

# MANDATED REPORTER PORTAL ENHANCEMENTS

## WHAT'S NEW?

Ability for multiple attachments to now be included with online CPS reports

Attachments can be submitted as the following file types: .pdf, .jpg, .doc, .docx, .xls, .xlsx, .txt and .png

- Ability to save in-progress reports and resume at a later time (up to 12 hours)
- Dashboard view to see previously submitted reports and resume saved reports
- One-time opportunity to download/print a copy of the CPS report for your records
- Improved wording for clearer questions with the addition of more info pop-ups to provide further detail on questions
- Increased retention of information such as reporter demographic information and previously used addresses for less repetitive typing

## WHEN IS GO-LIVE?

These enhancements will be live this evening **(3/6/23)**

## TRAINING?

There are two updated training videos which you can view below:

[Portal Enhancements](#)

[Full Mandated Portal Training](#)

Need assistance submitting a CPS report?  
Contact the Careline at 1-800-842-2288