

HOW TO PROCESS YOUR CWA

1. Proceed to Xplor for web from a computer
<https://web.myxplor.com/>

Xplor for Web

2. Login using the Primary Carer's account

3. Goto CCS Agreements

☑ CCS Agreements

4. Click on the CWA

5. Check through the bookings and fees, if correct, press "Agree".

6. Within 6-12 hours this agreement will be lodged with Centrelink

7. You need to confirm the enrolment details. You can do this using your [Centrelink online account](#) through myGov. Select **Child Care Subsidy** from the menu, then **enrolment**.

For help, use the online guide to [confirm your child's enrolment details](#)

Sign in to myGov

If you cannot see the CCS option in My Gov you need to make a claim for CCS

[CCS Claim Process](#)

8. Please then let us know via email that this is complete. info@applecrossprekindy.com.au

9. We can then confirm your subsidy amount and send you a statement to confirm the amount is what you expected. If it is not, then you will need to contact Family Assistance.

