KinderConnect – Provider Registration

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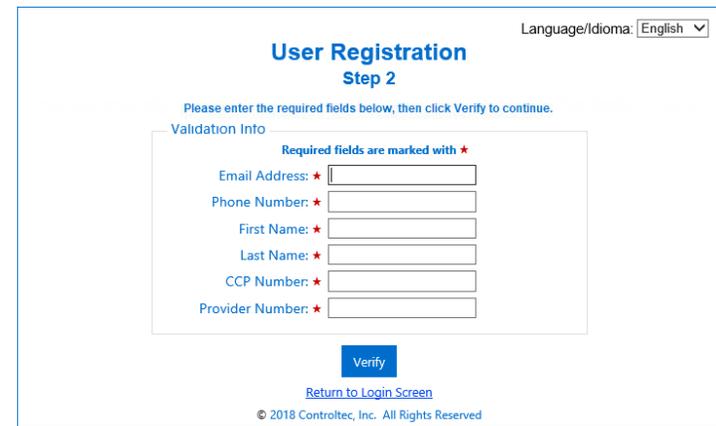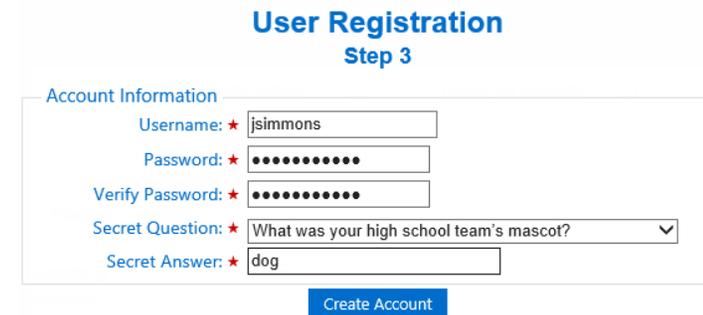
Click *Not registered yet?* if you do not have an account.

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

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.
- The CCP number is a 6-digit number that can be found in your OCLQS account.
  - If you need assistance finding your CCP number, please contact the DCY Tier One Systems Support Service Desk for assistance
- The Provider number is the License number.

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.

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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