



Task card - How to obtain child care software activation codes

How to obtain child care software activation codes

Overview	1
Obtaining your CCS Provider ID	2
Obtaining your CCS Person ID.....	2
Obtaining child care software activation codes.....	3

Overview

What is this task card for?

This task card explains how to obtain a child care software activation code required to connect your software to the Child Care Subsidy System (CCSS). It can also be used to regenerate an expired or lost code, or to create additional codes for multiple software instances.

Who will need this task card?

Child Care Subsidy (CCS) approved child care providers who need to activate their child care software product.

Before you can connect to the child care software, you will need to provide the following information to your CCS software provider:

- CCS Provider ID
- CCS Person ID
- Software Activation Code.

Once you have lodged an online application and become an approved provider, these three key pieces of information can be obtained as follows.

When to use this task card?

Use this task card when a CCS-approved provider needs to generate or regenerate a B2B activation code to connect their third-party software to the Child Care Subsidy System (CCSS).

Providers can only access the CCSS from their CCS approval date and must generate a new B2B activation code every 6 months to maintain connectivity. A new code is also required if the provider changes third-party software providers.

Need help?

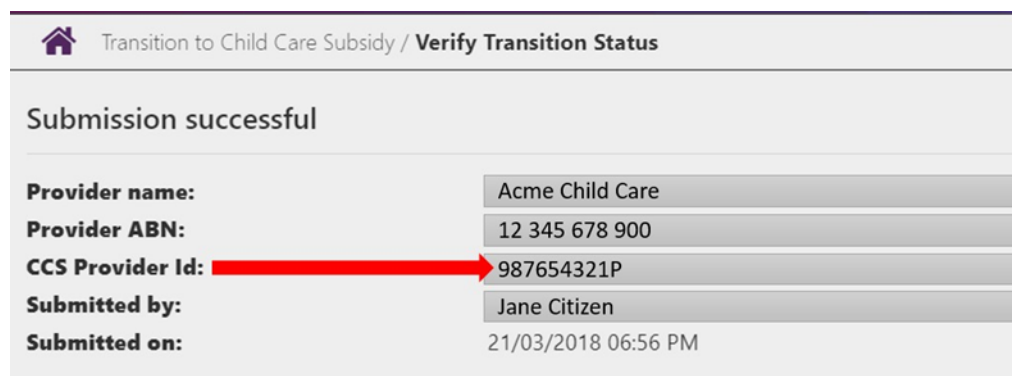
Contact the **PRODA Helpdesk** at **1800 700 199** (8am and 5pm) or [via email](#) with questions relating to PRODA and difficulties with generating an access code.


Contact your [child care software provider](#) for questions relating to registering software and whether multiple software instances are required.

Obtaining your CCS Provider ID

This is your new CCS Provider Identity Number. This ID is found in your letter of approval which can be viewed in **“My Inbox”** in the Provider Entry Point (PEP).

The following is an example of the **“Submission Successful”** page from your online application.



 Transition to Child Care Subsidy / Verify Transition Status	
Submission successful	
Provider name:	Acme Child Care
Provider ABN:	12 345 678 900
CCS Provider Id:	987654321P
Submitted by:	Jane Citizen
Submitted on:	21/03/2018 06:56 PM

Obtaining your CCS Person ID

This is your individual identity number in the Provider Entry Point (PEP). Your CCS Person ID can be found in the banner when logged into the PEP and also in your letter of approval which can be viewed in **“My Inbox”** in the PEP.



 Australian Government  Person ID:

Obtaining child care software activation codes

If you registered a software instance after registering your organisation in PRODA, the activation code would have been presented on screen. The PRODA system refers to software instances as Business to Business Devices (B2B).

Follow the steps below depending on your situation:

- New software instance: Complete steps 1–9
- Regenerate an expired or lost code: Complete steps 1–5
- Extend an active code: Complete steps 1–6

Step 1: Log in to PRODA

Log into PRODA: [Provider Digital Access \(PRODA\) - Services Australia](#)

Step 2: Select Organisations

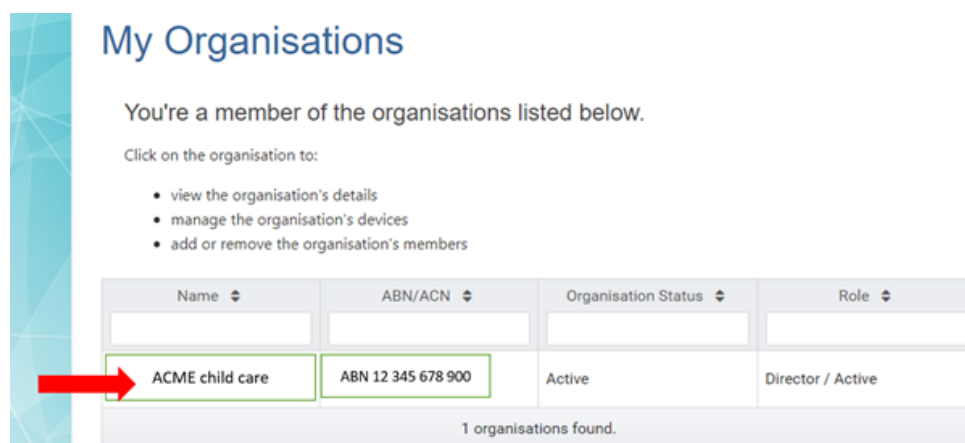
Once you log in, click '**Organisations**' located on the right hand side of the banner.



Step 3: Linked Organisations

All providers (organisations) you are linked to will display in a list.

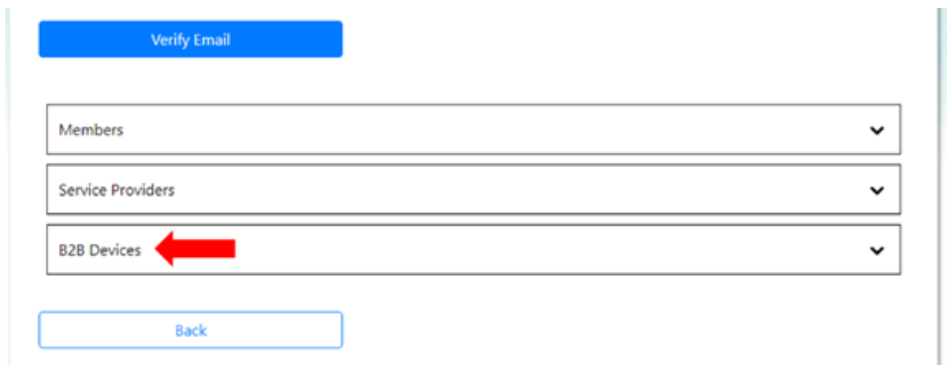
Click on the organisation name that you wish to register a software instance and generate an activation code for, or generate a new activation code for a software instance already registered

A screenshot of the 'My Organisations' page. The title is 'My Organisations'. Below the title, it says 'You're a member of the organisations listed below.' and 'Click on the organisation to:'. There are three bullet points: 'view the organisation's details', 'manage the organisation's devices', and 'add or remove the organisation's members'. Below this is a table with columns: 'Name', 'ABN/ACN', 'Organisation Status', and 'Role'. The table contains one row: 'ACME child care', 'ABN 12 345 678 900', 'Active', and 'Director / Active'. A red arrow points to the 'ACME child care' name. At the bottom of the table, it says '1 organisations found.'

Step 4: View Details

Details of the organisation will display, including Members, Service Providers and B2B Devices registered to the organisation.

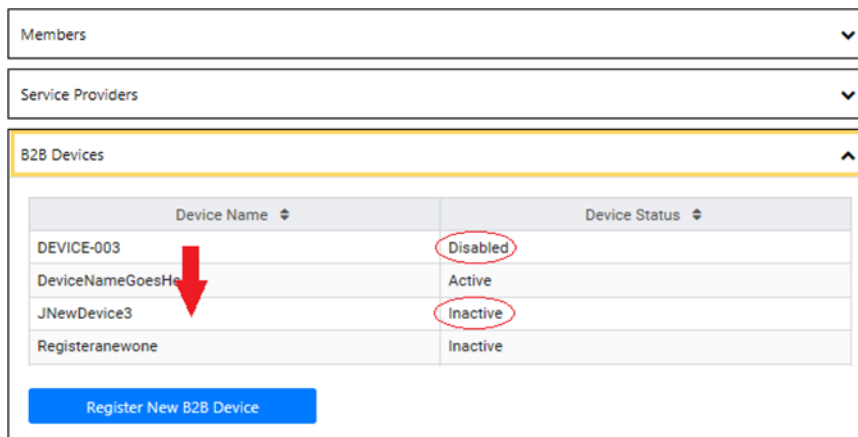
Scroll to the bottom of the page and click “B2B Devices”. Any child care software instance already registered will appear in this table with its device name and status.



Step 5: New Device Activation Code

To regenerate a new code for an existing **Inactive** or **Disabled** software instance, or lost or expired code, click on the name of the software instance and click “**New Device Activation Code**” then confirm the action by clicking “**Generate New Device Activation Code**”.

Go to **Step 9**.




Device details

Device	
Name	mycomputer
Status	Expired
Code Generation Date	29/05/2018 10:51:45 am

Device Management

Generate New Device Activation Code

Your Device Activation Code has expired. A new code can be generated using the button below.

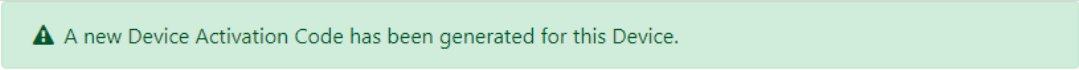
[Generate New Code](#) 

Device Management

Generate New Device Activation Code

[Generate New Code](#)

New Device Activation Code

 A new Device Activation Code has been generated for this Device.

Device Activation Code

Code Expiration Date 16/06/2022 01:59:05 pm

Step 6: Extending the Activation Code

To extend access for an existing **Active** software instance, you will need to disable or remove the device and generate a new activation code.

Click on the name of the software instance and click “**Disable B2B Device**”, then follow **Step 5** to regenerate a new device activation code.

Note: your CCS Software Provider or PRODA Helpdesk may direct you to instead click “Remove B2B Device” then register a new software instance as shown at **Step 7**.



Members	▼
Subsidiary Organisations	▼
Service Provider	▼
Organisation Representations	▼
B2B Devices	▲

<div style="text-align: right; font-weight: bold; font-size: small;">Device Name</div> <input style="width: 95%; border: none; border-bottom: 1px solid #ccc;" type="text"/>	<div style="text-align: right; font-weight: bold; font-size: small;">Device Status</div> <input style="width: 95%; border: none; border-bottom: 1px solid #ccc;" type="text"/>
Test123	active

◀ ▶ 1 ▶ ▶▶

10 ▼ 1 record found

Register New B2B Device

Details for Device: DeviceNameGoesHere

On this screen you can do the following:

- view or generate your Device Activation Code for an inactive device
- view your device history
- disable the device if it is active
- remove this device from the PRODA system

Name	DeviceNameGoesHere
Description	Hello, everyone.
Status	Active
New Device Activation Code generated for the device	11/07/2018 03:44:50 pm
Expiry date	11/01/2019 03:44:50 pm

Disable B2B Device
 You can disable this device by clicking the Disable B2B Device button below

Disable B2B Device

Remove B2B Device
 You can remove this device from the PRODA system by clicking the Remove B2B Device button below.

Note that this action cannot be undone. If you wish to use the device at a later date, you will need to go back through the device registration process.

Remove B2B Device

Step 7: Register a new B2B Device

To register a new software instance, click on the “Register New B2B Device” button.



Members	▼
Subsidiary Organisations	▼
Service Provider	▼
Organisation Representations	▼
B2B Devices	▲

Device Name	Device Status
<input type="text"/>	<input type="text"/>
Test123	Inactive
<p>Navigation: [Previous] [1] [Next] [10] [Dropdown]</p>	
1 record found	

[Register New B2B Device](#) ←

Step 8: Naming the Device

Enter the name you want to use for this software instance in the ‘**Device Name**’ field.

Note: make sure this name is unique within your organisation and is descriptive enough for you to recognise the location/s where the software instance will be used. The name must contain acceptable characters only, and no spaces. Acceptable characters are alphabetic (abc), digits (123), underscores (_), hyphens (-), and full stops (.)

Once the software instance is named, click ‘**Register Device**’ to obtain an activation code.

Register New B2B Device

Generate a Device Activation Code for a new device.

This process is in two parts.

1. Use the form below to enter a new, unique name for the device. Make sure this name is descriptive enough for you to recognise the location of the device easily.
2. Once submitted, copy the code and provide it to the software or application requesting it. **Misuse or loss of this code can have consequences.**

Please enter the name of the Business To Business Device that you wish to register for your organisation below.

The Device Name must be unique within this organisation.

Device Name:

Description: (Optional)

Step 9: Device Activation Code

The code generated will be presented on screen This code must be provided to your CCS software provider promptly, as it will expire after 7 days.



Record and provide this code along with your CCS Provider ID, CCS Person ID and the Device Name to your CCS Software Provider.

Note: the Device Activation Code and Device Name is 'case sensitive'. When entering this in software, or providing this to your CCS Software Provider, please record this exactly as it displays on the screen.

Register New B2B Device

Generate a Device Activation Code for a new device.

This process is in two parts.

1. Use the form below to enter a new, unique name for the device. Make sure this name is descriptive enough for you to recognise the location of the device easily.
2. Once submitted, copy the code and provide it to the software or application requesting it. **Misuse or loss of this code can have consequences.**

Device Activation Code

Write down this Device Activation Code for use in your practice management software.

Your Device Activation Code:	
Device Name:	Test123
PRODA RA (Organisation):	
This code is valid from now until 16/06/2022 01:31:23 pm .	
Back	View Device Details

Step 10: B2B Device List

The names of all software instances will display in the B2B Device list. Repeat steps 7 to 9 for however many software instances that will be registered for the organisation.

Members	▼
Subsidiary Organisations	▼
Service Provider	▼
Organisation Representations	▼
B2B Devices	▲
Device Name ▾	Device Status ▾
<input type="text"/>	<input type="text"/>
Test123	Inactive
◀ ◁ 1 ▷ ▶	
10 ▼	
1 record found	
Register New B2B Device	

Step 11: Connecting software to the CCSS

Once you have generated the B2B activation code, provide it to your third-party software provider so they can connect your service(s) to the CCSS.

