CPSE Portal
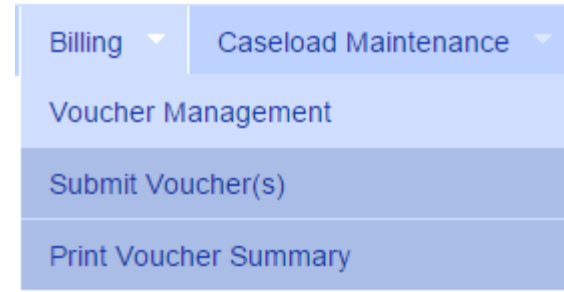
Independent Providers And Office Staff

Topics
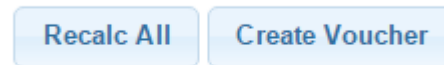
- Creating a Voucher
- Assigning Children to the Voucher
- Submitting Billing to County

Creating a Voucher

▶ Go to Voucher Management

Billing ▾	Caseload Maintenance ▾
Voucher Management	
Submit Voucher(s)	
Print Voucher Summary	

▶ Click "Create Voucher"

Recalc All   Create Voucher

Creating a Voucher (cont'd)

▶ Fill out the information required

Create/Edit Voucher

Parameters

| Albany ▼ | RS ▼ | (School Year Session) ▼ |

Info

Voucher #   AUTO   Description
Billing Date
Authorized   Claimant Title
Claimant

Cancel   Save

Assigning Children to Voucher

Submitting Billing to County

- Go to the "Submit Voucher" screen
- Select your vouchers
- Enter your PIN
- Congratulations, your voucher has been submitted!

Billing ▾	Caseload Maintenance ▾
Voucher Management	
Submit Voucher(s)	
Print Voucher Summary	