

1. Login to the LEAD Provider Portal : https://eeclead.force.com/EEC_Login
2. Click on the **Program Licensing** card
3. Click the **Program Information** button at the top of the left-hand menu
4. Click the blue button to **Submit New Incident / Injury / 51A**
5. Scroll to the bottom of the page and click the button to **Report an Incident / Injury**
 - a. *Note for FCC there is one button / For Large Group Programs there are two*
6. Complete all required fields in the Incident / Injury Description Section
 - a. Required fields are marked with a red asterisk (*)
*If reporting a COVID incident, be sure to include "COVID-19" in the **Summary Field***
 - b. If you are reporting a confirmed positive COVID test, remember to complete the form required by the Department of Health (available on your Dashboard)
7. Complete the fields required to identify the **Involved Persons**
 - a. Click the button to **ADD** for each child and adult
 - b. Only fields marked with red asterisk (*) are required
8. Scroll down to answer the next set of questions which are all required
 - a. First Aid / CPR
 - b. 911
 - c. Medical Attention
 - d. Information Shared with Parents
9. For FCC and for Large Group Injury reports, there is also a question regarding 51A documentation
10. Upload any necessary documentation, such as first aid cards
11. Click **SAVE AND RETURN TO PROVIDER** if you need to gather additional information or need to have the report reviewed prior to submission
12. Click **SAVE AND NEXT** if the form is complete and are ready to SUBMIT the report to EEC
13. Confirm that required documentation has been provided, then click to **SUBMIT**