

## Important MEC2 PRO Login and Security Information

### Sherburne County Child Care Assistance Program (CCAP) Provider Electronic Billing

- When your MEC<sup>2</sup> PRO security has been activated, you will be contacted by the Sherburne County MEC<sup>2</sup>PRO User Manager, Annie Hofstede, who will give you your system login ID and a temporary password if not a current user.
- The MEC<sup>2</sup>PRO electronic billing system is a web-based program. To access MEC<sup>2</sup>PRO, go to the following website address:  
<https://prod.mec2.dhs.state.mn.us/ChildCarePro/Welcome.action>
- When you login to MEC<sup>2</sup> PRO for the first time, you will use the login ID and temporary password that was issued you by the User Manager. During the login process, you will be prompted to change your temporary password to a unique password of your own.
- Your new unique password must be exactly **eight** characters in length and must include **one capital letter** and **one number**. In addition to these requirements, it is recommended that you use a combination of letters, numbers and characters for optimal security when creating your new password.
- Do not share your MEC<sup>2</sup> PRO password with anyone. Each individual user will receive their own login ID and password.
- If you no longer use the electronic billing system, it is important that you contact Annie as soon as possible at 763-765- 4110 so security can be deactivated.
- If you have any questions about your current user ID or password or need your password reset, contact Annie at 763-765-4110.

Thank you for choosing to use the MEC<sup>2</sup> PRO electronic billing system.