

## Signing a Complying Written Agreement (CWA) in Xplor Home.

As a parent, you will need to accept a CWA for each child in Xplor Home each year. This is also required to be eligible for Child Care Subsidies (CCS).



### Follow these steps.

1. Log into Home Web in your computer using Google Chrome. The Primary Carer must log in (the primary carer is the person who gets the CCS benefit) using [home.myxplor.com](http://home.myxplor.com)
2. Click on 'children'. If you have multiple children, click on the first child you would like to approve a CWA.
3. Click 'CWAs'.
4. If there is a CWA to sign, look over the bookings and fees, click "Accept".
5. If there is no CWA to sign (and you haven't already, inform Admin via email

## Child Care Subsidy (CCS)

**If you are new to CCS**, once you have approved the CWA in Xplor Home, you will need to confirm the enrolment in myGov.

Your myGov login should give you tasks to complete. If you have no tasks in myGov, please allow the government system (myGov) to update for up to 48 hours. In order to display the enrolment after you have approved the CWA, complete the myGov tasks.

Please understand that only once the CWA has been signed are you entitled to receive CCS. The later you sign the CWA the later you will receive CCS payments.