### SRA Citizen Portal - Steps to access an Authorization Worksheet

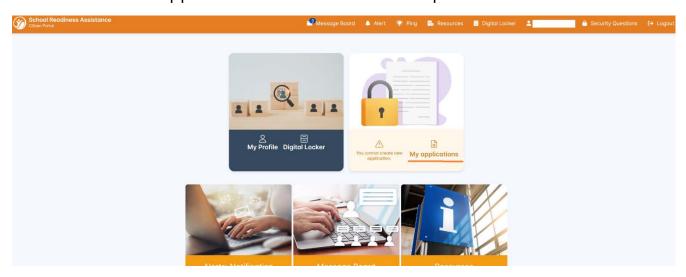
#### STEP 1: Login to the Citizen portal

**Click** the link below to open the SRA application and provide your credentials.

https://portal-sra.ade.arkansas.gov

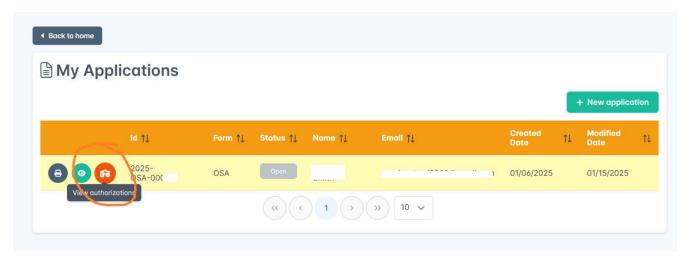
## STEP 2: Locate your application(s).

Once logged in **click** "My Applications" in the home page dashboard which will list all applications submitted via this portal.



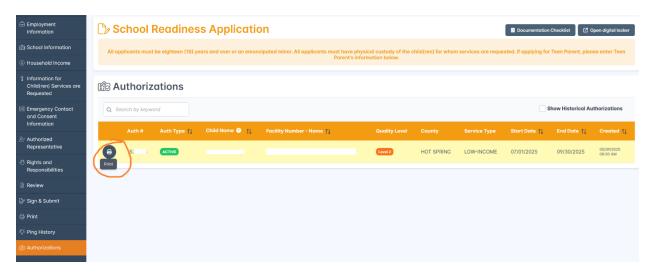
# STEP 3: Select Authorizations of an application

Once the applications are listed as below, **click** View Authorizations.



#### STEP 4: View and Print the details of an Authorization

From the authorization listed below, **click** the print button to view all the details of authorization in PDF.



# SUPPORT: In case of questions.

Please contact Office of Early Childhood at:

oec.familysupport@ade.arkansas.gov

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