

Provider Registration

Your Local Department of Social Services (LDSS) will send you the necessary information to register your account:

- A** Open a web browser and go to <https://www.ccta-newyork.com/Provider>. Press *Click here if you do not have an account*.

Welcome to
CCTA Provider Web Submittal
Version 2.0.19.10

Type in your user name and password and click the **Logon** button.

Logon

User Name:

Password:

[Click here if you do not have an account](#)
[Click here if you forgot your password](#)

- B** Enter the required fields, the CCFS ID & Verification code will be found in the letter received from your LDSS.

User Registration

Enter your name, date of birth, CCFS ID, and the verification code supplied to you by your local district and then click the **Validate User** button to verify your information

Validation Info

Required fields are marked with *

First Name: *

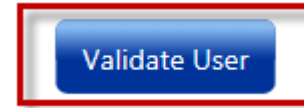
Last Name: *

Date of Birth: *

CCFS ID: *

Verification Code: *

- C** Press **Validate User**.



- D** To create a new User, enter all the required information. Passwords are case sensitive. If capital letters were used while creating the password, they need to be used when logging on.

User Registration

Passwords must be at least 7 characters in length and contain at least 1 digit(s).

Account Information

Required fields are marked with *

User Name: * ←

Password: * ←

Verify Password: * ←

Secret Question: * ←

Secret Answer: * ←

- E** Press **Create Account**.

