Car Seat Distribution Input – Quick Guide

UCare SEATS Program

Please note that a Car Seat Distribution will only process and record (1) if the distribution is input after a Car Seat Request has been made and during the month of the distribution.

1. Login to the UCare Provider Portal. Under the **Provider Inquiries** tab, select **SEATS Program.** Follow the **SEATS Provider Portal** link.
2. Click on **Members** tab
3. Perform Member Search. Enter UCare ID in **Instrument** field.
4. Select member (click on **ID** hyperlink)
5. Click on **Ways to Earn** tab.
6. To input a distribution, select **Car Seat Distribution**
    - Click the red **"i"** icon and the **More Details** screen will display
7. Click on the **Load** button
    - For children, you will need to select **Load** for the car seat type distributed
8. The **Load New Activity** screen will display
9. **Load New Activity** Input Instructions:
    - **Activity Date:** Input the date that the car seat was distributed. The distribution date must have occurred after the request date and during the month of the approved car seat request.
    - **Location:** This will default to the provider's location
    - **Instrument:** Will default to the member's ID
    - **Reference Number:** Auto defaulted by system, no input needed.
    - **Quantity:** Input the number of car seat(s) distributed.
    - **Attributes:** No input is necessary on a distribution
    - **Description**: Input any text, which will show on the activity history transaction.
10. Then click **Save** and the request will save and display the **Activity History** showing the submission.

11. Important: In **Activity History**, confirm that the distribution was correctly recorded – the **Rewards** column of your submission must display the number **1** for 1 car seat distributed. You may need to refresh the page for this column to update.
    If a **zero (0)** still displays after you've refreshed the page, then click on the **>** symbol (first column) to view the error code. You may need to re-enter the request with the correct information. For additional info on how-to re-enter, refer to the Training PowerPoint's "Error Messages" slide.