Direct Deposit Instructions for Oregon ELMS

The Department of Early Learning and Care (DELC) will soon replace existing licensing and subsidy (ERDC) tools with an enhanced system that can be used from a computer, tablet, or mobile phone in your preferred language. The new system is called Oregon Early Learning Management System, or Oregon ELMS.

If you are a current ERDC provider who receives direct deposit, you will need to re-enroll to continue direct deposit in Oregon ELMS.

Please complete and return a new Direct Deposit Authorization form to DELC to receive subsidy (ERDC) payments by direct deposit in Oregon ELMS.

Step 1: Download the authorization form

You can find the Direct Deposit Authorization Form in five languages at:
https://www.oregon.gov/delc/providers/Pages/erdc-providers.aspx
(under "Request for Direct Deposit").

Step 2: Choose a method for submitting your form

- **Online (preferred):** Because this form contains sensitive banking information, we ask that you submit the form online:
  https://oregondasit.app.box.com/f/d4fbb4c327e44ab1b0537ad45a3a9dba
- **Mail:** You may return it by mail if needed:
  Attention: Intake and Billing Unit (Direct Pay Unit)
  Department of Early Learning and Care
  PO Box 14850
  Salem, OR 97309
- **Email:** If you choose to return by email: CustomerService.DPU@delc.oregon.gov Please do not include your full bank account number in the body of any email. Attach the completed form as a PDF instead.

Please note that it may take 3-4 weeks for your information to be processed and entered into our new payment system. If we do not receive your information or cannot verify it, your subsidy (ERDC) payments will be sent to you as a paper check, once Oregon ELMS launches, in the mail. Please make sure the mailing address on your direct deposit form is accurate. Address changes can not be made on the direct deposit form.

You will continue to receive subsidy (ERDC) payments through your current direct deposit payment method on file until you receive confirmation from DELC that your new form has been processed and the system is ready to issue payments.

Questions or need help?

Please contact DELC Customer Service: 1 (800) 556-6616 or delc.customerservice@delc.oregon.gov.

Thank you for the care you provide to Oregon's children and families. We are here to support you through this change.

Rev. 11/2026