

## 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 information loaded into the system. Once the first person has registered, they will be able to add new operators.

- A** Open your web browser and enter the web address [www.kinderconnect.com/solano](http://www.kinderconnect.com/solano). 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.



The image shows the KinderConnect login page. At the top is the logo "KinderConnect By Controltec". Below it is the heading "Welcome to KinderConnect". There are two input fields: "Username" and "Password". Below these is a blue "Sign In" button. At the bottom, there are two links: "Forgot password?" and "Not registered yet?". A red arrow points to the "Not registered yet?" link.

- B** Click on the appropriate radio button to indicate if you are a Provider, then press **Continue**.



The image shows the "User Registration" form. It has the heading "User Registration" and the question "Are you registering as a provider?". Below the question are two radio buttons: "Yes" and "No". A red arrow points to the "Yes" radio button. Below the radio buttons is a blue "Continue" button.

- C** Enter the information in the required fields.
- Social Security Number or Tax ID as provided to your agency.
  - First and Last Name of the primary contact of your facility.

- Verification Code as provided by your agency. You cannot register to use KinderConnect until your agency provides this code.



The image shows the "User Registration" form. It has the heading "User Registration" and the instruction "Please fill out the fields below and click the Verify button.". There are four input fields: "Tax ID", "First Name", "Last Name", and "Verification Code". Below these fields is a blue "Verify" button.

- D** After entering the required information, press **Verify**.
- E** To create your Username 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.



The image shows the "User Registration" form. It has the heading "User Registration" and the sub-heading "Account Information". There are five input fields: "Username" (with the example "jsimmons"), "Password" (with masked characters), "Verify Password" (with masked characters), "Secret Question" (with a dropdown menu showing "What was your high school team's mascot?"), and "Secret Answer" (with the example "dog"). Below these fields is a blue "Create Account" button.

- 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.