

How to Update Staff/Associated Parties in BFIS

Please login to your Child Care Program Account at <http://brightfutures.vermont.gov>.

To update demographic information:

1. Click the **Account Summary** tab at the top of the page.
2. Scroll to the center of the page and click the name of the staff or household member you wish to view.
3. Their demographic information will appear. If any of the information is incorrect, please have the individual contact the Bright Futures Help Desk at 802-241-0800. Or if the individual is a child, please contact your [Licensing Technician](#).

To update staff/associated parties start date:

1. Click the **Account Summary** tab at the top of the page.
2. Scroll to the center of the page and click on the individual whose start date you wish to update.
3. Click **Update Employment Information**.
4. Enter the start date of the individual.
 - This would either be employment start date or move in date.
5. Click **Submit Changes**.

To update staff/associated parties position:

If you need to change an associated parties position, please contact your [Licensing Technician](#).

To remove a staff/associated party:

1. Click the **Account Summary** tab at the top of the page.
2. Scroll to the center of the page and click on the individual you wish to remove.
3. Click **Update Employment Information**.

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4. Enter the approximate end date of the individual.
 - This would either be employment end date or move out date.
5. Click **Submit Changes**.

Add Staff/Associated Party

All staff and/or household members must be listed on your Associated Parties list.

To add a new staff or household member:

1. Click the **Account Summary** tab at the top of the page.
2. Click **Add Staff/Associated Party** on the bottom left of the page.
3. Enter in all required information, and any additional information you may have.
 - Make sure to enter the individuals full legal name.
4. When complete, click **Submit**. You will receive a Request ID number, which can be used to track the status of the request.

Next steps for new staff or household members:

- Have the new staff or household member complete a [Record check Authorization form](#), if they are 16 years or older.
 - The form can be faxed, or mailed to the Licensing Unit.
 - **Fax:** 802-241-0848
 - **Mail:** Child Development Division, NOB 1 North, 280 State Drive, Waterbury, VT 05671-1040

If you have any questions, please contact the Licensing Unit at 1-800-649-2642, option 3.