

Important:

You must complete a child care application in the <u>Child Care Registry and Waitlist</u> and receive confirmation of a child care space before your eligibility for fee subsidy can be assessed.

Before you apply for a fee subsidy, visit <u>Apply for child care fee subsidy on ottawa.ca</u>. Ensure you have all required documents and identification ready. Read the eligibility requirements and make sure you understand what happens after you apply. You may be asked to provide additional information or documents during the assessment process.

Have questions or need help? Find out who to contact.

Follow these steps to create a Children's Services Online (CSO) Portal account:

Create a Children's Services Online (CSO) Portal account

- 1. Go to the Children's Services Online (CSO) Portal.
- 2. Select "Sign In" at the top right of the page.
- 3. Select "Create an Account".

Children's Services Français 🗰 Sign In	
li-	Sign In Sign in to your Children's Services account
Children's Services	Email *
Welcome to the Children's Services Online Portal Create an account on the Orliden's bence point a pay for a polit or ne handly and politic discusses. Use the account or the for any quality for a children we handly <u>Children Fers Solation</u> Calaborate Create you complete your child care the actual synaphication, ryou will be define use the handly <u>Children Fers</u> Solation Calaborate Create you complete your child care the actual synaphication.	Password *
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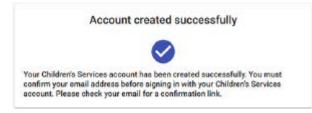
Children's Services Services à l'enfance



- 4. Complete the fields with your information. You can select "French" or "English" as your preferred language.
- 5. Once all the fields are complete, select "Create Adult Account".

Create Adult Account Create your Children's Services Adult account	
Pronoun She/Her	•
First Name * Sarah	
Last Name * Test	
Date of Birth * 1987-01-01	Ē
Preferred Language * English	•
Email * sarah.test@test.ca	
Password *	
Confirm Password *	
Show Password	
Sign in instead	Create Adult Account
By creating an account, you agree to the Terms of Servi will occasionally send you account related emails.	ce. Children's Services





Confirm your Children's Services Online (CSO) Portal account

- 1. Check your email for a confirmation link.
- 2. Click the link in your email to confirm your account.

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3. Select "Confirm".

Confir	m Your Email	
	Confirm	

You can now log into your account to apply for child care fee subsidy and upload your required documentation.