

NACCRRAR^{aware} License Agreement Download & Submission Instructions

Please read carefully and follow each step. Questions and concerns should be sent to ndshelpdesk@usa.childcareaware.org.

All agencies that wish to use NACCRRAR^{aware} must sign the License Agreement.

Those agencies that will be utilizing the national server (commonly called NACCRRAR^{aware}.NET), should first submit the NACCRRAR^{aware} License Agreement. Then, those agencies should review and submit the Web Hosting Agreement, which is considered an attachment to the primary NACCRRAR^{aware} License Agreement. The Web Hosting Agreement is available at the same download location as the NACCRRAR^{aware} License Agreement (see below).

1. Download the NACCRRAR^{aware} License Agreement from

<http://www.naccrra.org/programs-services/naccrra-data-services/forms>

2. Review, complete, and sign the Agreement.

You will see a number of **highlighted** areas in the document. They are explained here.

- a. The license agreement number will be assigned by Child Care Aware of America when we receive the signed agreement; it will be your Agency ID number. Please leave unspecified.
- b. Please type or print clearly the date, your agency name and address.

In Section 4.1, please specify the amount your agency paid for your NACCRRAR^{aware} license. If you do not know the amount that your agency paid for NACCRRAR^{aware}, please email a request for this information to ndshelpdesk@usa.childcareaware.org.

c. Include in this email the following:

1. Exact information requested
2. Your name
3. Your title
4. Phone number
5. Agency Name
6. *If your payment check may have been issued under another organization name (e.g. community college), please list that name as well.*
7. Agency City
8. Agency State
9. Valid e-mail address

3. Schedule D (not enclosed) is the Web Hosting Agreement; see detailed instructions below for downloading and completing.

Most importantly, do not forget to sign and date pages 12, 20 and 26.

4. Mail the *entire* signed Agreement to: Attn: Cathy Wague
Child Care Aware of America
1515 N. Courthouse Rd - 11th Fl.
Arlington, VA 22201
5. Once the License Agreement is received, we will verify your site has purchased NACCRRAware and is a current Member of Child Care Aware of America. If you are uncertain of your membership status, please contact's NACCRRRA Membership Team (memberengagement@usa.childcareaware.org) before returning your License Agreement. To join or renew online, please go to <http://www.naccrra.org/membership-1>
6. Once the verification process is complete, you will receive an Agency ID and Password via the email address listed on the cover sheet of the License Agreement. This information will allow you to access the NACCRRAware software online. In addition, a fully signed copy of the agreement will be returned to you.
7. To complete the Web Hosting Agreement (Schedule D), please review the information below:
 - a. The Web Hosting Agreements run from July 1 through June 30.
 - b. The Software License Agreement number is NAC-XXXXXX where XXXXX represents your Agency ID, given when you sign the Software License Agreement
 - c. The Annual Lease Fee will be invoiced based on the number of provider records. See current fees at: <http://www.naccrra.org/programs-services/naccrras-suite-of-data-services/pricing-schedule>
 - d. The Annual License fee is only prorated for ½ year if the agency is set up after December 31 of the current program year.

If you have any questions or concerns, please email ndshelpdesk@usa.childcareaware.org or call The Help Desk Support toll free at 1-866 782-2261, ext. 2.