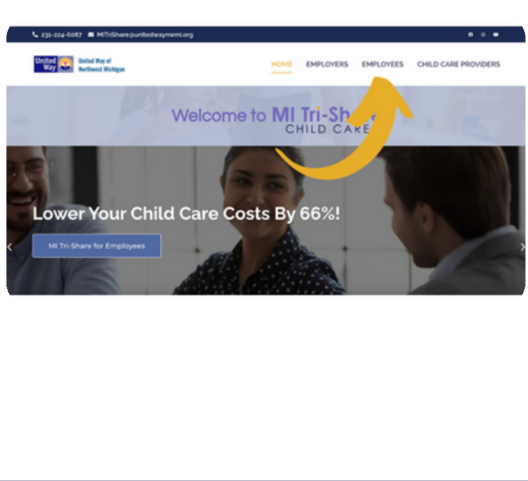
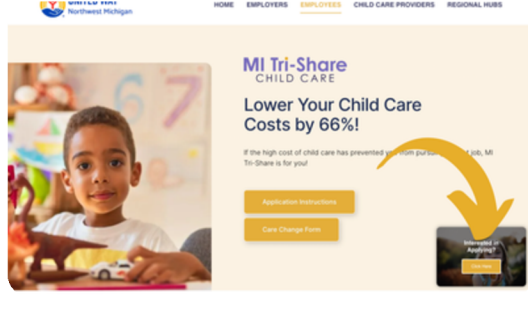
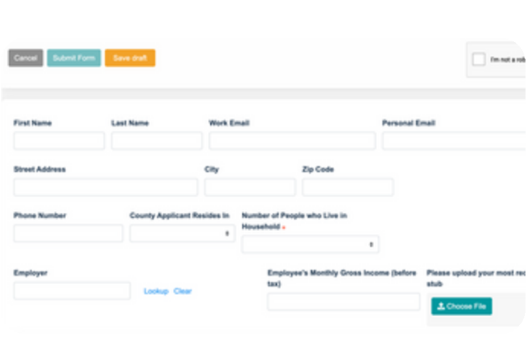


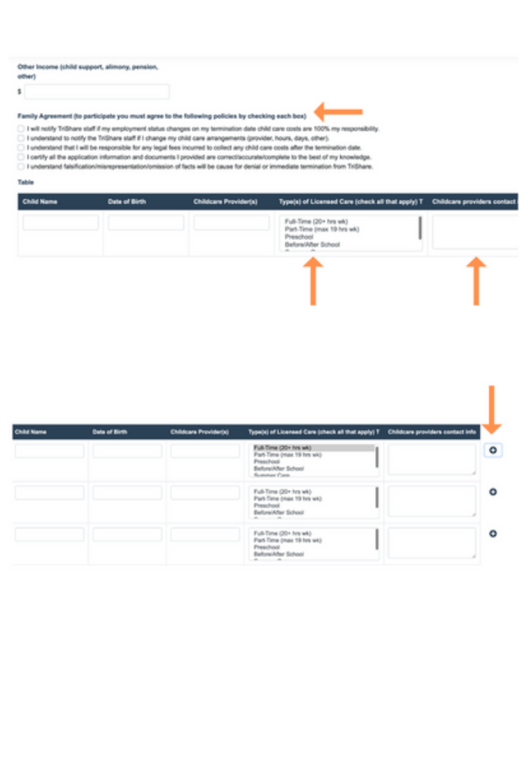
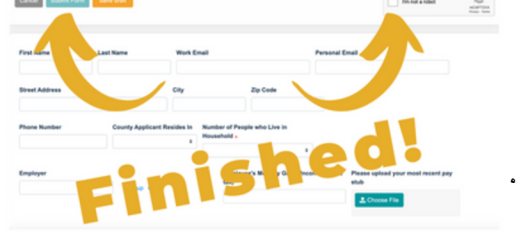


MI Tri-Share CHILD CARE

Employee Application Instructions

| | | |
|----------------------|--|---|
| <p>Step 1</p> | <p>Go to MITRISHARE.ORG, navigate to the employee page</p> <p>Note: Applicants must be prepared to provide proof of all income for every adults living in the household.</p> <ul style="list-style-type: none"> • Two recent pay stubs (PDFs/Photos), which include gross year-to-date income from the participating employer and any other employers. • Proof of any other income. |  |
| <p>Step 2</p> | <p>In the Interested in signing up box, click the button. Once you do, an application form will open.</p> |  |
| <p>Step 3</p> | <p>Fill out the top portion of the application.</p> |  |
| <p>Step 4</p> | <p>In the employer field, you MUST enter the first letter (in capital) of your employer's name and click the blue lookup field; otherwise, the form will return an error.</p> <p>Click choose file to upload copies of two recent pay stubs. Continue through the remainder of the application.</p> <ul style="list-style-type: none"> • If applying Jan-March, please upload the last paystub paid out for the prior year. • If self-employed, please upload a 1040 Schedule C for your business. |  |
| <p>Step 5</p> | <p>You are required to report the gross monthly income for every adult who lives in the household and any additional income you may have.</p> <p>If applicable, please upload two pay stubs for your spouse, partner, or other adult living in the household.</p> <p style="text-align: center;">Scroll Down</p> |  |
| <p>Step 6</p> | <p>Please review and check the family agreement boxes. This makes sure you understand your responsibilities if you want to participate in the program.</p> <p>Add information about each child you want to cover with the program. Make sure to select all the care options that will be needed.</p> <p>Don't forget to list your childcare provider's contact information. Include their name, email and phone number.</p> <p>If you have more than one child to enter, scroll to the right and click the "+" sign to add more rows.</p> <p style="text-align: center;">Scroll Up to the top</p> |  |
| <p>Step 7</p> | <p>Check the box that you are not a robot and hit submit form!</p> |  |