

KinderConnect – Provider Registration

Providers must self-register before they can log in to KinderConnect. Self-registration is a one-time process per vendor ID. The first individual from the Provider to register is matched to the Provider record in KinderConnect. After registering, that user can add additional operators.

NOTE: Before registering, install an authenticator app (e.g., Google Authenticator or Microsoft Authenticator). Click [here](#) for step-by-step instructions to install the app for iPhone or Android.

1. Open your web browser and enter the web address <https://prodva.controltec.com/KinderConnect>. Click **Sign Up** to create an account.

Note: You cannot access KinderConnect using Internet Explorer. We recommend Google Chrome, Firefox, or Safari.

KinderConnect

Sign in to your account

Don't have an account? [Sign Up](#)

Username

Password

Sign In

[Forgot password?](#)

2. Click on “Yes” to indicate you are a Provider.

User Registration

Are you registering as a provider?

☐ Yes

☐ No

Continue

[Return to login page](#)

3. Enter the information in the required fields.
 - Email Address (this should be the email address the account registration link was addressed to)
 - Vendor ID “CCSP ID”
 - Verification Code

Note: Your Vendor ID “CCSP ID” is a 9-digit number that begins with 511. You can locate it in the following places:

- Your CCSP Vendor Agreement Attestation Form (signed during the CCSP provider application process)
- Your initial approval letter when you became a Child Care Subsidy Program provider
- A Child Care Purchase of Service Order (POSO)

KinderConnect

Virginia KinderConnect

User Registration

Enter your Email Address, Vendor ID “CCSP”, and the verification code supplied to you, and then click the Verify button to verify your information.

Email Address

Vendor ID “CCSP ID”

Verification Code

Verify

[Return to login page](#)

- Your VA-ECC Provider Portal profile page
(note: portal access will only be available until January 5, 2026)
4. After entering the required information, press Verify.

5. Enter your first and last name, then create a username and set up your security information and password. Make sure to complete all required fields.

Password requirements:

- Must be between 8 and 15 characters.
- Must contain the required number of digits: 1
- Must contain the required amount of lowercase and uppercase letters: Lowercase: 1
Uppercase: 1
- Must contain the required amount of special characters: 1

Note: **Passwords are case-sensitive.**

6. Press **Create Account**.

7. The Register for Multi-Factor Authentication screen appears.



Virginia KinderConnect UAT

User Registration

Your information has been verified. Please fill out your account information.

- Password length must be between 8 and 15 characters long.
- Password must contain the required amount of digits: 1
- Password must contain the required amount of lowercase and uppercase letters: Lowercase: 1 Uppercase: 1
- Password must contain the required amount of special characters: 1

First Name

Last Name

Username

Password

Confirm Password

Secret Question

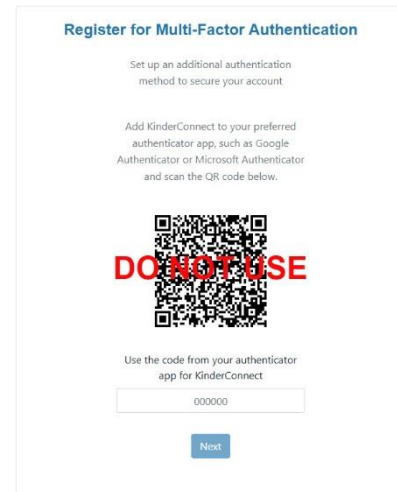
Secret Answer

[Create Account](#)

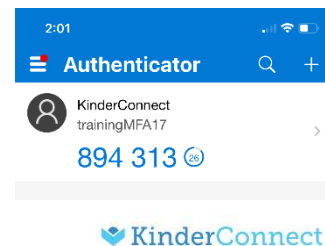
[Return to login page](#)

KinderConnect – Provider Registration

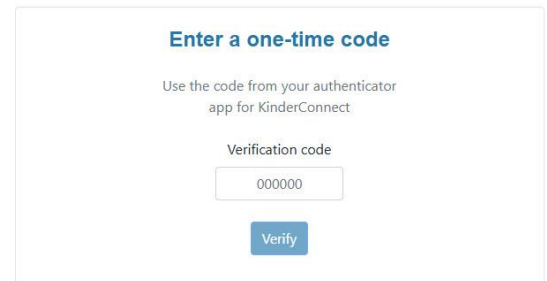
Open an authenticator app on your smartphone (such as Google Authenticator or Microsoft Authenticator) to scan the QR code.



8. After scanning the QR code, the app will show KinderConnect on your list of accounts.



9. Use the code shown in the app to enter the **Verification Code** in KinderConnect. Press Verify.



10. A message will appear indicating that the registration for Multi-Factor Authentication has been completed. The user can now log in to KinderConnect using the Username, Password, and Multi-Factor Authentication

