



Knowledge Base

How to Register a JCS-Inc. Educational Enrichment Partner

The following instructions are for new and returning JCS-Inc. Educational Enrichment Partners who need to complete the registration process annually. This includes supplying all the necessary paperwork, filled out completely.

1. To begin, login to the [JCS-Inc. Educational Enrichment Partner page](#) using the username and temporary password in your email. If you do not remember your password select 'Forgot Password?' and a password reset will be sent to the email on file.

2. Once you log in you'll see all the instructions needed to complete registration.

3. Review your answers to the Acknowledgements. **Make sure to select SAVE before moving on to another page. TIP: The Registration process isn't interactive, you will need to select each tab in the Right column to progress through the registration.**

Acknowledgements

Will you be providing only stand alone services or materials, with NO contact or correspondence with a JCS student?

☐ Yes, no one will be in direct contact or correspondence with the student.

☒ No, the student will be in contact or correspondence directly with someone i.e in person, over the phone, through etc.

Will the services you provide require the JCS student to meet in-person, either one-to-one or in groups?

☐ Yes, I/We will need to always, or a least occasionally, meet the student in-person to provide the services offered.

☒ No, all services can be conducted Online, through virtual participation.

Are any of your services offered advertised as 'Special Education' instruction?

☐ Yes, I/We provide 'Special Education' instruction.

☒ No, all services are advertised for general education enrichment.

4. Answer the Current Registration questions listed. These can be found by scrolling down under the main directions. **You must complete each section.** If it is not applicable please mark "N/A." If you do not answer each of these your registration will not be complete.

Registration Information

How are you conducting Business?

☒ **As an Independent Contractor:**
I provide services for hire independently, have no employees, partners, or subcontractors, and do business under my own name and pay income tax as an individual.

☐ **As a Company:**
I own or represent a company with employees, business partners, or subcontractors, and pay income taxes as an entity with a Federal Employer Identification Number (FEID).

How many employees does the business have?
(an Employee is someone for whom you pay payroll taxes)

List all Employees (including yourself), who will have contact with Students:

What Services do you/the company provide to (check all that apply)

☒ Academic Support / Tutoring

☐ Small Group Instruction

☐ Physical Activities

List of Activities Provided:

Location(s) where services are rendered: (check all that apply)

☒ Place of Business

☒ Public Location

5. Review your information under 'My Information' to verify accuracy.

JCS EEP

- Current Registration
- My Information**
- Registration Docs
- My Locations
- Services Offered
- Purchase Orders
- Attendance List
- My Invoices
- Reset Password
- EEP by Category
- EEP Map
- Q, Advanced EEP Search

Home General Information - Apply to become an EEP Help Enroll with JCS

Claire's Amazing Test Business Account Information

- Read the instructions on completing the EEP registration: [EEP Registration Instructions](#)
- FIRST Complete the Registration questions under "Current Registration" from the menu on the left. **You must complete this section, and click 'Save' before you can complete other sections.**
- To edit your information, such as address or phone number, select 'My Information' from the menu on the left.
- Certain documents must be signed and uploaded to complete your registration. Select 'Registration Documents' from the menu on the left to download and upload necessary documents.
- To add, edit, or remove services that you will offer to JCS students, click 'Services Offered' from the menu on the left.
- For answers to common questions about becoming a JCS Educational Enrichment Provider, go [here](#) General Information
- For questions not covered in the General Information section, or for help completing Registration, Please Contact the Resource Center [Resource Center](#) (760) 765-5500

Contact Information

Business Name (DBA):

(this is the name that will appear on the JCS website, purchase orders, and should be on any advertising. It MUST match the DBA listed on your W9 Exactly. If the DBA is blank on your W9, then this must be the Legal Name listed on your W9)

Legal or Taxable Entity Name:

(this is the 'Name' that is on your W9 form, and under which income taxes are filed, and will be the name that checks are issued to)

Tax Status:

Business Email Address:

Business Phone:

Business Fax:

Business Website:

Remittance Attention:

Remittance Address 1:

Remittance Address 2:

Remittance City:

Remittance State:

Remittance Zip:

Remittance email:

Would you like all Purchase Orders emailed to you? ☐ Yes ☐ No

6. Go to 'My Locations' to complete all locations your business will be providing services to students. If you have more than one location you can select the 'Add Another Location' button for each location. **Make sure to select SAVE before moving on to another page.**

The screenshot shows the 'My Locations' page for 'Claire's Amazing Test Business Locations for 2020-2021'. The left sidebar has 'My Locations' highlighted. The main content area includes instructions to list locations for JCS students and a form to add a new location. The form fields are: Name (Primary Location), Address, Location Status (Open), City, State, Zip, County (Select a county), Phone (858-248-7337), and Email Address (claireroush217@gmail.com). An 'Add Another Location' button is at the bottom.

7. Complete Services Offered section. Select 'Add a New Service' for each additional service you offer. If you are unsure how to list your service offerings please refer to the FAQs for Education Enrichment Partners: [EEP FAQs](#).

The screenshot shows the 'Services Offered' page. The left sidebar has 'Services Offered' highlighted. The main content area includes instructions to add services and a table to list them. The table has columns: Category, Instruction Unit, Price, Description, and Discontinued. A row is shown with Category 'Acting & Theatre', Instruction Unit 'Each', Price '0.0', and Description 'General-Claire's Amazing Test Business'. An 'Add a New Service' button is below the table. Below the table is a section for 'Special Ordering Instructions' with a text area for 'Special Ordering Instructions, if any'.

8. Go to 'Registration Docs' and then download each of the documents needed to complete the registration process. ***TIP: The EEP Agreement is not complete without the Fee Schedule page. Complete the Services Offered tab before signing and uploading the EEP Agreement.**

The screenshot shows the 'Registration Docs' page for 'Required Registration Documents for Claire's Amazing Test Business'. The left sidebar has 'Registration Docs' highlighted. The main content area lists required documents and their upload status. The table below shows the documents and their status.

Document	Status
Eep Independent Contractor Agreement	No Eep Independent Contractor Agreement has been uploaded
Advertising	No Advertising has been uploaded
Livescan	No Livescan has been uploaded
Business License	No Business License has been uploaded
W 9	No W 9 has been uploaded
Liability Insurance	No Liability Insurance has been uploaded
Employer Fingerprint Clearance Certificate	No Employer Fingerprint Clearance Certificate has been uploaded

9. When you click on one of the documents it will direct you to a page with: 1) instructions for how to complete the document; 2) a button to download it; and 3) a button to upload it once you have completed it. **NOTE: To ensure your documents are readable please save them as PDFs.** Saving them in the JPG format often causes errors in our system, which will delay completion of your registration. ***TIP: Each file should include all pages in one file. Uploading each page individually will delay the approval process.**

Make sure to select SAVE before moving on to another page.

Instructions for EEP Independent Contractor Agreement **1**

Before printing and uploading your new Agreement, open the 'Services Offered' tab in order to add/edit/remove your services.

If the agreement is printed before all offerings are correctly entered into the 'Services Offered' tab, the agreement will not be valid, and will have to be re-printed after the offerings are added.

In the Fees section fill in each service you are providing, Instructional Unit (duration, hour, 1/2 hour, etc.), and the fee per unit.

Click the 'Download VCI Agreement' to download your Agreement. Be sure to print, hand-sign, and date your agreement before uploading.

2

Download for EEP Independent Contractor Agreement

[Eep Independent Contractor Agreement](#)

Document Upload Status **3**

Status	Document
Add a new EEP Independent Contractor Agreement	

If you questions or need help, please contact us. Phone: (760) 765-5500 Email: resources_help@jcs-inc.org

Don't forget to save!

[Save](#)

An example of how each document should be completed can be found in this table:

Individual/Sole Proprietor	Business
EEP Independent Contractor Agreement	EEP Company Contractor Agreement
Advertising	Advertising
LiveScan	LiveScan and Employer Fingerprint Clearance Certificate
Business License or Business License Waiver	Business License or Business License Waiver
W-9	W-9
Liability Insurance or Liability Insurance Waiver	Liability Insurance or Liability Insurance Waiver
--	Workers Compensation Insurance

10. Complete this process for each of the registration documents. When you have finished each of them you'll see a message that you've uploaded the documents and they're pending approval.

Required Registration Documents for Claire's Amazing Test Business

The following documents are required to complete your current Educational Enrichment Partner registration. Please click on the links below for instructions concerning each documents requirements, and how to upload.

Document	Status
Eep Independent Contractor Agreement	One or more Eep Independent Contractor Agreement have been uploaded and are pending approval
Advertising	One or more Advertising have been uploaded and are pending approval
Livescan	One or more Livescan have been uploaded and are pending approval
Business License	One or more Business License have been uploaded and are pending approval
W 9	One or more W 9 have been uploaded and are pending approval
Liability Insurance	One or more Liability Insurance have been uploaded and are pending approval
Employer Fingerprint Clearance Certificate	One or more Employer Fingerprint Clearance Certificate have been uploaded and are pending approval

11. Once you have completed all of the sections listed above a Resource Center staff member will review your registration and all the documents for accuracy. If any clarification is needed you will be contacted, and if you have any documents that have not been uploaded or have not been filled out completely you will receive an email.