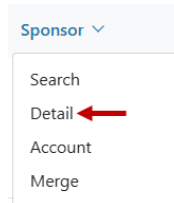


KinderConnect – Creating Sponsor Account

Providers will be able to create Sponsor accounts manually.

A Click **Detail** under Sponsors.



B Press **New** to create a record. Enter the required information about the new parent/sponsor indicated by a red asterisk (*). Be sure to add a telephone number to a parent/sponsor, since it will be required to check children in and out of care.

Notes:

- Phone numbers for subsidy accounts will be imported from the state system.
- SMS Phone Number is not needed, but can be entered to send SMS alerts to parents.

The 'Sponsor Detail' form includes the following fields: 'Sponsor ID:', 'First Name: *', 'Middle Name:', 'Last Name: *', 'Sponsor Type: *' (with a '-Select-' dropdown), 'Phone Number:', 'SMS Phone Number:', 'Email Address:', 'CIN:', 'Inactive:' (with an unchecked checkbox), 'Region: *' (with a '-Select-' dropdown), and 'Sponsored Children: *' (with an 'Add Children' button).

C Click on **Add Children**. Sponsored Children: *

Add Children

For more information, visit <https://VAPass.info>, email us at supportva@kindersystems.com or call us at 1-888-211-6884.

D Enter the Child's First and Last Name. Press **Search**.

The 'Select Children' dialog box contains 'First Name:' and 'Last Name:' input fields, a 'Search' button (highlighted with a red arrow), and 'Close' and 'OK' buttons at the bottom right.

E Check the box next to the name of the Child you want to select. Press **OK**.

S	Child Name	Date of Birth
☐	Adams, Wendy	3/3/2019

'Close' and 'OK' buttons are at the bottom right.

Repeat, starting at Step C, as many times as necessary to add more children.

F In the Sponsor Detail page, press the drop-down arrow next to the Child Name to select the relationship between the parent/sponsor and the child.

Child Name	Relationship to Child	Delete
Condliffe, Andi A	Parent	
Adams, Wendy	Babysitter Neighbor Other Parent Relative	Delete

G Press **Save**.

Save

H The system displays a message indicating the record saved successfully.