If you have problems working through the new system, call the Gateway Helpdesk at (877) 423-4746

GEORGIA GATEWAY: HOW TO LOGIN AND COMPLETE AN APPLICATION

pen your browser and go to	Scroll down towards the bottom of the
<pre>https://gateway.ga.gov/access/</pre>	screen and click "Create Account".
	NEW TO THE GATEWAY?
	Sign up for a new account. With an account you can:
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CHILD CARE AND PARENT SERVICES (CAPS) APPLICATION

Select the box for the Child Care and Parent Services (CAPS) application.



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LINK YOUR ACCOUNT

If you have an existing case, you can link your Gateway account to your benefits. You will then be able to upload documents, report changes, and view your benefit information.

If you are currently receiving benefits, select the link to link your account so that you can report changes, view your benefit information, or renew your benefit.

GET STARTED

The Child Care and Parent Services (CAPS) application will prompt you to begin entering your information for the various sections of the application.

Get Started Resources Income Bills Finish & Submit

SAVE YOUR INFORMATION

As you complete your application, remember to save your information. You can exit and return to the application as needed. The "Save and Exit" and "Next" buttons are located at the bottom of the screen.

< PREVIOUS SAVE & EXIT 📰 NEXT >>

FINISHING UP THE APPLICATION

After you have entered ALL your information, review your completed application and verify that all the information is correct.

10 SIGN & SUBMIT

Sign your name electronically and submit the application.



11 Upload Documents

After you submit your application, click the "Upload Documents" link.

If you would like to upload documents, select link to <u>upload documents</u>. If you would need to add or delete a person, change or update other info