

Creating a Children's Forum Portal Business Account

Business accounts are created in the Children's Forum Portal (CF Portal) by childcare program directors. Program and director/owner contact information is submitted and verified during the Business Account creation. Access and document requirements for creating a Business Account follow:

- To access the CF Portal go to <https://login.thechildrensforum.com/>
- To access a tutorial video, go to <https://login.thechildrensforum.com/index/help> and look for the Business Account video.
- Gather the following documents before beginning the process:
 - Program's DCF license number
 - Business license name under which the program operates (sunbiz.org)
 - Contact information for the owner listed on the business license (sunbiz.org)
 - Contact information for the DCF Director of Record
 - Scan of the DCF Director of Record's most recent pay stub or pay stub affidavit for verification purposes (form found at Create Business Account tab of the CF Portal).
 - Scan of Director of Record's identification document for verification purposes (Florida Driver's License, Florida ID card, Passport, or Military ID)
- Once at the CF Portal website, click the **Create Business Account** tab on the left-hand menu and follow the steps on that page for submitting a request for Business Account access.
- Owners will receive two emails from Siteaccounts@thechildrensforum.com indicating (1) receipt of the Business Account access request and (2) Business Account approval decision.
- The Director will receive a separate email from RegistryPortal@thechildrensforum.com providing the Business Account user name (DCF license number) and a time-limited link for creating the password. Be sure to check your SPAM filters if you do not receive these emails.
- Click the link in the email, which will take you to the CF Portal login page and follow the instructions to create a password and enter the newly created password and DCF license number as the username and click **login** to access your Business Account.

Helpful Tips

1. To prevent needing to re-create the Business Account due to a change of director or email address, it is best to use a general business email that would not change if the Director changes.
2. If your program's DCF license number changes or if the email used to create the Business Account changes, you will need to create a new Business Account.
3. If you did not receive the password creation email sent to the Director email address used to create CF Portal Business account, go to the **Create/Reset password** tab and enter your DCF license number to initiate a new password creation email.
4. Business Accounts require approval, which will come via email. Though these emails often come the same day, the volume of requests may impact the turnaround time of approval emails.
5. All documents submitted via the CF Portal must be in PDF format. Click [here](#) for information on how to create PDF documents.