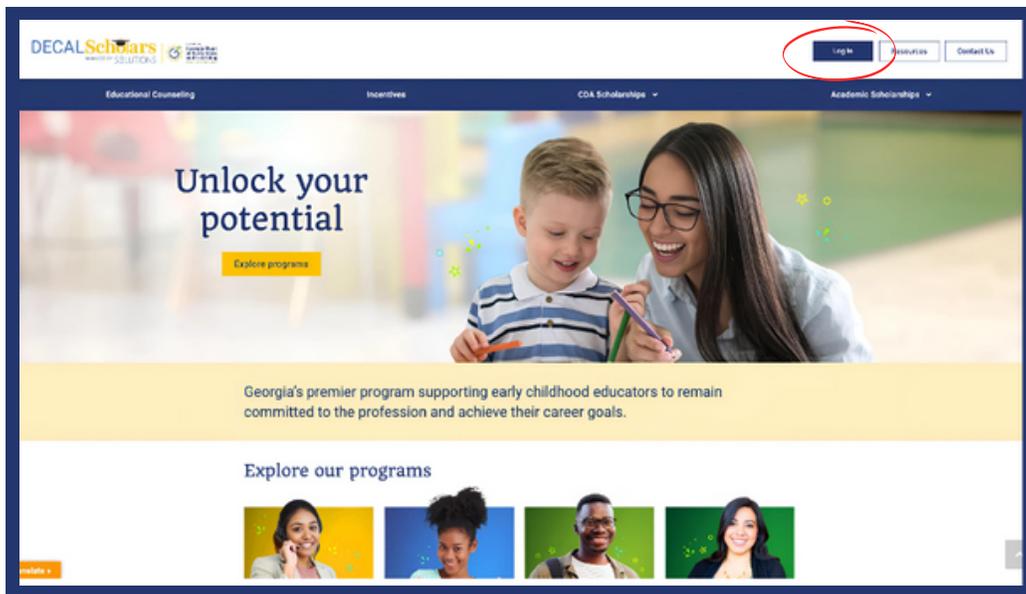


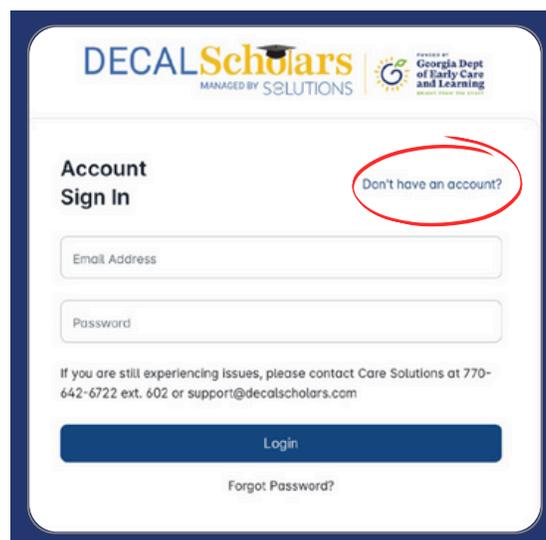
Create Your Profile

This document will guide you through setting up your personal profile with DECAL Scholars. Your profile will include your personal details and a record of all your program applications.

- 1 To begin, visit decalscholars.com and click the “Login” button at the top of the screen.



- 2 Next, on the sign-in screen, click the top right link, “Don't have an Account.”



Create Your Profile

- 3** Now, enter each of the required fields. Please note, your social security number *must* match the name on file with the Social Security Administration, or it will not be accepted. After you are done, select “Confirm and Continue.”

The screenshot shows the 'Create Account' form. At the top, there are logos for DECALScholars (MANAGED BY SOLUTIONS) and the Georgia Dept of Early Care and Learning (BRIDGET FROM THE START). Below the logos is a link: 'Click Here For Video Tutorial On How To Create An Account'. The form title is 'Create Account'. It contains the following fields: 'First Name*' (text input), 'Last Name*' (text input), 'Date Of Birth*' (calendar icon, MM/DD/YYYY), 'Email*' (text input), 'Social Security*' (text input with mask ###-##-####), and 'Re-Enter Social Security*' (text input with mask ###-##-####). There is a checkbox labeled 'Bypass SSN Validation' which is checked. Below the fields is a note: 'If you are still experiencing issues, please contact Care Solutions at 770-642-6722 ext. 602 or support@decalscholars.com'. At the bottom of the form is a blue button labeled 'Confirm & Continue'. Below the button are three dots and a link 'Log in'.

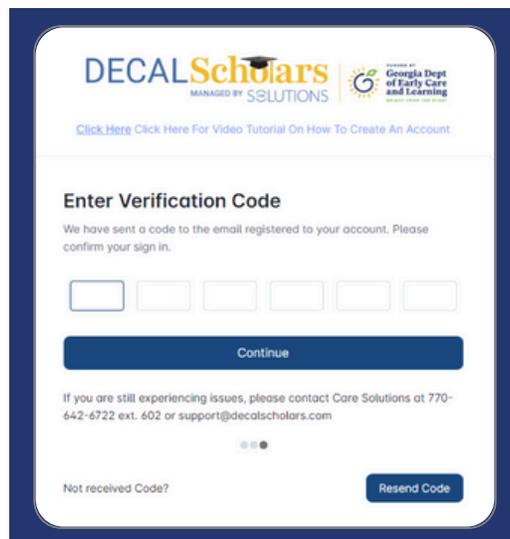
- 4** Then create your password. Be sure it is something you can remember and contains at least 8 characters, one capital letter, one small letter, a number, and a special character. After you have re-entered your chosen password, select the “Confirm and Continue” button.

The screenshot shows the 'Create Password' form. At the top, there are logos for DECALScholars (MANAGED BY SOLUTIONS) and the Georgia Dept of Early Care and Learning (BRIDGET FROM THE START). Below the logos is a link: 'Click Here For Video Tutorial On How To Create An Account'. The form title is 'Create Password'. It contains the following fields: 'Password' (text input with mask and a copy icon) and 'Confirm Password' (text input with mask and a copy icon). Below the 'Password' field is a list of requirements, each with a green checkmark: 'Be a minimum of 8 characters', 'Include at least one lowercase letter (a-z)', 'Include at least one uppercase letter (A-Z)', 'Include at least one number (0-9)', and 'Include at least one special character (!,@,#,\$...)'. Below the 'Confirm Password' field is a note: 'If you are still experiencing issues, please contact Care Solutions at 770-642-6722 ext. 602 or support@decalscholars.com'. At the bottom of the form is a blue button labeled 'Confirm & Continue'. Below the button are three dots.

Create Your Profile

- 5** After confirming your username and password, a verification email will be sent to the email address you provided. If it doesn't appear in your inbox, check your spam folder.

Open the email within 15 minutes and enter the verification code on the screen. If you're unable to do so within that timeframe, you'll need to resend a new code using the "Resend Code" button at the bottom right of the screen. Once you've entered the 6-digit code, click "Continue" to secure your account for future use.



The screenshot shows a mobile application interface for DECALScholars. At the top, there are logos for DECALScholars (MANAGED BY SOLUTIONS) and the Georgia Dept of Early Care and Learning. Below the logos is a link: "Click Here Click Here For Video Tutorial On How To Create An Account". The main heading is "Enter Verification Code". Below this, a message reads: "We have sent a code to the email registered to your account. Please confirm your sign in." There are six empty input boxes for entering the code. A blue "Continue" button is positioned below the input boxes. At the bottom, there is a note: "If you are still experiencing issues, please contact Care Solutions at 770-642-6722 ext. 602 or support@decalscholars.com". Below this note are three small circles, with the second one filled. At the very bottom, there is a "Not received Code?" link and a blue "Resend Code" button.

Congratulations!

You have now created your new profile and can sign in to your new DECAL Scholars profile! Now that you've signed in, don't forget to opt-in to text messaging.

To opt-in to text messaging, click on your user initials in the top right corner of your dashboard and select "Communication" from the dropdown menu. Then, select "Text and Email" from the choices and click the "Save" button.