

Document Issued  
11.28.2023

# A\$CEND Bonus Application Guide

The Children's Trust & Thrive by Five (TB5)

WELS Systems Foundation, LLC  
WELSFUNDATION.ORG

## Table of Contents

Create Your Account .....	3
Sign In .....	3
Forgot Password? .....	3
Your A\$CEND Dashboard .....	4
Complete Your Application .....	4
(1) Information .....	5
(2) Place of Employment .....	6
(3) Education .....	7
(4) Qualifications .....	8
(5) Professional Learning .....	9
(6) A\$CEND Bonus .....	9
(7) Review and Apply .....	10
Review your Application Status .....	10
Payment Information .....	11
Tax Information (W-9) .....	11
Voided Check .....	11
Submitting your Payment Information .....	12
Log Out .....	12

## Create Your Account

To begin your A\$CEND Application, you will need to create an account. From the Home Page, click *Create Account* and input the following information:

- First and last name
- Email (**Make sure to use the same email you used in The Children's FORUM Registry**).
- Create a password
- Mobile phone number

You will also need to review and agree to the A\$CEND Terms in order to create your account.

When you have entered all the required information and agreed to the A\$CEND Terms, click *Create Account* at the bottom of the screen to finish creating your account.

## Sign In

Once you have successfully created your account, sign in using your **Email** (this is also your username) and the **Password** you created.

After you enter this information, click *Sign In*.

You will receive a verification code via text message (SMS) to the mobile number you provided. Enter this code in the box provided to verify your mobile number and securely log in.

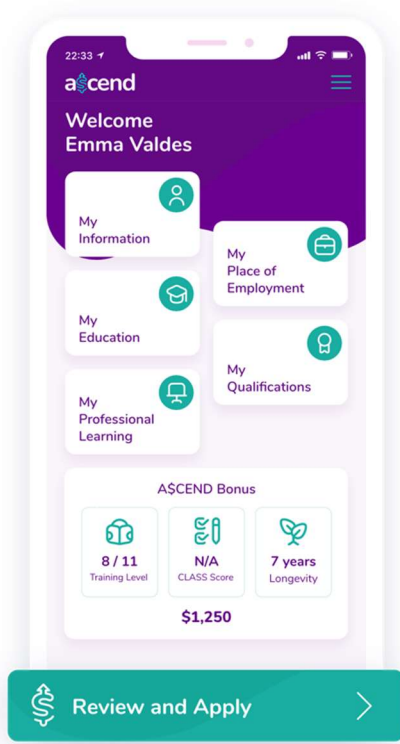
When you have completed these steps and successfully signed in, you will be taken to your A\$CEND Dashboard.

## Forgot Password?

If you forgot the password you created, you can reset it by clicking *Forgot Password* on the Sign In Page.

This will send a code via SMS to the mobile phone number you entered when you registered.

Type this code in the box before clicking *Reset my password* to create a new password and finish the process.



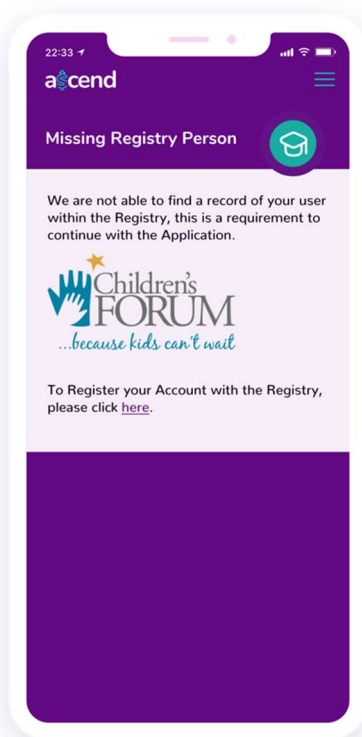
## Your A\$CEND Dashboard

Once you have successfully signed in, you will be taken to your A\$CEND Dashboard.

From here, you can access each section of the application as well as view an overview of the potential amount for your A\$CEND Bonus by category.

Any notifications that you receive through the A\$CEND application will also be shown to you here on the dashboard.

To get started on your A\$CEND Application, scroll to the bottom of the Dashboard and click the *Review and Apply* button.



## Complete Your Application

As you move through your Application, some of the information (such as Employment) will be pre-filled while others you will be required to enter. Make sure to review any pre-filled information for accuracy and *Edit* to make any necessary updates.

**In order to complete the Application, you will need to have an existing account with the Children's FORUM Registry.**

If your information is not found in the Registry, you will be notified and will have the option to create your account by clicking the link provided.

**Keep in mind that verification of the information entered may take up to 15 business days. However, you can submit the application without verification if you prefer.**

## (1) Information

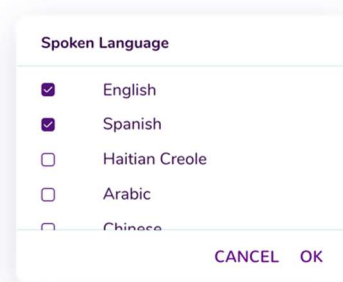
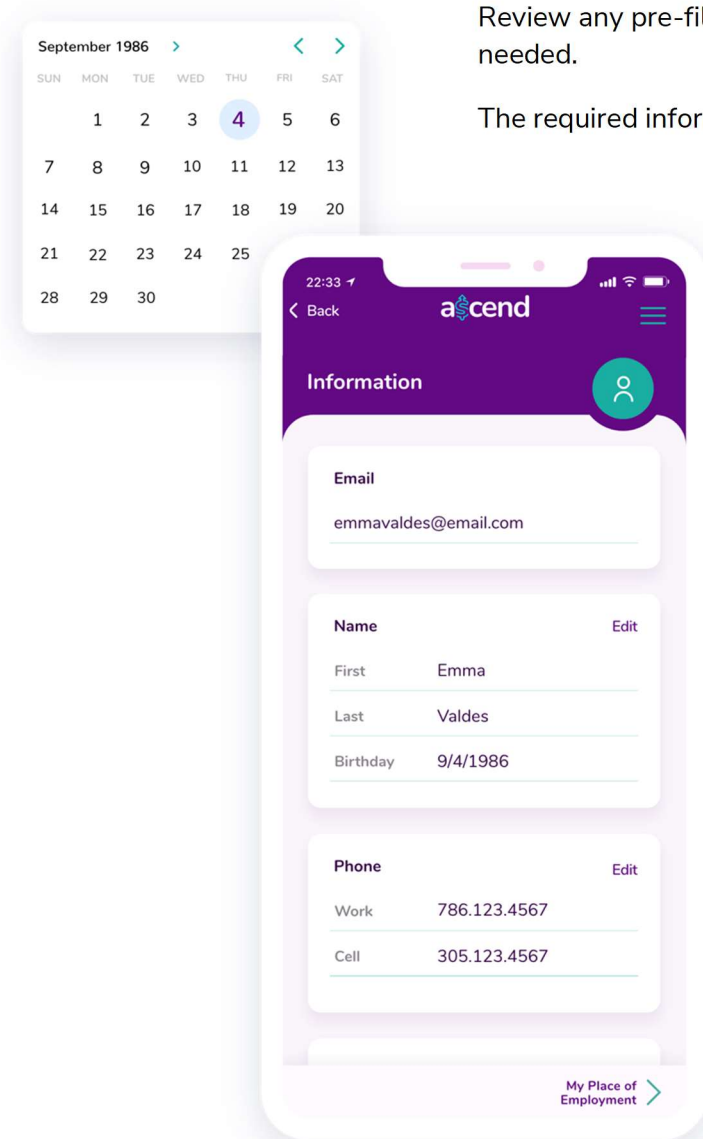
In **Information**, enter your contact and demographic information.

While some information in this section will be pre-filled, you will also need to provide some by typing into the boxes available. Other sections will be entered by selecting from the lists available (such as languages spoken) or selected from the calendar (such as birthday).

Review any pre-filled information for accuracy and click *Edit* to update as needed.

The required information in this section includes:

- First and last name
- Email
- Birthday
- Cell (mobile) phone
- Work phone
- Address
- Languages
- Gender
- Ethnicity
- Race



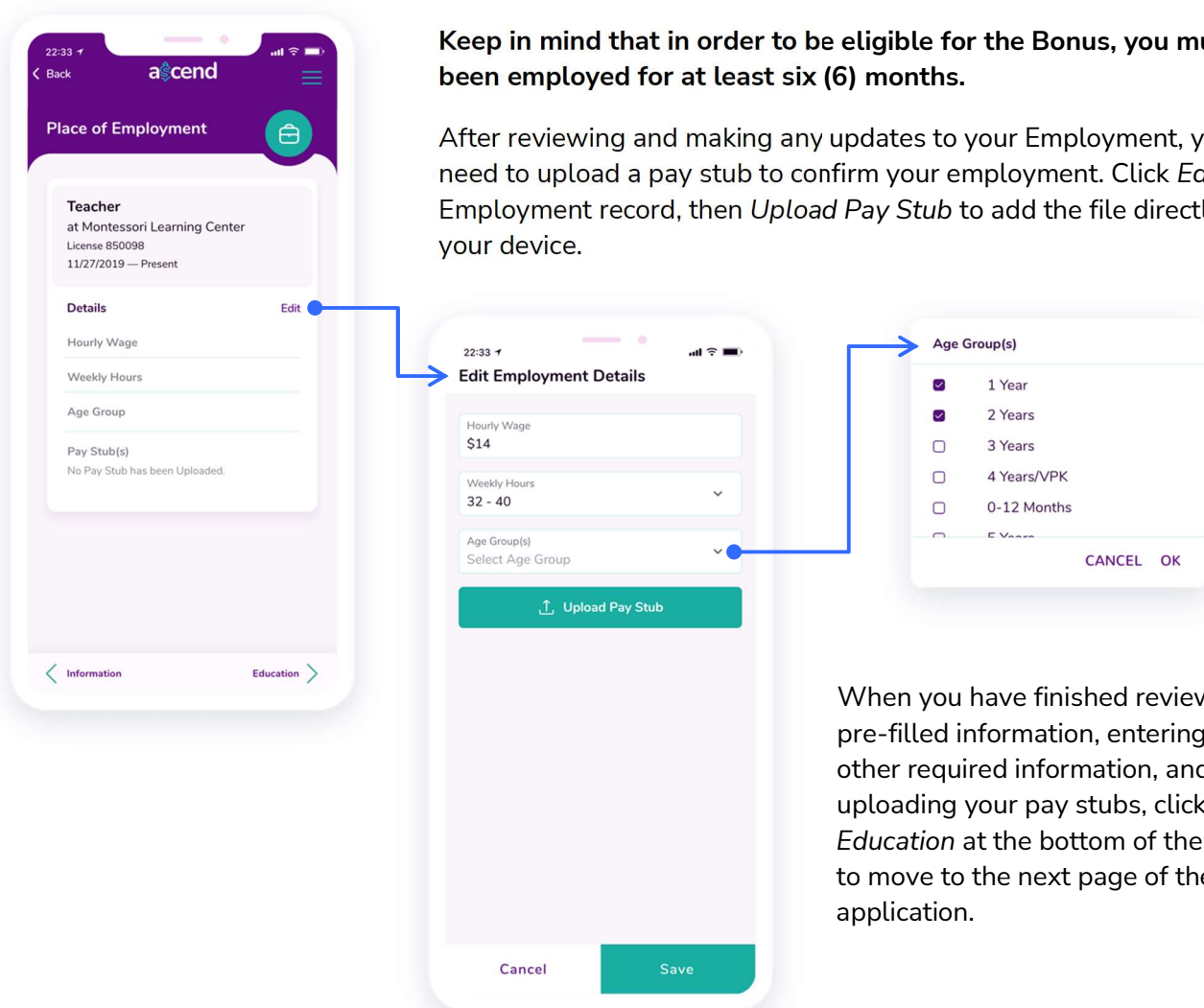
When you have finished entering the required information, click *Place of Employment* at the bottom of the screen to move to the next page of the application.

## (2) Place of Employment

In **Place of Employment**, your employment record will transfer over from the Children’s FORUM Registry and will be pre-filled. Review your employment information for accuracy and click *Edit* to make any necessary updates to your hourly wage, weekly hours, or the age group you work with. Make sure to *Save* any edits that you make to your Employment information.

**Keep in mind that in order to be eligible for the Bonus, you must have been employed for at least six (6) months.**

After reviewing and making any updates to your Employment, you will need to upload a pay stub to confirm your employment. Click *Edit* on the Employment record, then *Upload Pay Stub* to add the file directly from your device.

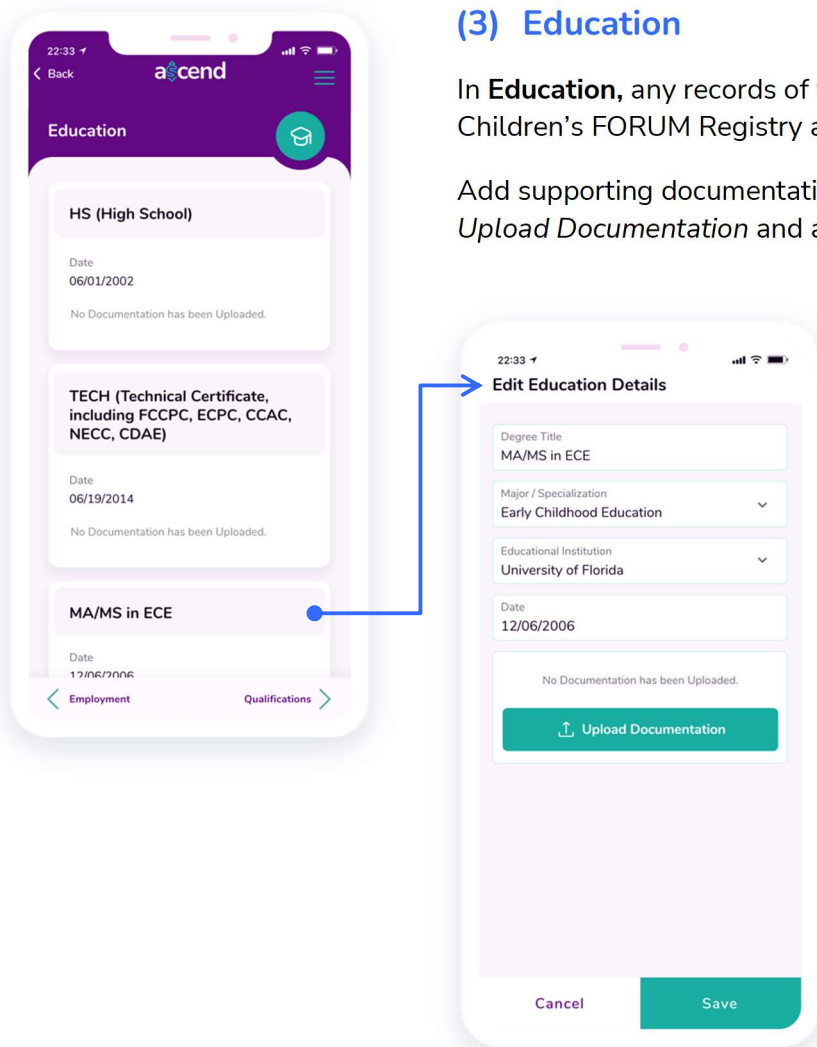


When you have finished reviewing the pre-filled information, entering any other required information, and uploading your pay stubs, click *Education* at the bottom of the screen to move to the next page of the application.

### (3) Education

In **Education**, any records of your education will transfer from The Children’s FORUM Registry and will be pre-filled.

Add supporting documentation to your education records by clicking *Upload Documentation* and adding the file directly from your device.



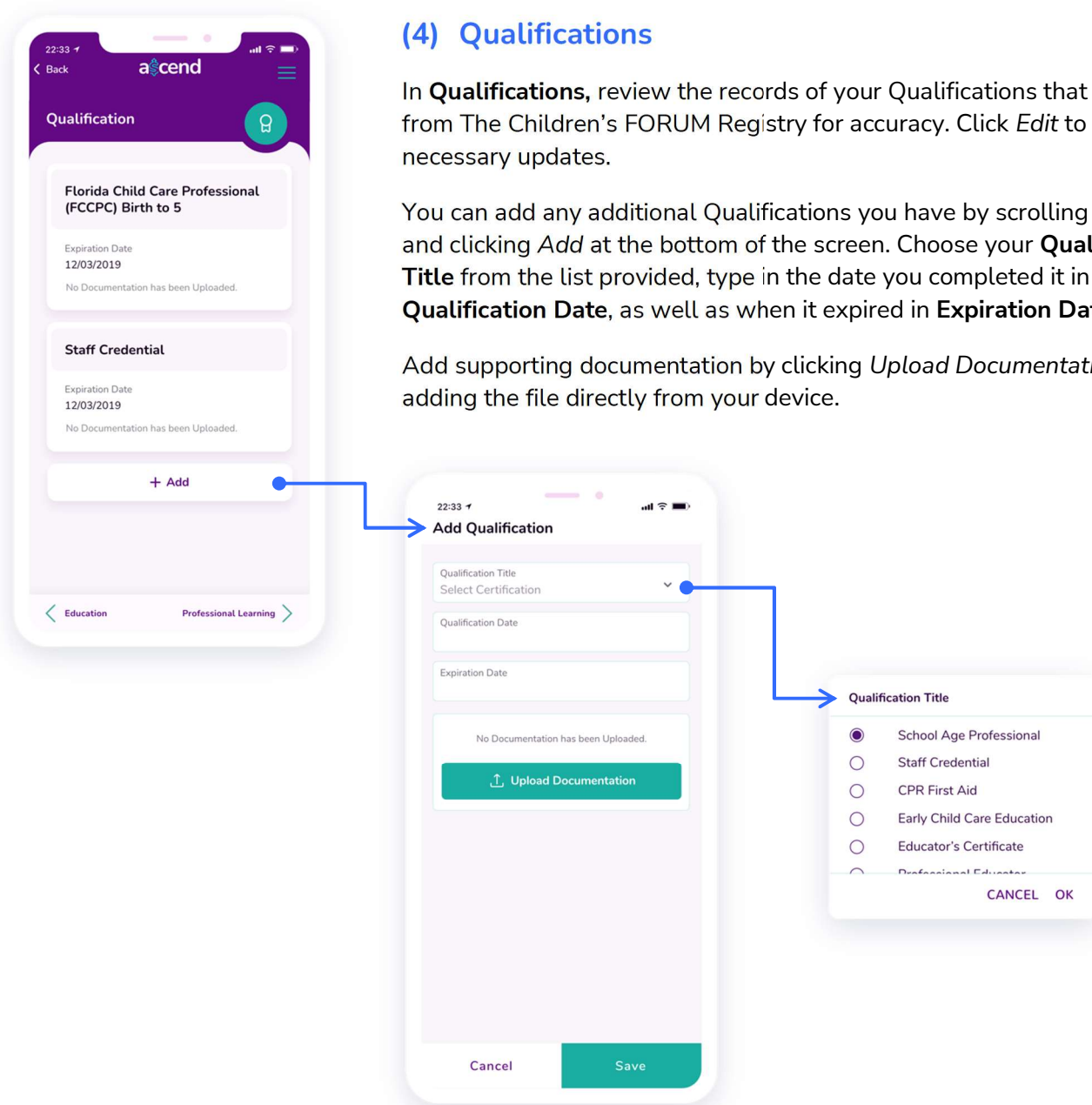
When you have reviewed your information and uploaded any supporting documentation, click *Qualifications* at the bottom of your screen to move to the next page of the application.

### (4) Qualifications

In **Qualifications**, review the records of your Qualifications that pre-filled from The Children’s FORUM Registry for accuracy. Click *Edit* to make any necessary updates.

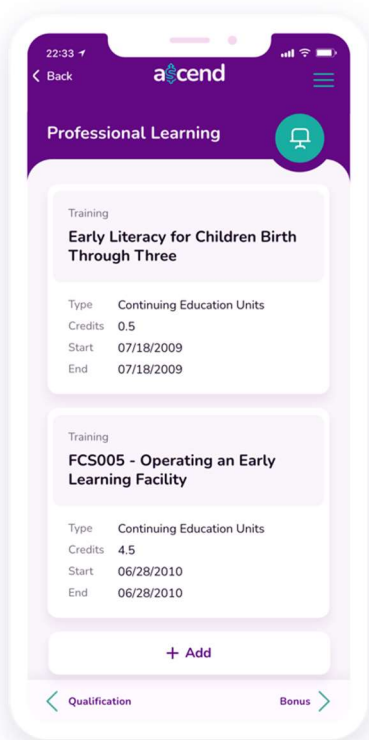
You can add any additional Qualifications you have by scrolling down and clicking *Add* at the bottom of the screen. Choose your **Qualification Title** from the list provided, type in the date you completed it in **Qualification Date**, as well as when it expired in **Expiration Date**.

Add supporting documentation by clicking *Upload Documentation* and adding the file directly from your device.



When you have reviewed your information, added any additional Qualifications, and uploaded your supporting documentation, click *Professional Learning* at the bottom of your screen to move to the next page of the application.





### (5) Professional Learning

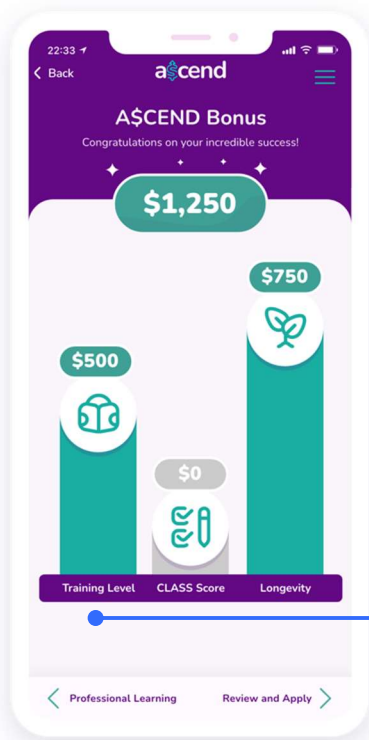
In **Professional Learning**, review the training records that pre-filled from The Children’s FORUM Registry.

When you have reviewed your Professional Learning information, click *Bonus* at the bottom of your screen to move to the next page and see the potential bonus amount by category that you qualify for based on the information you provided.

### (6) A\$CEND Bonus

On the **A\$CEND Bonus** page, you will see how much you are potentially eligible to receive based on your Training Level, CLASS Score, and Longevity.

Click on **Training Level**, **CLASS Score**, or **Longevity** for more information about the amount you are potentially eligible to receive in each category. You can also use the information provided on these screens to see what requirements you need to meet in the future to receive a higher award in each category.

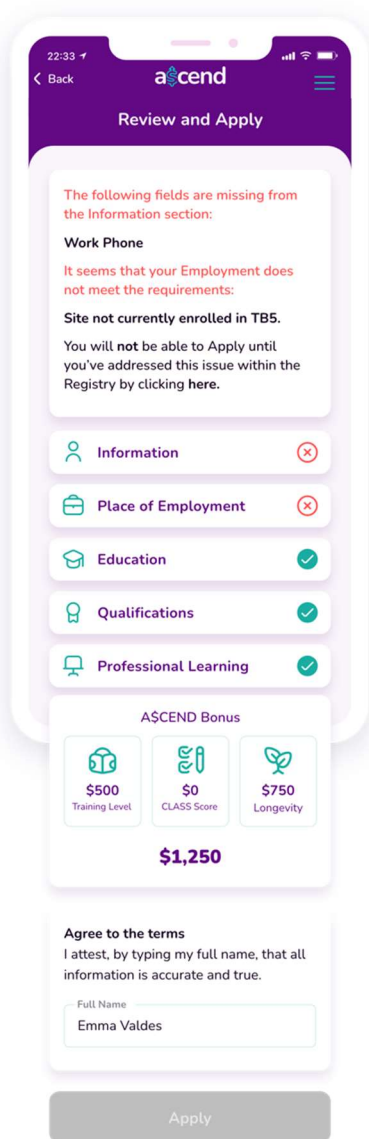


**Training Level**

Award	Level	Knowledge/Training
\$750	11	Bachelor’s degree in ECE and higher
\$700	10	Associates degree in ECE with an additional 24 credit hours in ECE
\$650	9	Associates degree in ECE and higher
\$600	8	45 credits in ECE or Potential certificate/ badge option (TBD)
\$550	7	30 credits in ECE or Potential certificate/ badge option (TBD)
\$500	6	15 credits in ECE or National CDA/FCCPC or Potential certificate/ badge option (TBD)
\$450	5	9 credits in ECE or Advanced Director’s credential

**If no CLASS Score was found on record for you, at this point you can click CLASS Score to request a CLASS assessment.**

When you have reviewed the information about your A\$CEND Bonus, click *Review and Apply* at the bottom of your screen to finish this part of the application.



## (7) Review and Apply

In **Review and Apply**, review your application and identify any areas where you are missing information. Return to that section to provide any missing information from your application.

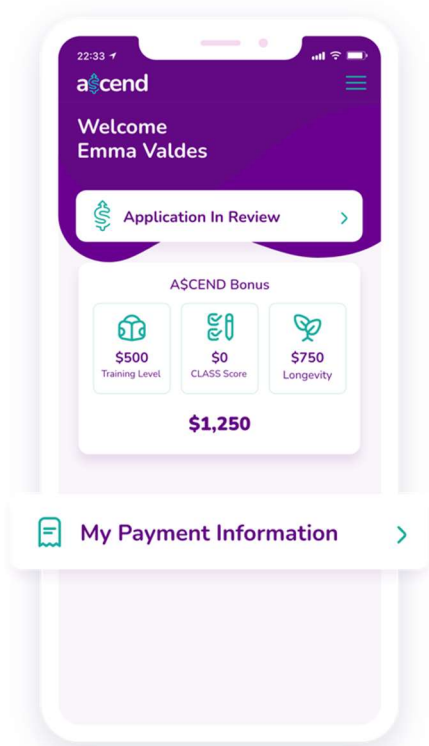
Once you have confirmed that you have provided all of the requirements of each category (indicated with a green check), type in your name to agree to the terms and click *Apply* to finish your A\$CEND Application.

You will receive a message confirming that your A\$CEND Application has been completed. Click *Got It* on the message to be redirected to your Dashboard.

## Review your Application Status

Once your Application has been submitted, you are able to view the status of your application as well as your potential bonus amounts by category on your Dashboard.

**You will receive an email notifying you when your A\$CEND Application has been approved.**



## Payment Information

When your A\$CEND Application has been successfully approved, the **Tax Information** section will become available on your Dashboard where you will upload your signed and completed W-9 form. After you complete this and receive approval that you have been set up as a vendor, you will next provide a Voided Check for Direct Deposit (ACH).

## Tax Information (W-9)

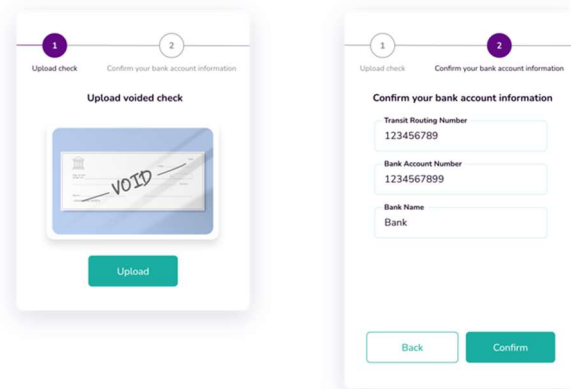
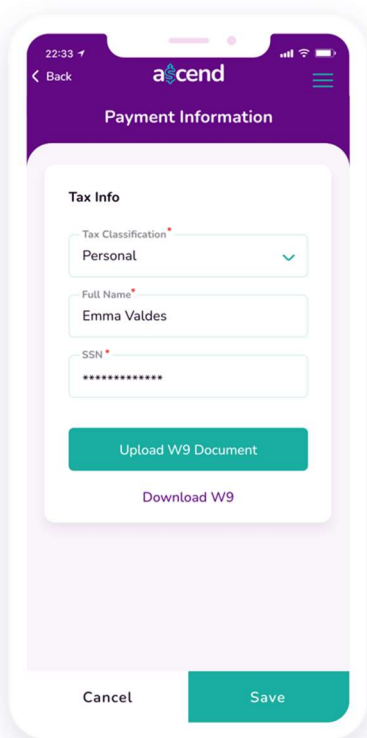
In **Tax Information**, enter the required information and upload your signed and completed W-9 form.

From this page, click the link provided to download the W-9 form. Make sure to complete the form (including signature and date) then upload the file directly from your device by clicking *Upload W-9 Document*.

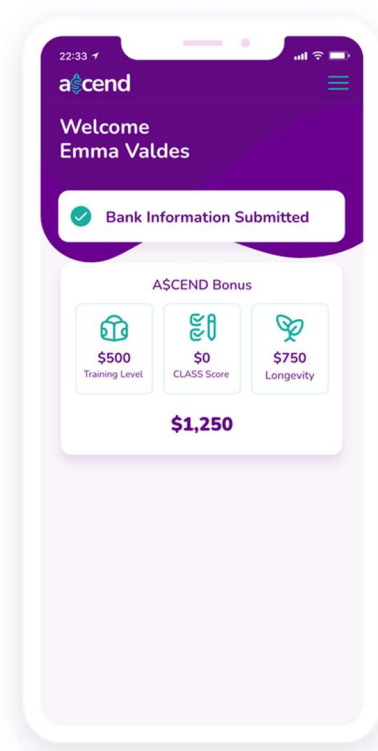
This will be used to set you up as a Vendor. Once you are an approved Vendor (which may take up to five business days) you must next provide your payment information.

## Voided Check

To provide the information needed for Direct Deposit (ACH), *Upload a Voided Check* (a check with the word "VOID" written across it, which indicates that it cannot be used for payment).



Once the system reads it successfully, the information from your check will be auto-filled on the screen. If the system was not able to successfully read your check, you will be given the option to input the necessary information manually.



## Submitting your Payment Information

When your Payment Information has been successfully submitted, you will see a message confirming this on your A\$CEND Dashboard.

If all the necessary information has been uploaded and is approved, the process of issuing your payment will begin.

For information about the payment process timeline, please review the *A\$CEND Process* timeline document.

## Log Out

To log out of your account, click on the menu in the top right section of your screen then click *Log Out*.

This will sign you out of your account and redirect you to the Sign In page.

