User Guide

BiP

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Introduction

This Benefit Information Portal (BiP) User Guide is designed to assist the user and worker with Self-Enrollment on the BiP website. It is assumed that the user received his/her **Vendor Number** prior to attempting to self-enroll. The user will not be able to self-enroll without his/her **Vendor Number**. BiP is currently configured to use Firefox or Internet Explorer 9 or better. **Please read this entire document prior to enrolling.**

Welcome to BiP

The parent/custodian navigates to the BiP website by entering https://bip.dhs.mn.gov/ into their web browser. The Welcome to BiP screen below is displayed.

Figure -1: The Welcome to BiP website

Self-Enrolling

The parent/custodian can self-enroll by double clicking on one of the create account links indicated below.

Figure -2: Create Account Links

Entering Vendor Number

The parent/custodian is taken to page 1 of 4 pages of the self-enrollment module. The parent/custodian will need his or her Vendor Number prior to enrolling. The parent/custodian should have received their Vendor number in the mail or via Email. A tip is displayed on the screen, below the Vendor number input textbox, to advise the parent/custodian where their Vendor Number can be found.

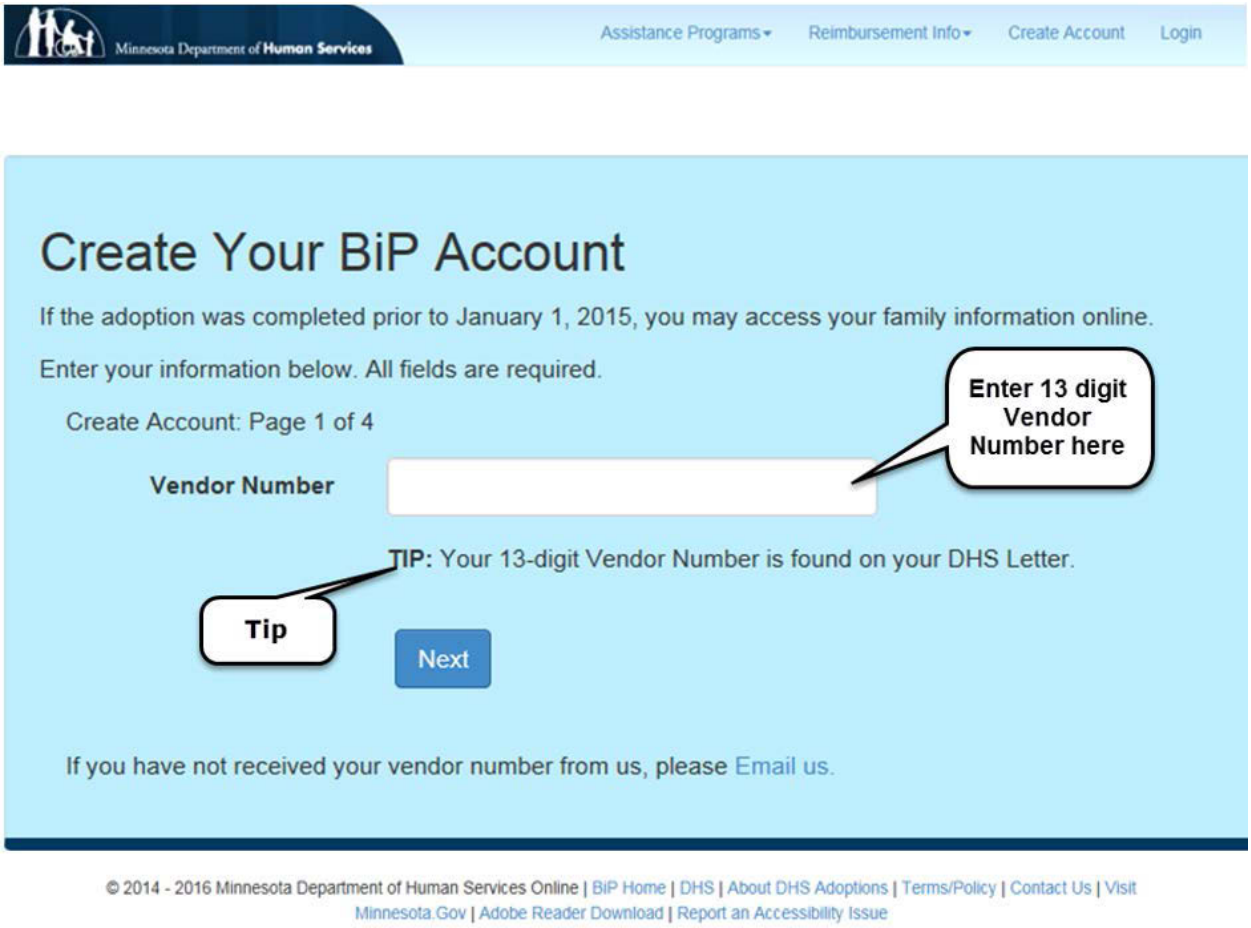


Figure 3: Create Your BiP Account Screen Page 1 Vendor Number

After entering the vendor number, the parent custodian clicks the Blue Next button.

Entering Email name and creating Username and Password

The parent/custodian is taken to page 2 of the self-enrollment module. On page 2 the parent/custodian enters his or her email address that they will use for the BiP account. The parent/custodian then creates a Username and Password.

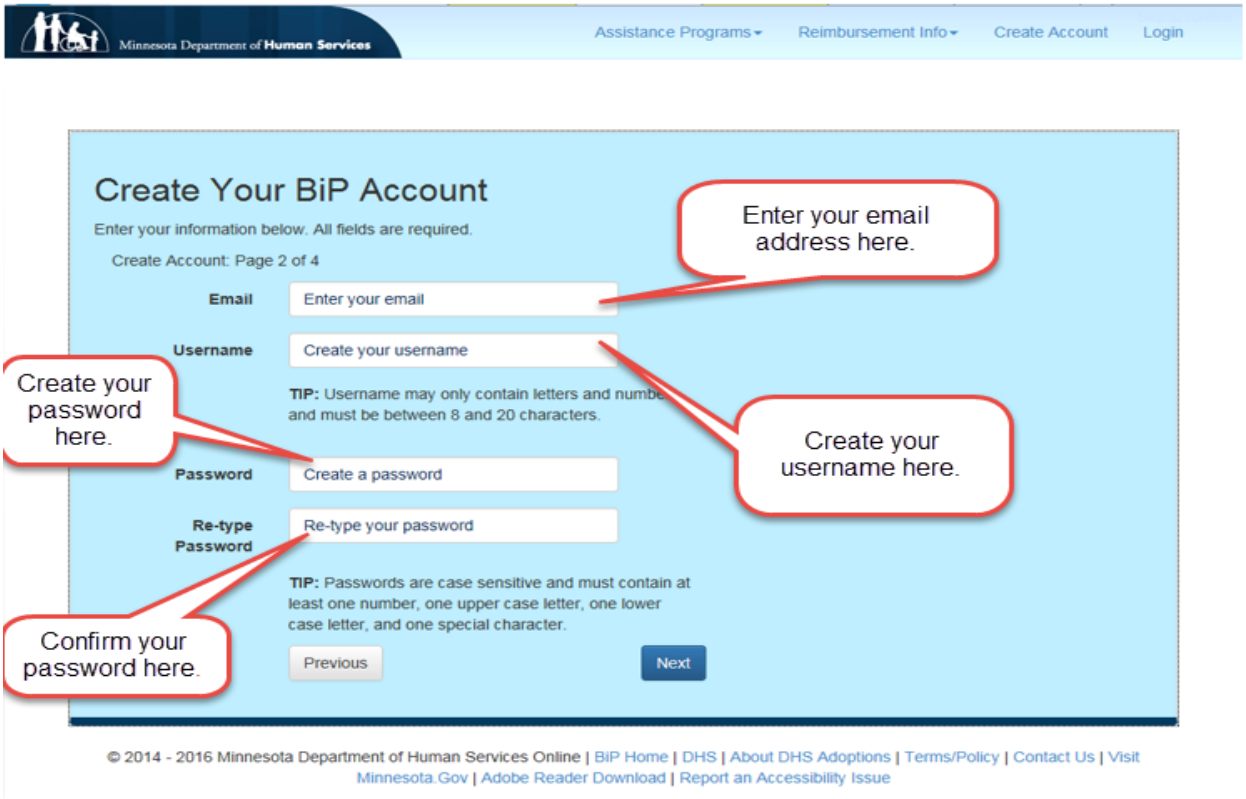


Figure 4: Create Your BiP Account Screen Page 2
Email, Username and Password

The parent/custodian clicks blue Next button to go to page 3 or the White Previous button to go back to page 2.

Selecting Security Questions

The parent/custodian is taken to page 3 of the self-enrollment module. On page 3 the parent/custodian selects 3 Security Questions after clicking on the dropdown arrows indicated by the red arrows below.

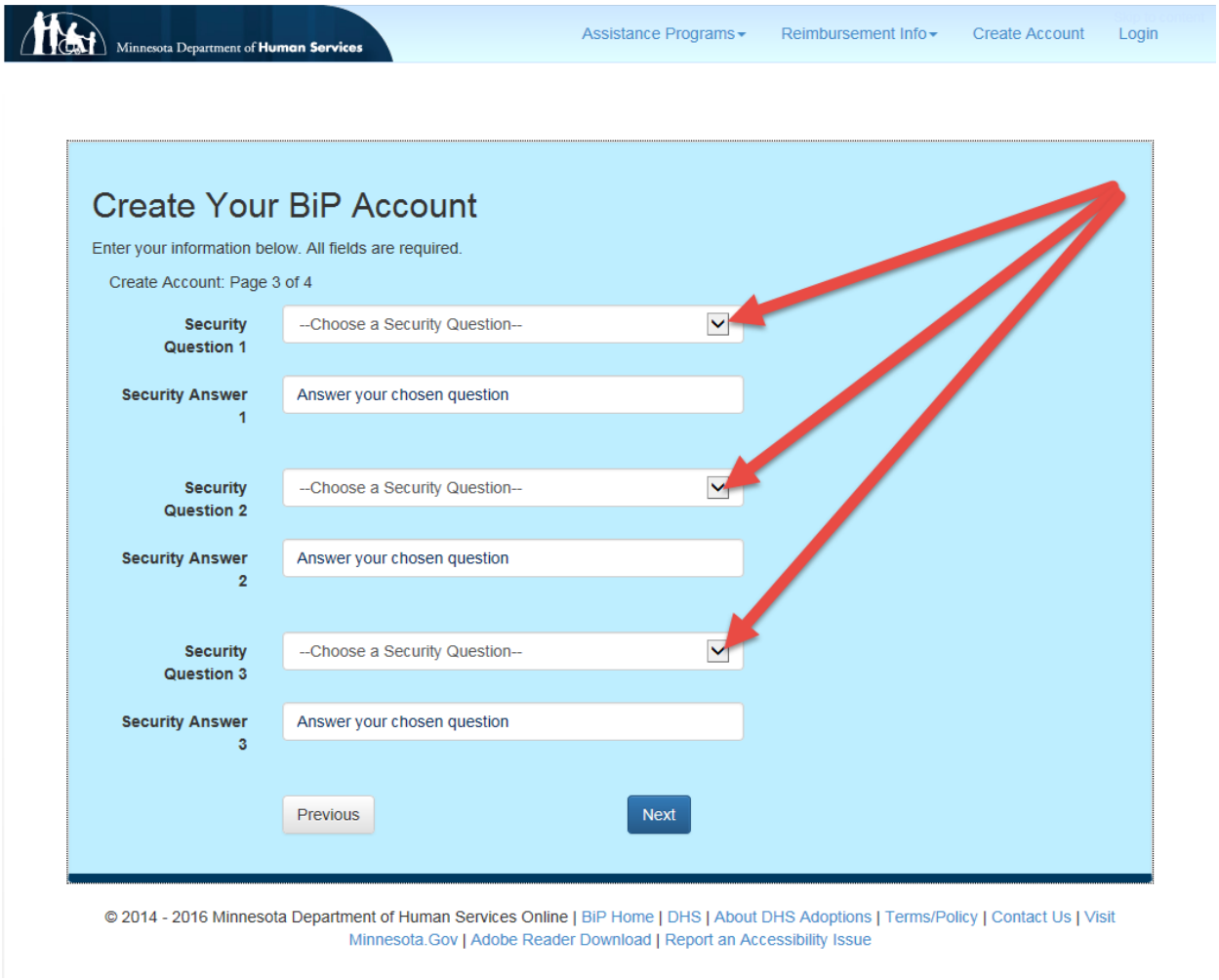


Figure 5: Create Your BiP Account Screen Page 3 Security Questions

Creating Security Answers

Continuing on page 3, the parent/custodian types answers in the text boxes, indicated by the red arrows, for the 3 questions selected.

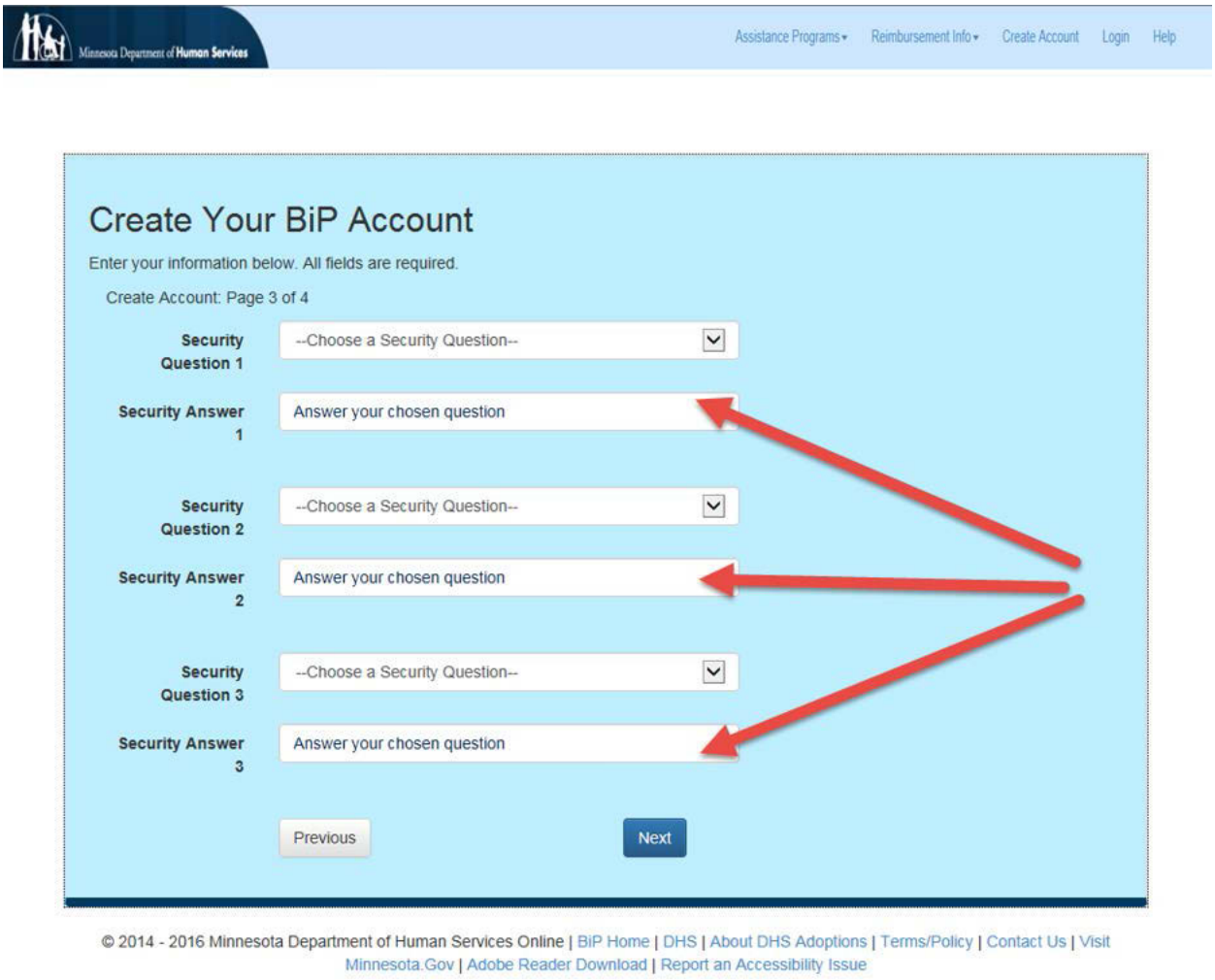


Figure 6: Create Your BiP Account Screen Page 3 Security Answers

The parent/custodian clicks blue **Next** button to go to page 4 or the white **Previous** button to go back to page 2.

Name, Gender, Date of Birth

On page 4 of the self-enrollment module the parent/custodian enters his or her legal first name, legal last name, gender and date of birth in the respectively labeled text boxes below.

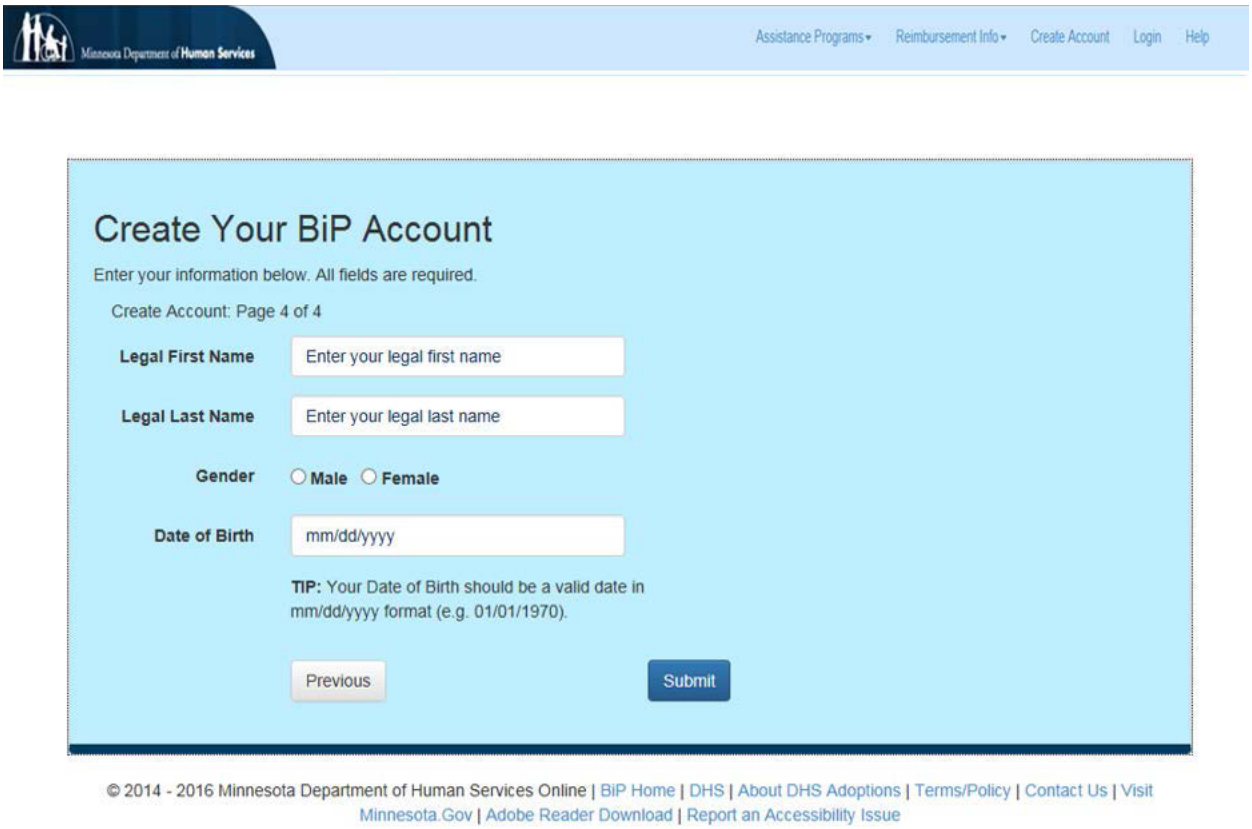


Figure 7: Create Your BiP Account Screen Page 4
Name, Gender, Date of Birth

The parent/custodian clicks the blue **Submit** button to go to the confirmation page or the white **Previous** button to go back to page 3.

Confirm Account Information

After the user clicks on the blue **Submit** button, the popup modal Confirm Account Information will display all the information the parent/custodian entered with the exception of the password. If all the information is correct, the parent/custodian can click on the green **Create Account** button, indicated by the green arrow, to create the account. If the parent custodian sees incorrect data on the confirmation page, he/she can click on the field name (indicated by the red arrows) to go back to the exact field of for the incorrect data and make the necessary corrections.

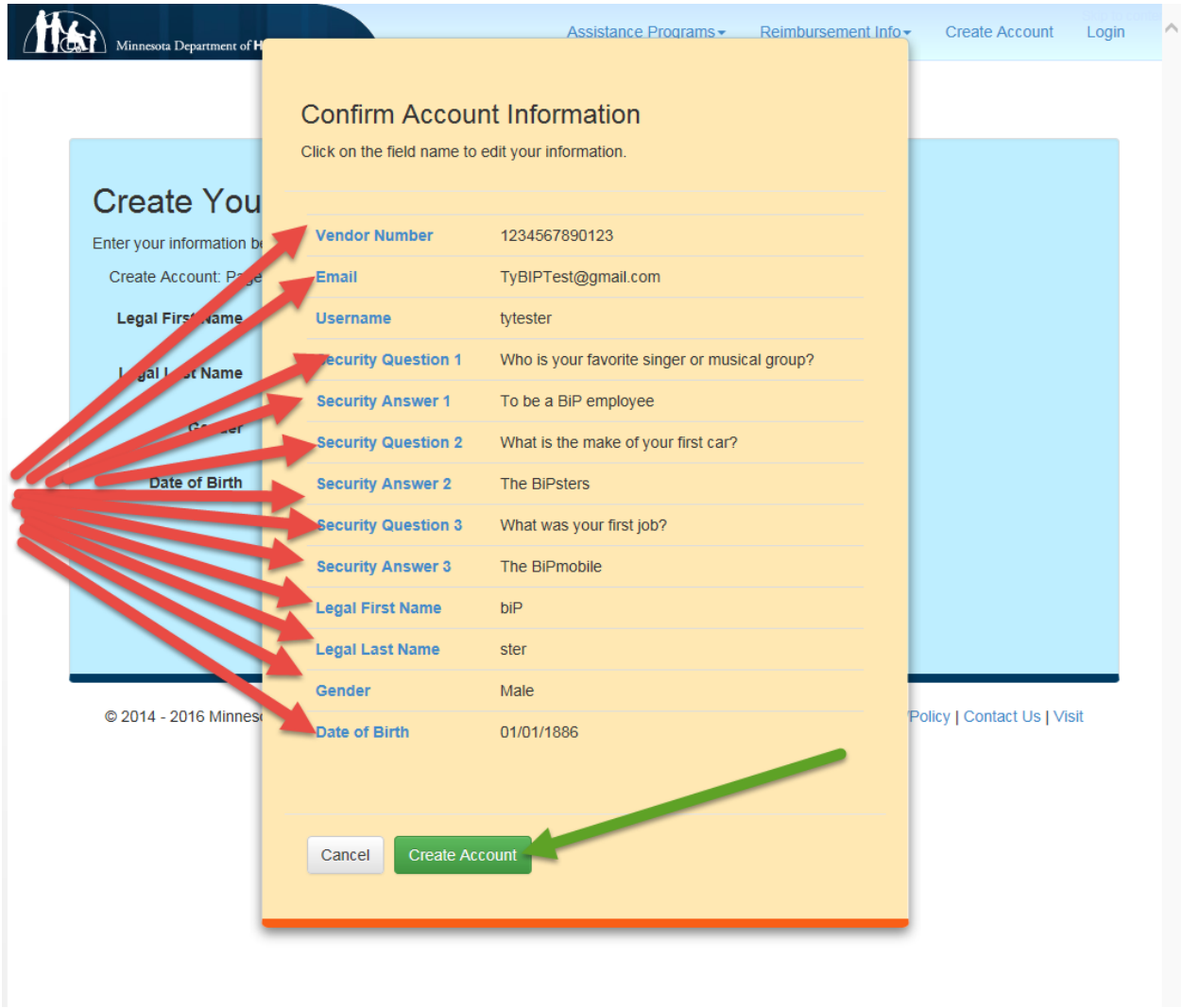


Figure 8: Create Your BiP Account Screen Confirmation Popup Page

To create the account the parent/custodian clicks on the green **Create Account** button indicated by the green arrown. To cancel the creation of the account the parent/custodian clicks on the white **Cancel** button.

Welcome to BiP Screens

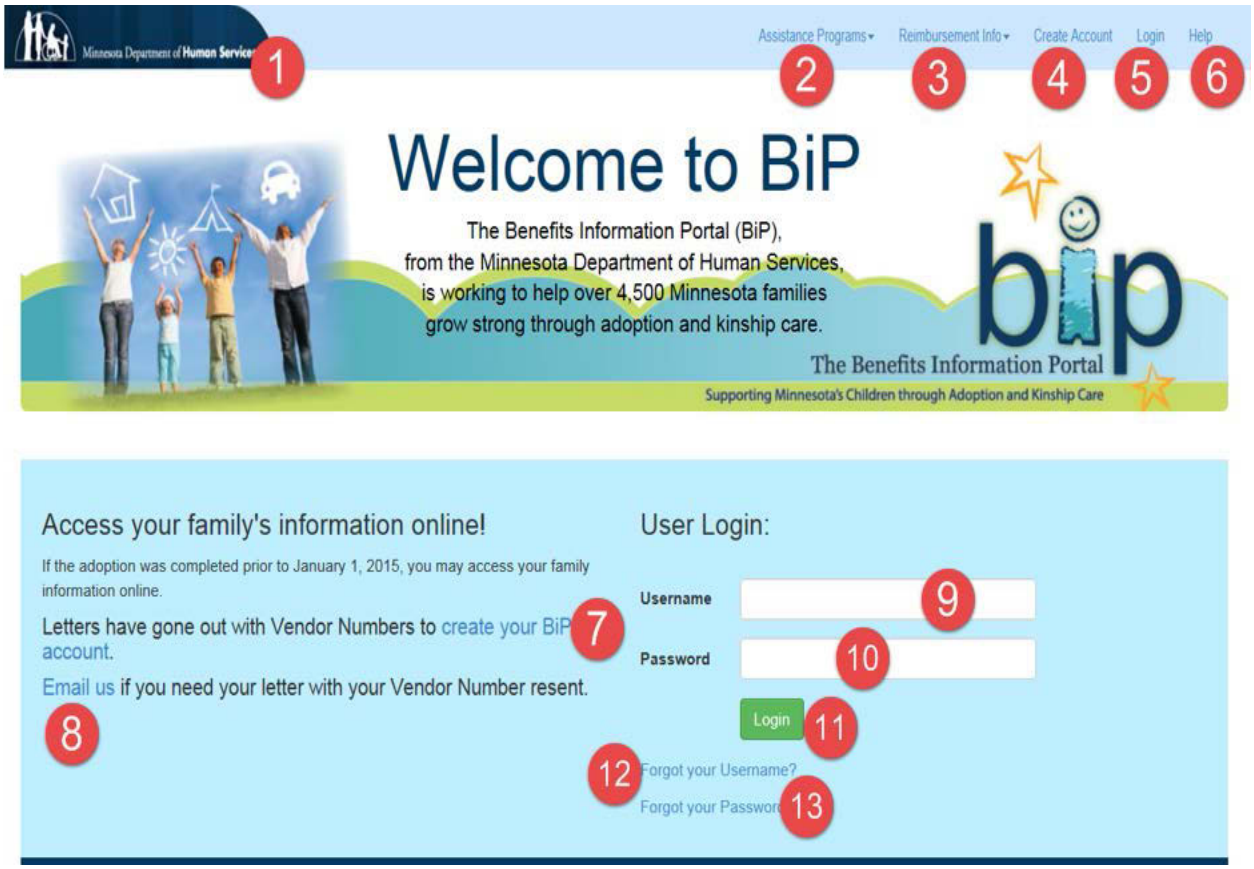


Figure 9: Welcome to BiP Screen (explained on the next few pages)

Welcome to BiP Screens (Explanation)

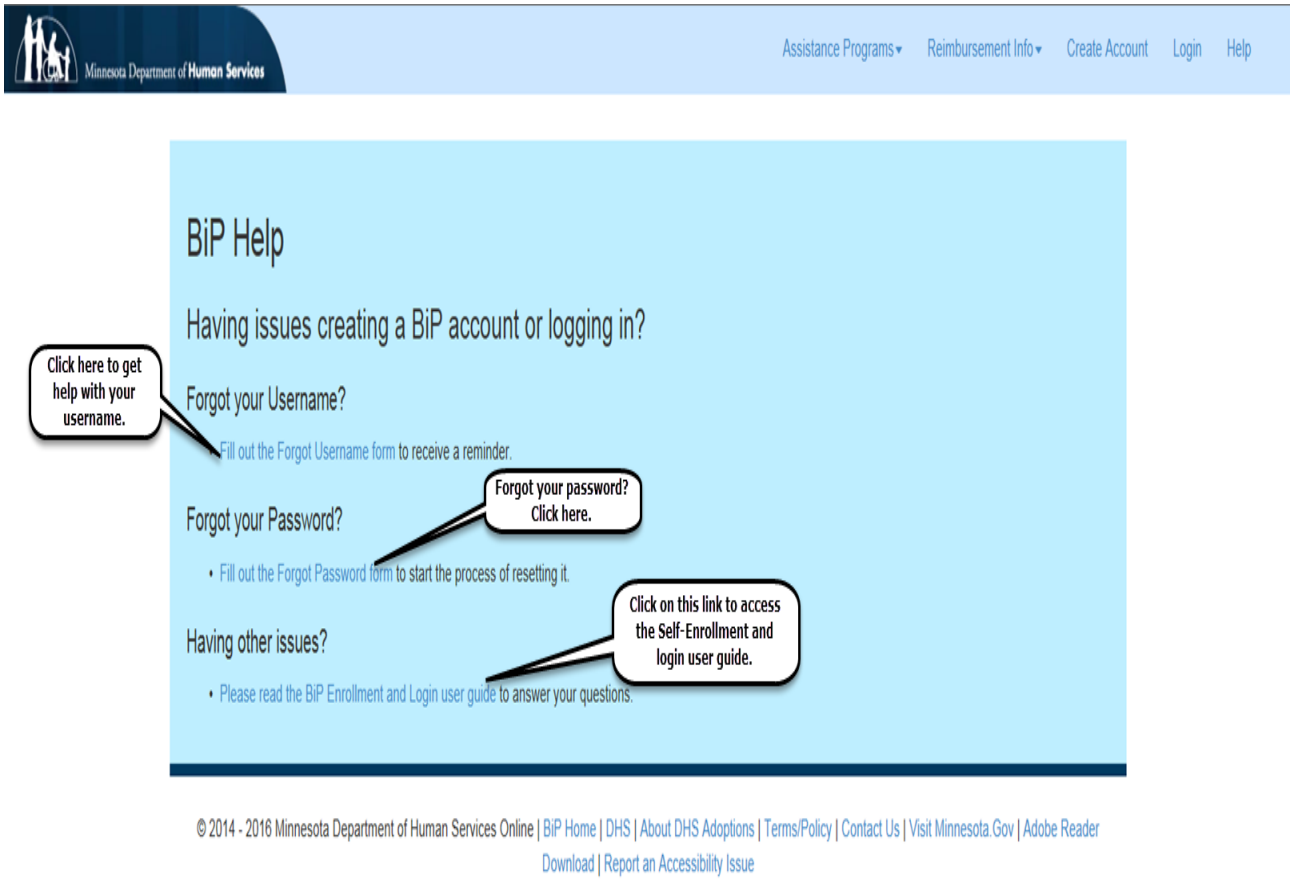
1. Clicking on the **Minnesota Department of Human Services** logo will take you to Minnesota Department of Human Services home page (http://mn.gov/dhs/).
2. Clicking on the dropdown arrow for **Assistance Programs** displays information about the Legacy, Northstar Adoption and Northstar Kinship Assistance Programs.
3. Clicking on the **Reimbursement Info** dropdown arrow will display the links and forms used on the BiP website. See the list below:

Figure 10: Reimbursement info dropdown options

4. Click **Create Account** if you have received your Vendor Number and are ready to start using BiP.
5. Click the **Login** link to be taken to the BiP login page.

Welcome to BiP Screens (Explanation) continued…

6 Click the Help link to get self-enrollment and Login help. See help screen below.



7 Click Create your BiP account if you have received your Vendor Number and are ready to start using BiP.

8 Click the Email us link if you need your Vendor Number resent.

9 Enter your Username here.

10 Enter your password here.

Welcome to BiP Screens (Explanation) continued…

11 Click the green **Login** button after entering your username and password.

12 Click the "Forgot your Username?" link if you have forgotten your username.

13 Click the "Forgot your Password?" link if you have forgotten your password.

Three Assistance Programs Screen (Explanation)

Three Assistance Programs
Which one is right for your child?

Children may qualify for reimbursements under one of Minnesota's three programs.

Legacy **Adoption Assistance Program**

Your child may qualify for assistance under the current Legacy Adoption Assistance [PDF] program, 1

1. if the adoption was completed *prior to* January 1, 2015,
2. **and** your child remains with the same caregiver without any changes in legal status,
3. **and** your child has an Adoption Assistance Agreement.

Families with children covered under the **Legacy Adoption Assistance** program may be eligible to receive money back for:

- Child Care
- Respite Care
- Camp Attendance
- Home and Vehicle Modifications
- Non-recurring (one-time) Expenses

Northstar **Adoption Assistance Program**

JANUARY 1, 2015

Your child may qualify for assistance under the upcoming Northstar Adoption Assistance [PDF] program, 2

1. if the adoption was completed *on or after* January 1, 2015,
2. **and** your child has an Adoption Assistance Agreement.

Families with children in the **Northstar Adoption Assistance** program may be eligible to receive money back for:

- Home and Vehicle Modifications
- Non-recurring (one-time) Expenses

Northstar **Kinship Assistance Program**

JANUARY 1, 2015

Your child may qualify for assistance under the Northstar Kinship Assistance [PDF] program, 3

1. if the transfer of permanent legal and physical custody was completed *on or after* January 1, 2015,
2. **and** your child has a Northstar Kinship Agreement.

Families with children in the **Northstar Kinship Assistance** program may be eligible to receive money back for:

- Non-recurring (one-time) Expenses

Attention: Did you receive a notice from DHS regarding your Commissioner Transition?

Are you currently receiving Relative Custody Assistance, Legacy Adoption Assistance, or are part of the Minnesota Permanency Demonstration Project? You will be notified by the Department of Human Services when your child is scheduled for a Commissioner Transition. Learn more about Commissioner Transitions [PDF] 4

Figure 11: Assistance Programs information dropdown options

Three Assistance Programs Screen (Explanation) continued

1. Click the Legacy Adoption Assistance Program link to get a more comprehensive explanation of the Legacy Adoption Assistance Program.
2. Click the Northstar Adoption Assistance Program link to get a more omprehensive explanation of the Northstar Adoption Assistance Program.
3. Click the Northstar Kinship Assistance Program link to get a more comprehensive explanation of the Northstar Kinship Assistance Program.
4. Click the Commissioner Transitions link to get a more comprehensive explanation of Commissioner Transitions.

Eligible Expenses Screen

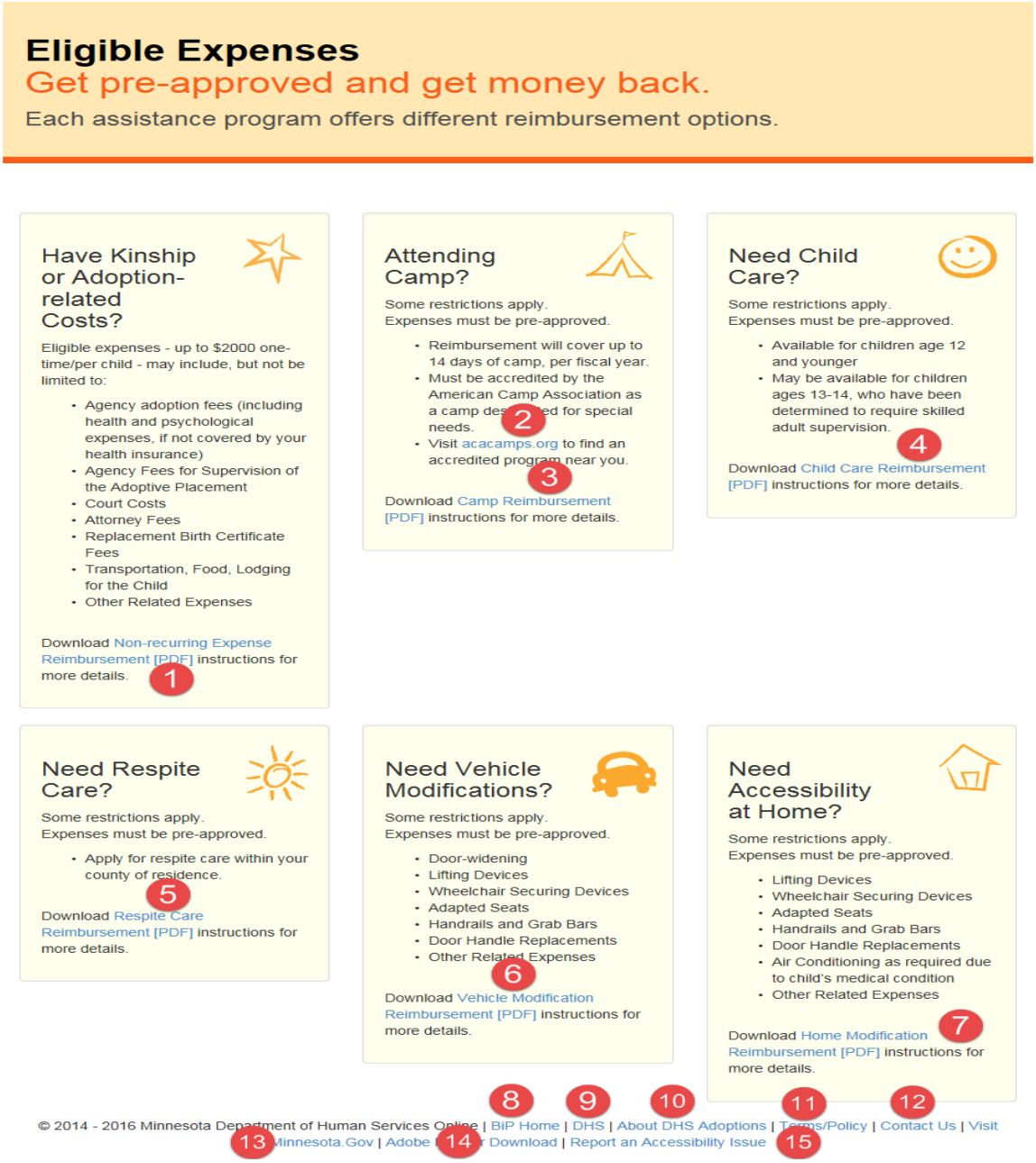


Figure 12: Eligible Expenses dropdown options

Eligible Expenses Screen (explanation)

1. Download Non-Reoccurring Expense Reimbursement instructions here.
2. Click the American Camp Association (ACACAMPS) link to find an accredited program near you.
3. Download Camp Reimbursement instructions here.
4. Download Child Care Reimbursement instructions here.
5. Download Respite Care Reimbursement instructions here.
6. Download Vehicle Modification instructions here.
7. Download Home Modification Reimbursement instructions here.
8. Clicking the BiP Home Page link will take you to the BiP home page.
9. Clicking the "DHS" link will take you to the DHS home page.
10. Clicking "About DHS Adoptions" will take you to the children and families services adoption pages on the DHS.
11. Clicking on "Terms/Policy" will take you to the DHS Terms/Policy site.
12. Clicking on "contact us" will take you to the BiP contact information. If you have issues or concerns self-enrolling use the contact us link to inform us of your issues or concerns.
13. Clicking on "Visit Minnesota.Gov" will take you to the Minnesota website homepage.
14. Clicking on the "Adobe Reader" link will take you to the Adobe site where you can download and install the reader for free. You will need the reader to read most of the documents you find on the BiP website.
15. If you have a problem or concern with this website, click the "Report an Accessibility Issue" link. You will be provided with information to help you document your issues or concerns.

End of BiP Self-Enrollment User Guide