



Oregon

Tina Kotek, Governor



OREGON
ELMS

Oregon
Early Learning
Management System

**Department of Early Learning and Care
Child Care Licensing Division**

700 Summer Street NE #350

Salem, Oregon 97301

CCLD.CustomerService@delc.oregon.gov

1-800-556-6616

Oregon.gov/delc

<Provider Name>

< MAILING_ADDR1>

<MAILING_ADDR2>

<MAILING_CITY>, <MAILING_STATE> <MAILING_ZIP_CODE>

Month Day, Year

Oregon ELMS Is Coming: Here's How to Pre-Register

Pre-registration opens September 8, 2026, and takes just a few minutes.

Thank you for the care you bring to Oregon's children and families every day.

We are writing to let you know about Oregon ELMS — a new online system launching **October 14, 2026**. Oregon ELMS will bring all your DELC interactions, including licensing, subsidy (ERDC) payments, and central background registry together in one secure place, available from any computer, tablet, or phone.

Before Oregon ELMS launches, we are asking you to pre-register. Pre-registration sets up your login so you are ready to go on launch day. It only takes a few minutes.

What Oregon ELMS Will Do for You

Oregon ELMS puts everything in one place, so you can spend less time on paperwork and more time with children and families. With Oregon ELMS, you will be able to:

- Use one secure account to work with DELC in your preferred language
- Keep your contact details, documents, and payment information in one place
- Submit and track licensing applications
- Check the status of Central Background Registry (CBR) enrollment
- Bill for subsidy (ERDC) payments and view payment notifications
- Track your training requirements
- Receive clear, timely messages from DELC

Your Pre-Registration Code Is On The Way

Look for a **separate letter in the mail and email from DELC** with your personal registration code. It is scheduled to be sent in late August— before the pre-registration window opens.

- **If DELC has your email on file:** Your code will arrive by email. The subject line will say: **Your Oregon ELMS Registration Code — Action Needed**. The email will include your code and a link to the Oregon ELMS Public Access Portal, along with step-by-step instructions to pre-register.
- **DELC will also mail your code to you.** The letter will include your code and a QR code that links to the Oregon ELMS Public Access Portal, along with step-by-step instructions to pre-register.

Please Note: Some people are both a child care provider and a family member receiving subsidy (ERDC) benefits. If that is you, you will get pre-registration messages for both your family account and your provider account. This is normal. Please open all messages you receive and follow the steps to register each account in Oregon ELMS. This will help make sure you can access all of the information and services available to you.

Once you have your code, follow the steps below.

How to Pre-Register

What you will need from the email or mailed letter you received from DELC:

- **Your registration code** (from your DELC email or mailed letter)
- **Your last name** as it appears in state records

Steps

1. Go to the Oregon ELMS Provider Portal: elms.oregon.gov or scan the QR code
2. Select "Register with Code."
3. Enter your last name and registration code, then select "Lookup Account."
4. Review and confirm your information and select "Next."
5. Verify your email address. You may also update your email address at this time.
6. Select "send code."
7. Check your email for the verification code and enter it on the screen.
8. Create your password. Passwords must be a minimum of 15 characters, one uppercase letter, one number, and one special character
 - a. Examples of passwords that meet the requirements: MagentaP!nk1354, 2APPLES3banana\$, P3@nutbutter&J3LLY
9. Select "Log In."



Your email address and password will be your Oregon ELMS login. Full access opens when Oregon ELMS launches on October 14, 2026.

Note: If you have multiple facilities, you will register only one provider account. After Oregon ELMS launches, all of your sites, in which you are the licensee will be listed in your single Oregon ELMS account. This means you will be able to see all your sites in one place. You will also be able to give access to another person who may assist you with different administrative tasks, such as a substitute director or to the person responsible for subsidy (ERDC) billing. All other individuals enrolled in the CBR will be able to create or register an account to manage their own CBR enrollment.

What Comes Next

- **Pre-registration window:** September 8 – October 9, 2026
- **Oregon ELMS launch:** October 14, 2026
- **Free virtual training sessions:** Topic specific trainings in English, Spanish, Russian, Chinese, and Vietnamese will be offered before Oregon ELMS launches — each session is, 2–3 hours and counts towards training hours in Program Management. You can find these trainings on the Oregon Registry Online Training Calendar
- **Step-by-step guides and resources:** Available on the Oregon ELMS website at <https://www.oregon.gov/elms-info>
- **Regular updates:** By email, mailed letters, and the Child Care Updates newsletter. Sign up for the Child Care Updates newsletter at: <https://public.govdelivery.com/accounts/ORDELDC/signup/37311>

We Are Here to Help

If you have any questions or need help, please reach out. We want this to be a smooth and easy process for you.

Phone: 1-800-556-6616

Email: delc.customerservice@delc.oregon.gov

Thank you for everything you do for Oregon's children and families.

Warmly,

Oregon ELMS Team

Department of Early Learning and Care