

# To receive Child Care Assistance Program (CCAP) payments You Must Enroll in the Gateways Registry

The first step to becoming a member of the Registry is to request an online user account. Once you're a member you'll have access to your CCAP training records and reports, online training through the Gateways i-learning site, and more. Follow these steps to get started:

## 1 Request an online user account

1. Go to the Registry website at <https://registry.ilgateways.com>.  
*Firefox or Google Chrome web browsers are recommended.*
2. Click the ★ **Get Started** button on the bottom of the page.
3. Complete the User Account Request form with the required information and click the  button.
4. You will receive an email stating, "Your Online Account is Ready" with further instructions.

## 2 Join the Gateways Registry

1. Once you receive your Registry Account confirmation email, go to <http://registry.ilgateways.com> and click the  menu option at the top of the page.
2. Enter your username and password (*that you created when you set up your account*) to log in.
3. You will be prompted to complete the Gateways Registry application, step-by-step. If you have participated in trainings through your CCR&R, you may find that we already have some information filled in for you.

***If you are providing "Friend, Family, or Neighbor" care please enter your PERSONAL information under the EMPLOYMENT section.***



***When you enter your personal information, make sure to do so in the format: LAST NAME, FIRST NAME.***