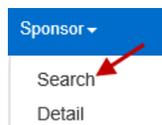


KinderConnect – Add or Edit Telephone Number to a Caretaker/Sponsor

The Caretaker/Sponsor telephone number needs to be registered in KinderConnect before the Caretaker/Sponsor can create an account in KinderSign and use it to check children in and out. To add or to make corrections to an existing telephone number:

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**.

Sponsor Search

Sponsor First Name:

Sponsor Last Name:

User Name:

Child First Name:

Child Last Name:

Phone Number:

Region:

Case County:

Case Number:

Status:

Provider:

Search **Clear**

C Click on the Caretaker/Sponsor name you would like to review.

Search Results

Sponsor Name	Sponsor ID	Sponsor Type	Case Number	OB Case Number	Status	User Name	Region	Case County	Phone Number	Children	Providers	Links
Smith, Bob	112345	Parent			Active		Ohio		(330) 123-1234	Smith, Bobby	ABC 123 ELMO CENTER	Account

D Add the telephone number or make any other changes.

Sponsor Detail

New **Save** **Cancel** **Merge** **Upload Picture**

★ denotes a required field

Sponsor ID: 412345

First Name: Bob

Middle Name:

Last Name: Smith

Sponsor Type: Parent

Phone Number: (614) 123-1234

SMS Phone Number:

Email Address:

CIN:

Case Number: 12112345

Inactive:

Region: ★ Ohio

Sponsored Children: ★ Add Children

Child Name	Relationship to Child	Delete
Smith, Bobby	Parent	

Print KinderSmart Registration Form

E Press **Save**. The Caretaker/Sponsor can now create their account in KinderSign.

New **Save** **Cancel** **Merge** **Upload Picture**

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