Submitting an Enrollment Request

1. Log into your NJCCIS account.
2. In the Toolbar at the top of the screen, click on Provider>My Providers. This opens the Provider Facilities page, where you can view your GNJK eligible providers within the NJCCIS database and change their information.

3. Click on the ✏ Select button next to one of the results to open the Provider Personnel page for that provider.
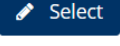
4. Click on the **QRIS** button in the Quicklinks dropdown section to open the QRIS section.
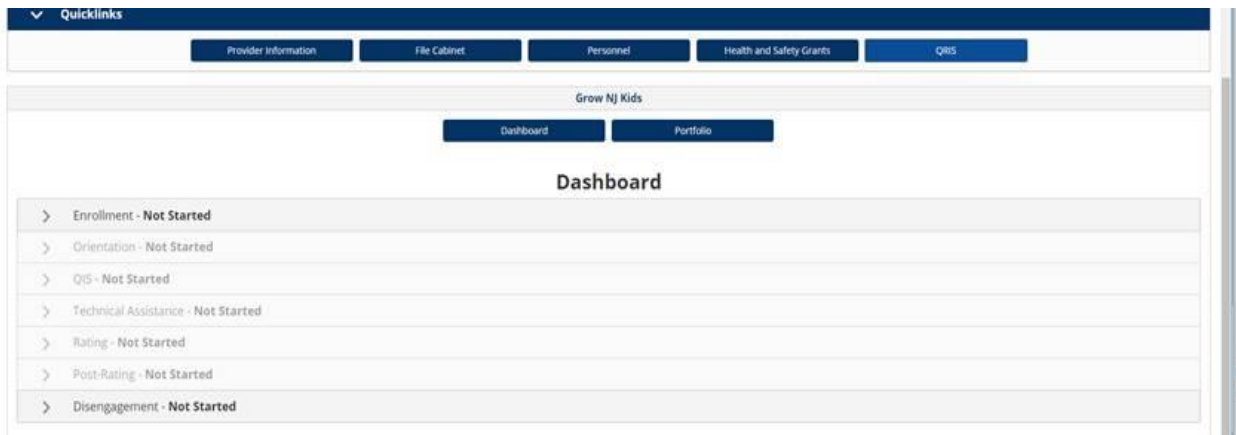
5. Click on the Enrollment heading to open the Enrollment dropdown section.

6. Click on the **Select** button to view the enrollment information for an existing request, or click on the **+ New** button to create a new request.

7. Fill in the fields and select the appropriate options for the enrollment request, then click on the Submit button to submit the enrollment request.

Select	Id ⇕	Description ⇕	Status ⇕	Created By ⇕	Update Date ⇕	Has Violations ⇕
✎ Select	1136	QRIS-Enrollment-GNJK-FCC	Submitted	Sindhura dcc	12/17/2018	No

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+ New

If you have issues with enrollment, please contact the NJCCIS Help Desk.

NJCCIS
New Jersey Child Care Information System

Customer Service Phone

📞 1.800.332.6512

Customer Service Email

✉ NJCallCenter@e-tcc.com

NJCCIS Call Center Hours

Sunday	Closed
Monday	8:00 am – 6:00 pm
Tuesday	8:00 am – 6:00 pm
Wednesday	8:00 am – 6:00 pm
Thursday	8:00 am – 7:00 pm
Friday	8:00 am – 6:00 pm
Saturday	Closed