

CNPweb Quick Reference Guide – New CACFP Sponsors

Log into CNPweb

1. Go to the CNPweb website: <https://cnp.ode.state.or.us>
2. Enter your CNPweb user ID and password (contact your assigned Specialist for these before logging on for the first time)
3. Click **Login**
4. Click on the CACFP puzzle piece
5. If “Splash” page appears, review message and click **Continue**
6. Select the Program Year
7. If you are assigned to more than 1 sponsor, select the Sponsor you would like to work with. If you are assigned to only one sponsor, that one will appear automatically.

Complete a new application packet

1. Once you have logged in and selected the Program year and Sponsor (if applicable), you will see the Sponsor Summary Page
2. Select **Applications** Tab
3. Click **Add** for the Sponsor Info Sheet
4. Fill in form with information about your program. You can submit a partially filled-in form and return later to finish it. (see “Edit Forms” on this guide)
5. Click **Submit** at bottom of form (this action submits the form to the Application Packet. To submit a completed Application packet to ODE for review, see the “Submit Packet to ODE” section)

6. The Post Confirmation page displayed will show whether there are errors on the form (missing information shows as an error)
7. Correct errors and fill in all missing information. (see “Edit Forms section)
8. On the Applications tab, CNPweb will display a list of your active Centers
9. Click **Add** for a Center Info Sheet
10. Select which type of Center this is. This selection will affect which fields are shown and required on the Info Sheet.
11. Fill in all fields on the Info Sheet
12. Click **Submit** at bottom of form
13. Correct any errors, and complete any missing information.
14. Repeat steps 8-11 for each Center

Edit Forms (use to make changes to and correct errors on Info Sheets and Claims before form is submitted to ODE)

1. Click **Edit** for the form you want to edit
2. Edit form as necessary
3. Click **Submit** at bottom of form
4. Correct any errors, and click **Submit** at bottom of form

Submit Off-line forms

1. Select **Packet** Tab
2. Review list of Off-line forms. Those with an asterisk (*) beside them are required forms.
3. Click the link for a required form
4. Print form and fill in all required fields

5. Repeat 3-4 for each required form
6. Send packet of completed Off-line forms to your Assigned Specialist
7. One the **Packet** Tab, click the **here** link at the bottom of the page to Enter Dates for Off-Line Forms.
8. Enter the date you sent each Off-line form in the Date Sent column.
9. Click **Submit**

Submit Packet to ODE

1. All Off-line forms must be sent, and dates sent must be entered for each required form.
2. Select **Packet** Tab
3. Scroll to bottom of Packet screen.
4. At bottom of Packet screen, click the checkbox to submit the packet to ODE
5. Click **Submit**.
6. Forms will be in *Pending Approval* status
7. Wait for ODE to approve the packet

Revise Forms (Use to make changes to Info Sheets after form is in Approved or Paid status)

1. Click **Revise** for the info sheet you want to revise
2. Revise form as necessary
3. Click **Submit** at bottom of form
4. Correct any errors, and click **Submit** at bottom of form
5. When form is in *Pending Approval* status, wait for ODE to approve the revised form