1. Access Emergency Child Care Bridge Portal
   - MyLakids -> Web Application

2. Log in
   - User ID is employee number (e123456).
   - Password is internet password.
   - Click on Login.
3. Submit a ECCB Referral to Agency

- Once log in, the system will list all CSW’s caseloads for Primary child (under 6).

  Note: SCSWs have access to all caseloads in his/her office.

- Please click “Create” to submit an ECCB referral.

- Click “X” to go back to previous page.
- Enter the Phone number (required field) under Caregiver Information.
- Enter Special Accommodation/ Notes if there is any.
Select “Include in Referral” or “Exclude from Referral” (required field) for each sibling.
Click “Submit Child Care Referral” button.

Note: Associated siblings can be submitted together.

ECCB referral message will pop up and confirmation email will be sent to CSW.
ECCB Referral No. will be created ex. ECCB0000080.

Note: The referral will be distributed to the corresponding Navigator based on the Caregiver’s zip code.

4. Check ECCB Referral Status
- Click “Edit”.
- You can check status under Focus Child and Sibling Child Care Request.

### Focus Child and Sibling Child Care Request

<table>
<thead>
<tr>
<th>Priority</th>
<th>Child Name</th>
<th>Gender</th>
<th>Birth Date</th>
<th>Age</th>
<th>Language</th>
<th>State ID</th>
<th>Person No.</th>
<th>Status</th>
<th>Enrollment Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Movement Type</th>
<th>Navigator Notes</th>
<th>Special Accommodation</th>
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<tbody>
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