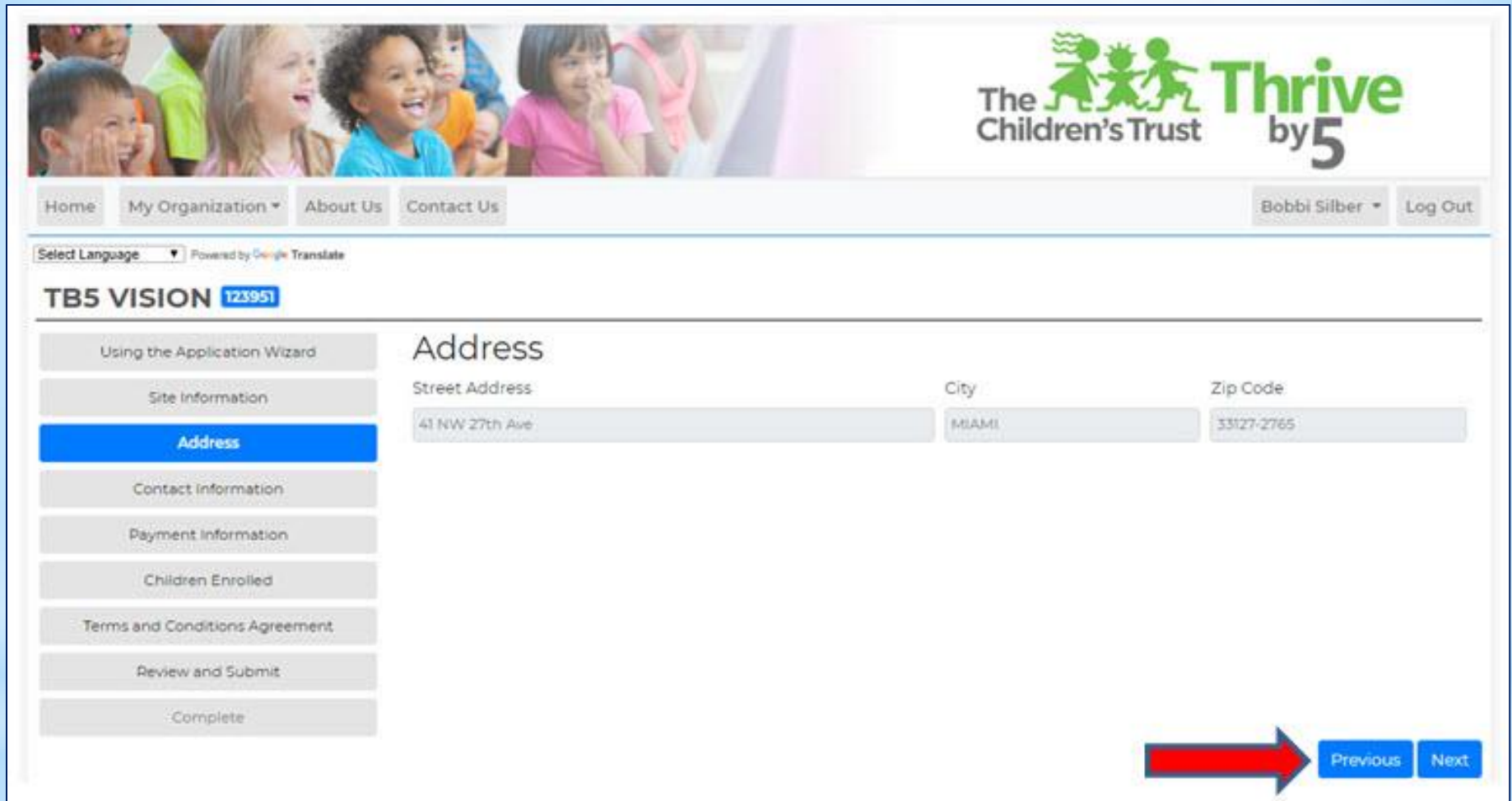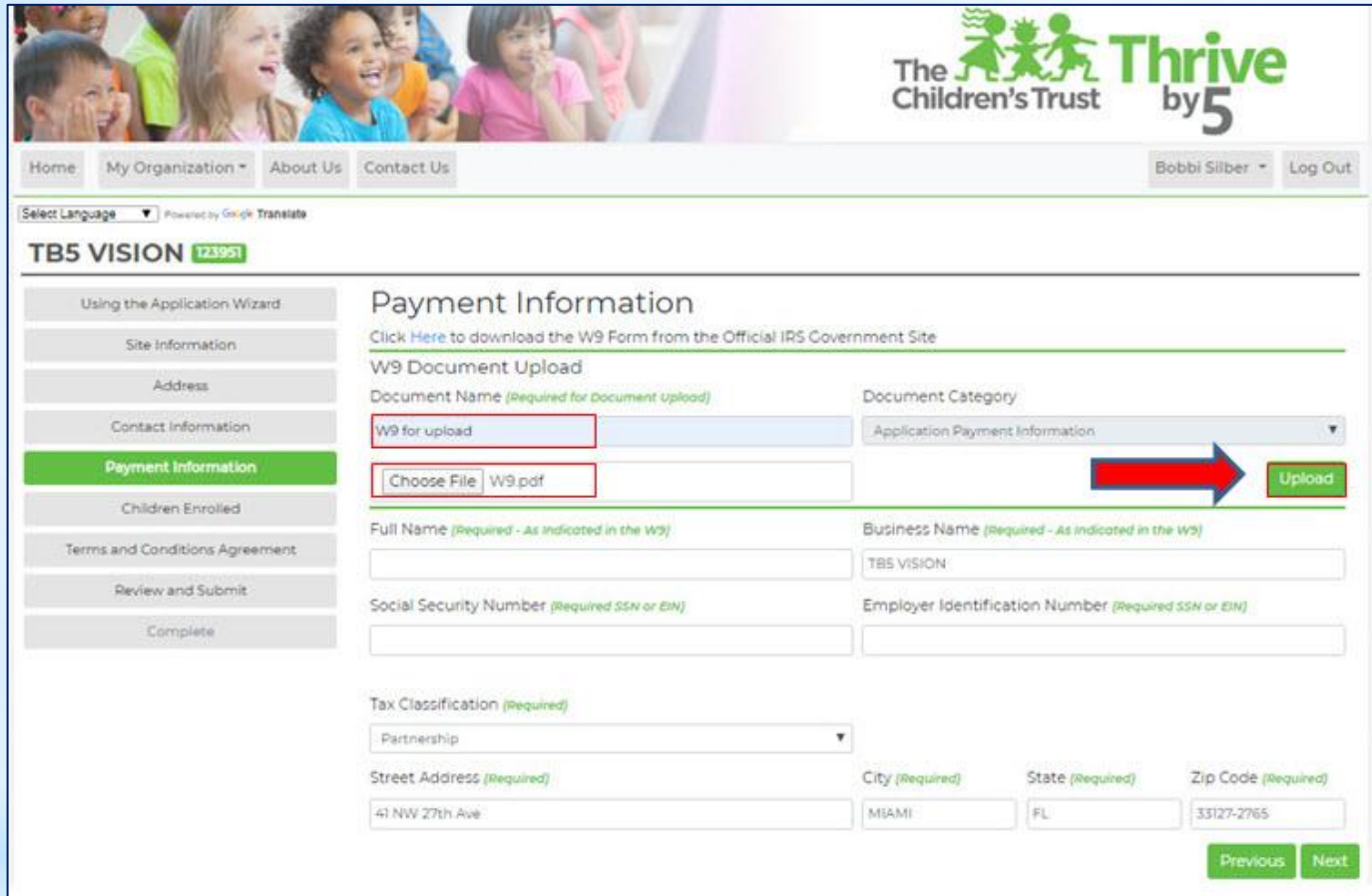

Upload the W9. The W9 can be a PDF or .jpg file. Enter the document name for upload. Browse the computer and locate the W9 file for the upload. Click **Open** (select).

Click **Upload**. The document is uploaded.

Payment Information (2)

The screen will change and show that the W9 was uploaded. (If needed, you can always edit the upload.)

Continue with the Payment Information entering text and using the drop downs. When the page is complete, click **Next**.

Payment Information (3)
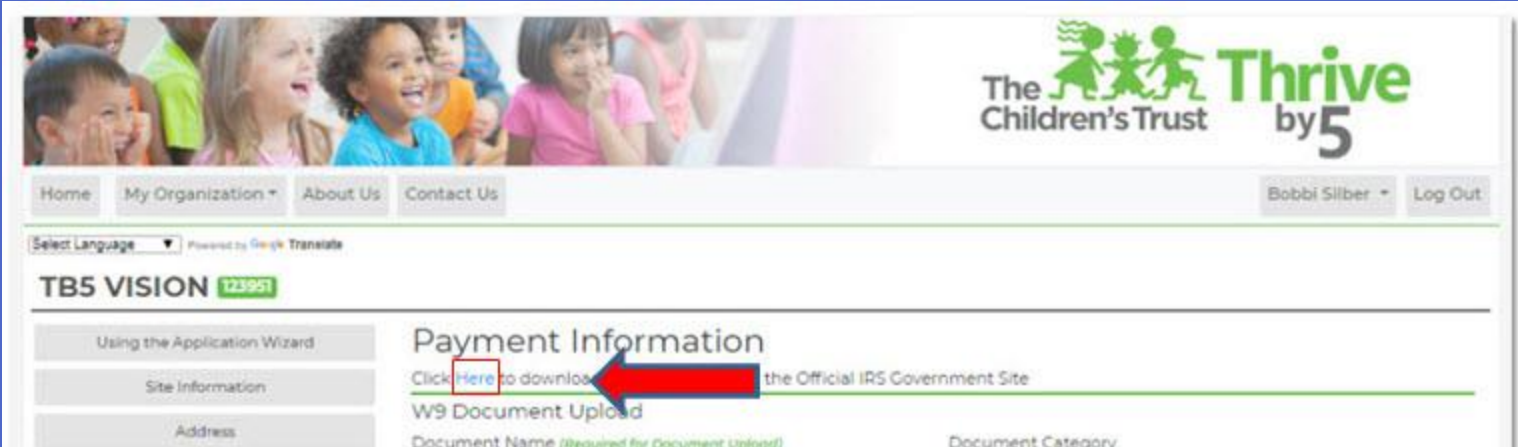

If you do not have the W9, click **Here**. You can access the W-9, print it, fill out the form, and sign it. Then, scan it or take a picture and upload it to the application.

Children Enrolled

Enter the current enrollment numbers in the columns and answer the questions.
When the page is complete, click **Next**.
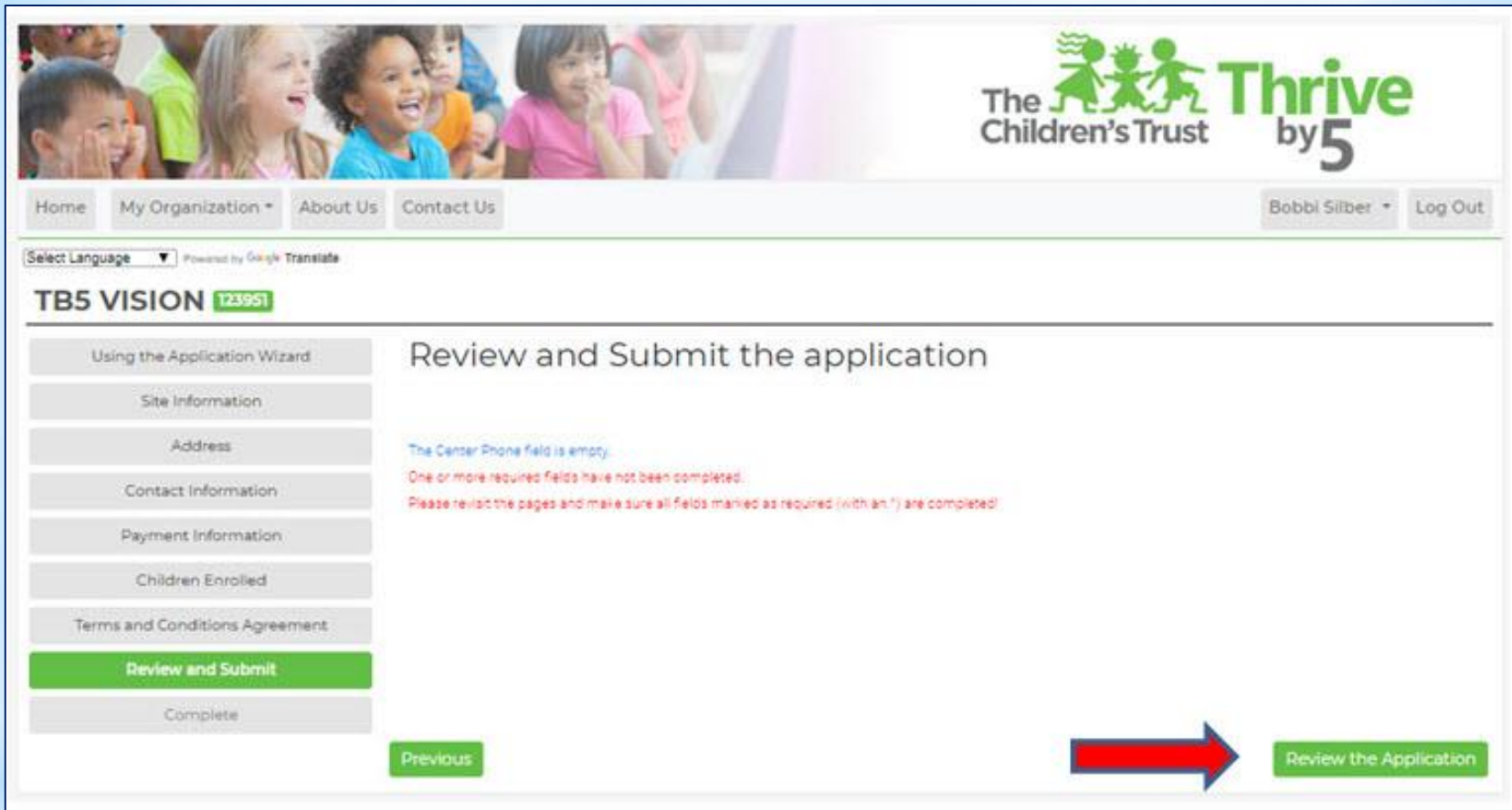
Terms and Conditions Agreement

Read the Terms and Conditions Agreement.

Check the box *I agree to the Terms and Conditions stated*.

Read the *Private Pay* and *School Readiness* links. Then check the box:

I agree to the Private Pay and the *School Readiness* payment tables.

Type in your *Electronic Signature* **(name).** Click **Next**.

Review and Submit

If there are errors, the *Wizard* will list the area to be corrected in **red**.
Click to the correct screen. If any information has been omitted, the screen will prompt you to correct the omission/error.
Click *Review the Application*.
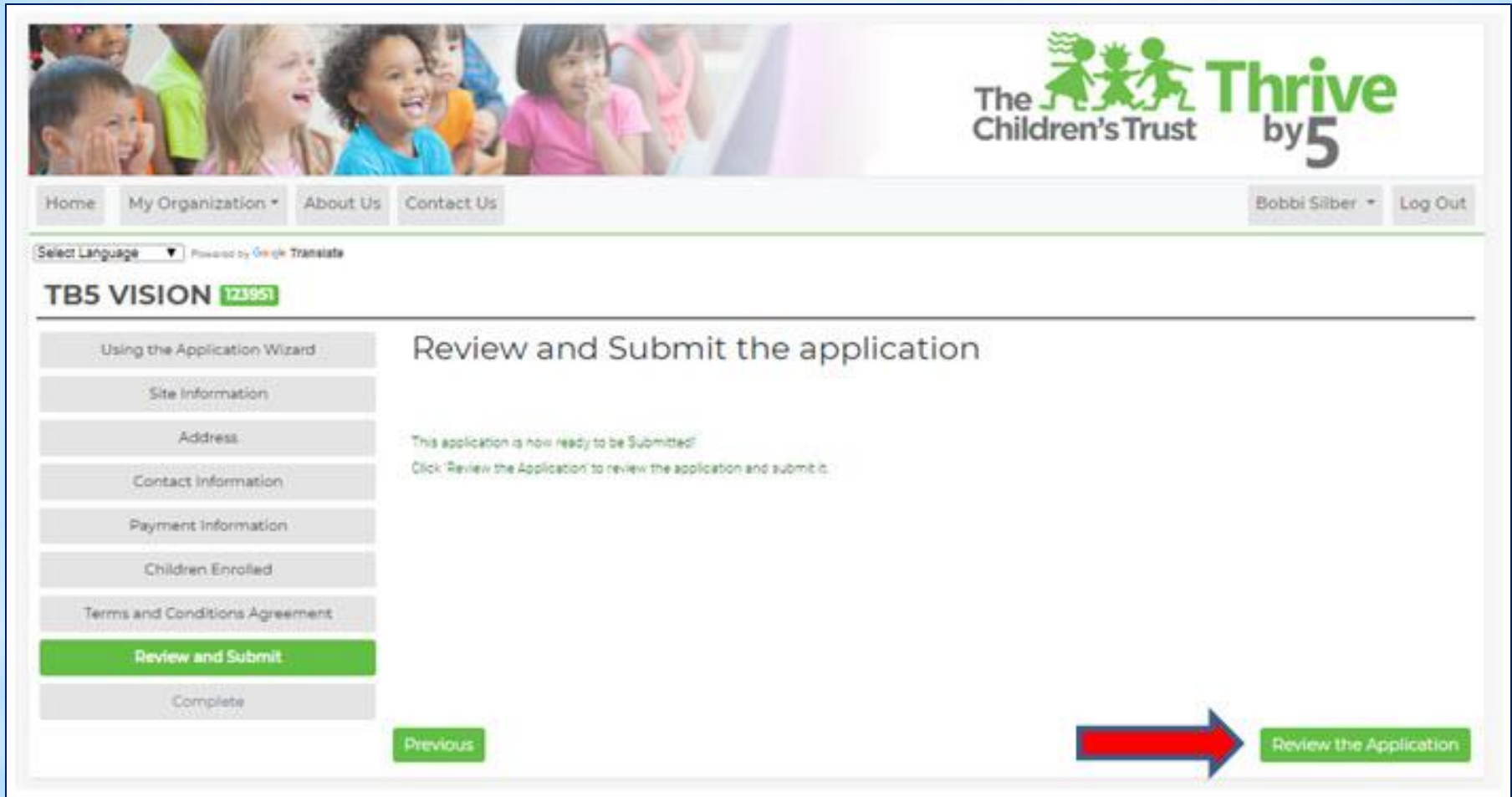Return to the indicated section; enter/correct the required information.
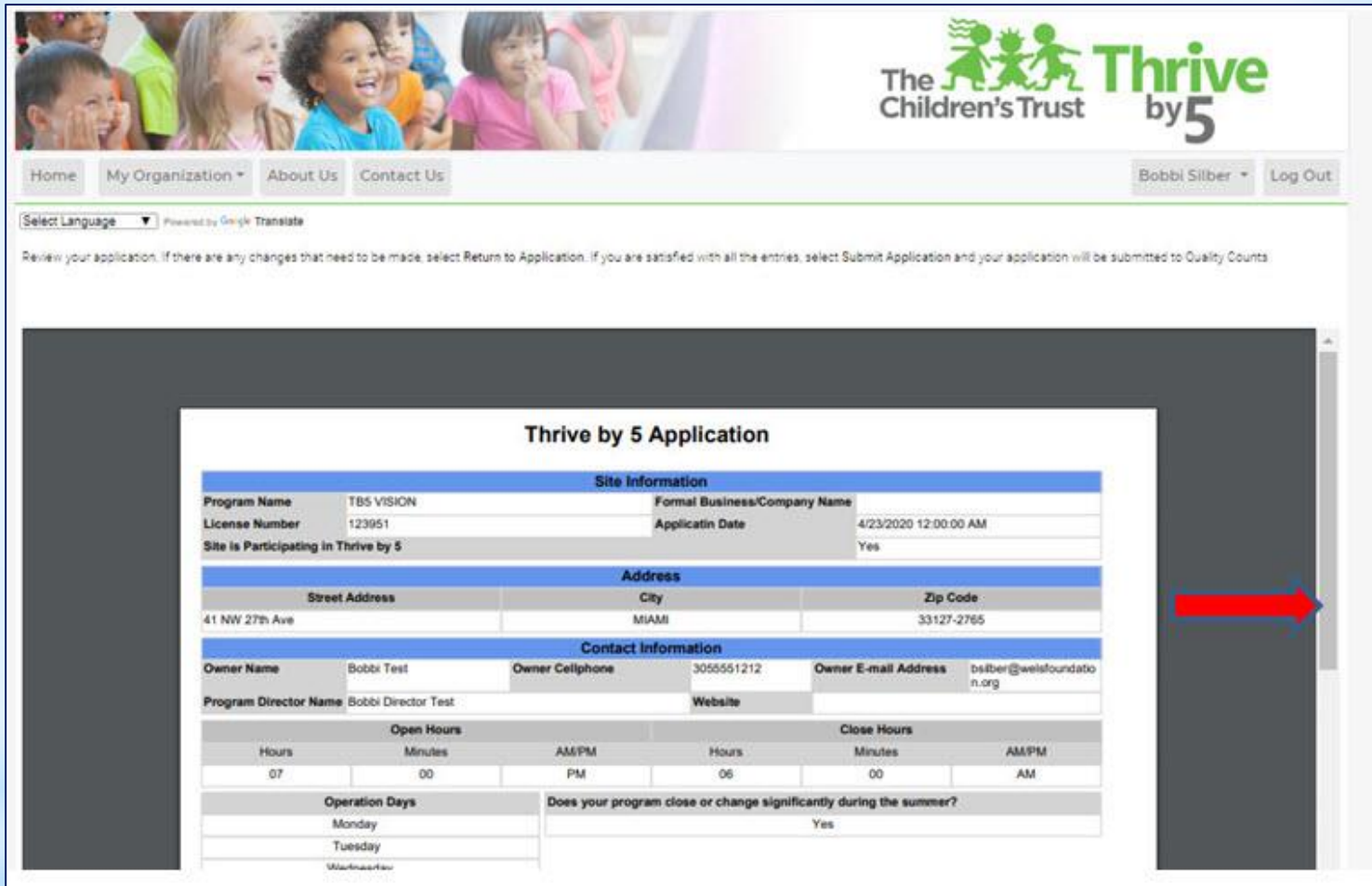Click **Next**.

Review

Review everything again. When all corrections are made, the application will be ready to submit.

Click Review the Application.

Review the PDF

A two page PDF will appear. Use the slider in the window to review the entire application. If more changes are needed, **Return to Application.**
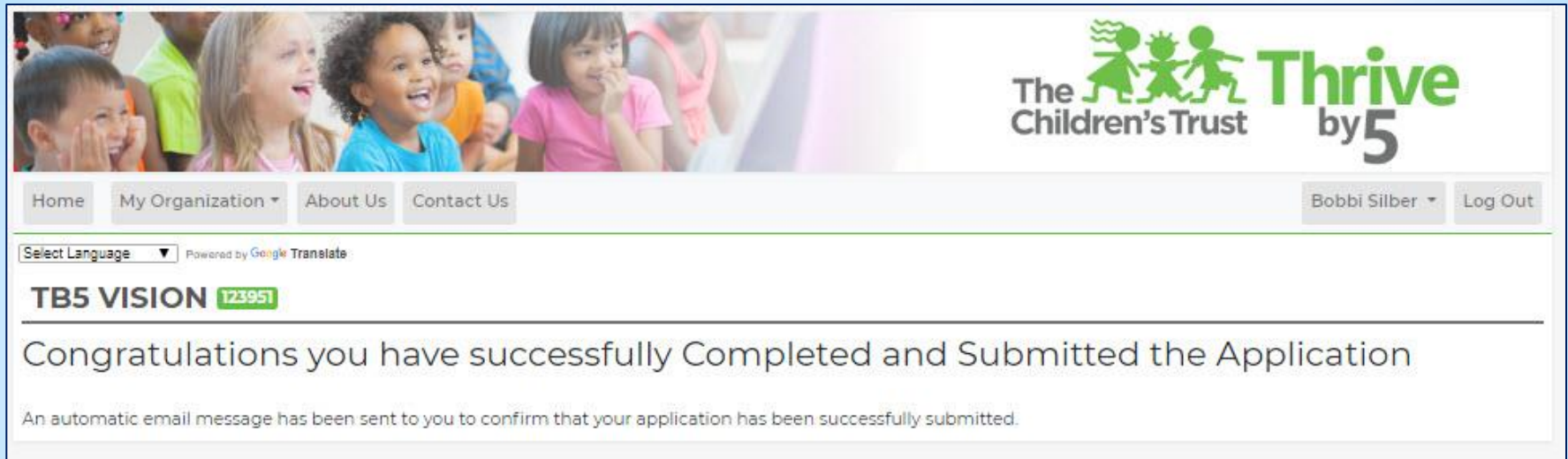
Submit Application

Review this information. If more changes are needed,
Return to Application. Or, **Submit Application.**

Congratulations

Submit Application. When the application is submitted, a successful notice will appear. You will also receive an email confirming the submission.