# KinderConnect – Provider Registration

Providers and parents/sponsors must self-register before they can login to KinderConnect. This process can only be done once. The first person from the Provider to create an account is matched to the Provider information loaded into TAP. Once the first person has registered, they will be able to add new operators.

**A** Open your web browser and enter the web address https://www.ohiocctap.com/kinderconnect. Note: You cannot access KinderConnect using Internet Explorer. Please use another browser such as Google Chrome, Firefox or Safari.

Click *Not registered yet?* if you do not have an account.

**KinderConnect**

**Ohio Child Care Time, Attendance and Payment**

| Username |
| Password |

**Sign In**

Forgot password?        Not registered yet?

**B** Click on the appropriate radio button to indicate if you are a **Provider**.

**User Registration**

**Step 1**

**Are you Registering as a Provider?**

Yes ○
No ○

**Continue**

**C** Enter the information in the required fields.

- The email address and phone number as entered in OCLQS.
- First and last name of the person registering.
- CCP Number is the 6-digit Child Care Portal ID used to log into CCIDS Provider Portal. It can also be found in your OCLQS account.
- Provider number is the License number.

Language/Idioma: English

**User Registration**
**Step 2**

Please enter the required fields below, then click Verify to continue.

Validation Info
Required fields are marked with ★

| Email Address: ★ | |
| Phone Number: ★ | |
| First Name: ★ | |
| Last Name: ★ | |
| CCP Number: ★ | |
| Provider Number: ★ | |

**Verify**

Return to Login Screen

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**D** After entering the required information, press **Verify**.

**E** To create your User name and set up security information and password, enter all the required information. Passwords are case sensitive, if capital letters are used while creating the password, they need to be used during login. The image below is an example, follow the instructions on your screen for specific password requirements.

**User Registration**
**Step 3**

Account Information

| Username: ★ | jsimmons |
| Password: ★ | ●●●●●●●●●●● |
| Verify Password: ★ | ●●●●●●●●●●● |
| Secret Question: ★ | What was your high school team's mascot? |
| Secret Answer: ★ | dog |

**Create Account**

**F** Press **Create Account**.

**G** A message will appear indicating that the account was created successfully. It provides you with a link to return to the KinderConnect **Login** page.

For more information, visit www.ohiocctap.info, email us at supportOH@kindersystems.com or call us at 1-833-866-1708.

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