

SOCIAL SERVICES DEPARTMENT  
Financial Services Unit  
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Fax: (218) 299.7106  
MN Toll Free 1.800.757.3880



Dear Day Care Provider,

Clay County is excited to announce the availability of **on-line daycare billing**. If you have a computer with internet access, this is an opportunity for you to:

- **Save time**
- **Eliminate some mail**
- **Stop paying for postage**

Clay County is moving forward with a NEW Child Care Payment system called MEC<sup>2</sup> PRO. This is a web-based application where you can submit your Child Care Assistance billing forms electronically. You are able to access, complete, and submit this data at any time of the day or night.

Using MEC<sup>2</sup> PRO Electronic Billing, there is:

- **No looking for that client signature, it is not required with this system.**
- **No need to copy your day care voucher, it is saved on-line.**

It is easy to sign up! Just fill in the following information. **(Please print.)**

Name of authorized user: \_\_\_\_\_  
(this is the person who submits the bills)

Name of Provider: \_\_\_\_\_  
(this is the name of the day care center)

Telephone : \_\_\_\_\_

Email address: \_\_\_\_\_

Choose a Login ID: \_\_\_\_\_  
(lower case, no spaces, example johnsmith)

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

The information requested on this form is necessary for enrollment in the MEC<sup>2</sup> PRO Electronic Billing system. The information requested will be maintained in a private manner and will not be released to anyone other than the State of Minnesota or their agents without your prior written approval.

My name is Susan Roll, and I will be your MEC<sup>2</sup> PRO Security Liaison during this application process. I will email you additional information once you've signed up. You may either mail this form to Clay County Social Services ATTN: Susan Roll 715 N 11 ST Suite 102 Moorhead, MN 56560 –OR– email the requested information to [Susan.Roll@co.clay.mn.us](mailto:Susan.Roll@co.clay.mn.us). Either way, I look forward to hearing from you!