



To make your enrollment as smooth as possible, please be prepared to provide the following information and attach copies of the required documents. You will need this information to complete your enrollment whether you enroll on your own, have a booking with an Agent or attend one of our community walk-in days.

Client Information:

- First Name & Last Name
- Date of Birth
- Social Security Number
- Physical Address
- Contact Information (phone and email)

Support Coordinator Information:

- Support Coordinator Name, Email, Phone

Employer Information:

- First Name & Last Name
- Date of Birth
- Social Security Number
- Federal Employer Identification Number (EIN)
- Physical Address (No P.O. Box) and Mailing Address
- Contact Information (phone and email)

For Employers to enroll their SDEs:

- Full name, date of birth, Social Security Number, and any other names/aliases used
- Contact info (email and phone)
- Physical Address (No P.O. Box) and Mailing Address
- Payment preference (check, direct deposit, or Paycard)
 - If using direct deposit: bank name, routing/account numbers, account type and a voided check or direct deposit letter for SDE to upload during your enrollment
- Employment details including services provided from your ISP or SDR (e.g. your service codes - individual supports, community-based supports or respite etc.), hourly payrate
- **Information about the amount of federal and state withholding deductions your SDE would like to have set up**
- Documents that Employer will need to attach. Driver's license (if providing transportation), and I-9 supporting documents (e.g.: Passport, State ID/Driver's License, Social Security Card)
- Resume for the SDE to attach (if you do not have a resume a template will be provided)