# KinderConnect – Provider Adds or Edits Caretaker/Sponsor's Documents

A Provider can add and review documents, such as driver's license, child custody decree, etc., relevant to a Caretaker/ Sponsor, and can easily upload them to the KinderConnect database. To add or to make changes to a document:

**A** Click **Search** under Sponsor.
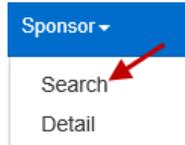
**B** Enter the search criteria into the available fields. If using Caretaker/Sponsor and Child first and last names, they must match the case name in the DCY eligibility system. Press **Search**.

**C** From the *Search Results*, click on *Documents* under **Links**.

**D** All documents previously uploaded for the selected Caretaker/Sponsor are automatically listed if created within the default **Start Date** and **End Date** range.

**E** Search for existing **Documents** by entering the desired search criteria and pressing **Search**.

**F** Press the pencil icon ✎ corresponding to the Caretaker/ Sponsor document you would like to edit and make the necessary changes.

**G** Press **New** to add a new document. Enter the **Description** of the new document and press **Select Document** to locate the name of the file you would like to add. Once selected, the name of the uploaded file displays.

**H** Press **Save**.