

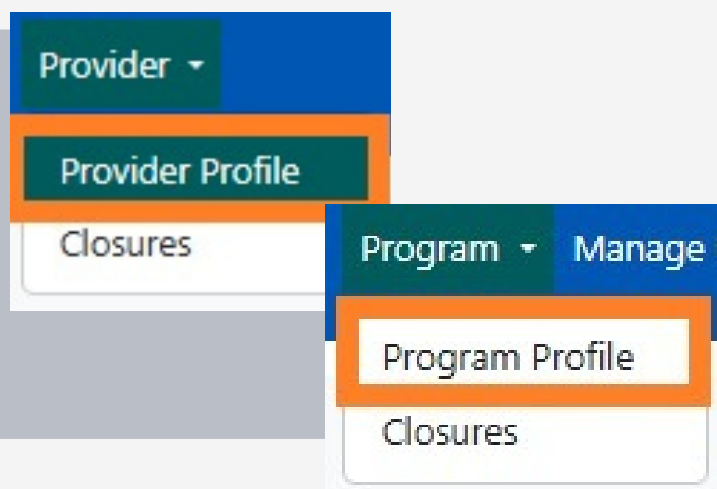


Hours of Operation

How do I update my hours of operation in CAPS Online?

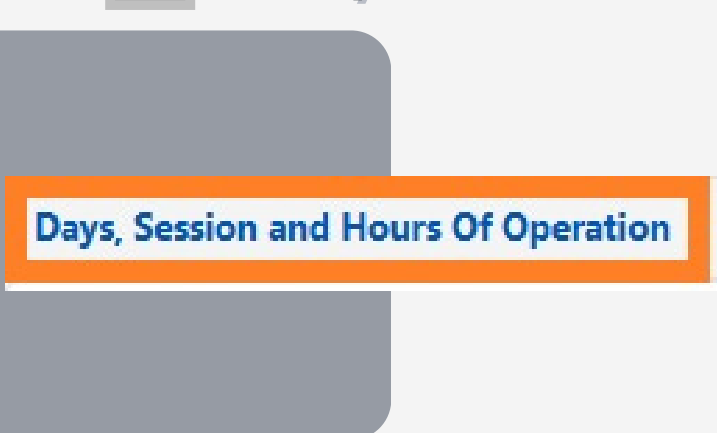
Step-by-step instructions to update your hours of operation in CAPS Online.

1 Provider/Program ➔ Provider Profile / Program Profile



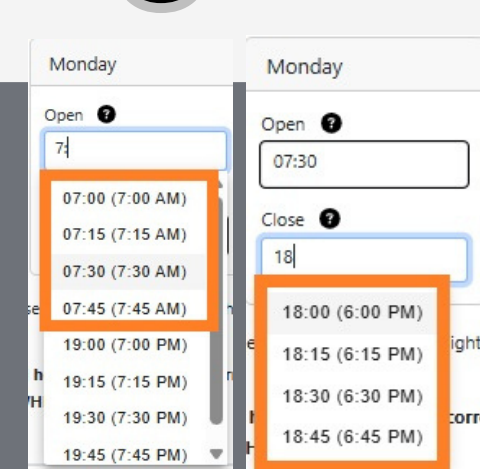
Access your provider/program profile by clicking on Provider or Program, then selecting Provider or Program Profile.

2 Days, Session & Hours of Operation

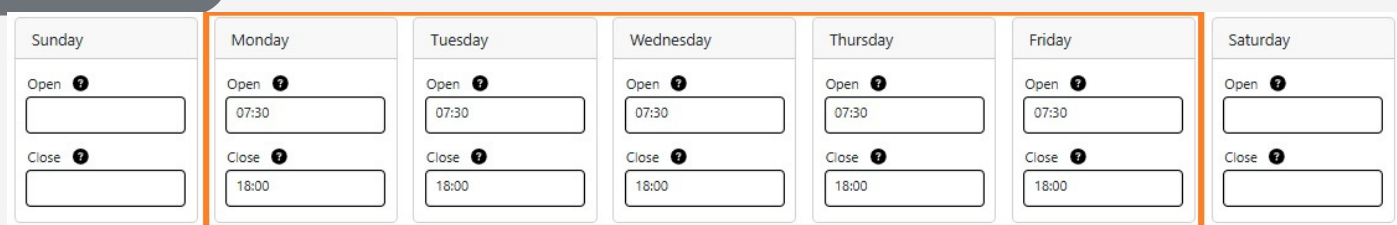


Scroll down and select the section that says “Days, Session & Hours of Operation.”

3 Enter Hours of Operation



For each day that you are open, enter the open time and close time. For days you *never* operate (you’re closed and do not plan on ever being open on this day of the week), leave the open and close times **blank**.



4 Certify & Save

Click on the checkbox next to the certification paragraph to certify that these are your legal hours of operation, and click **save** to save your changes.

