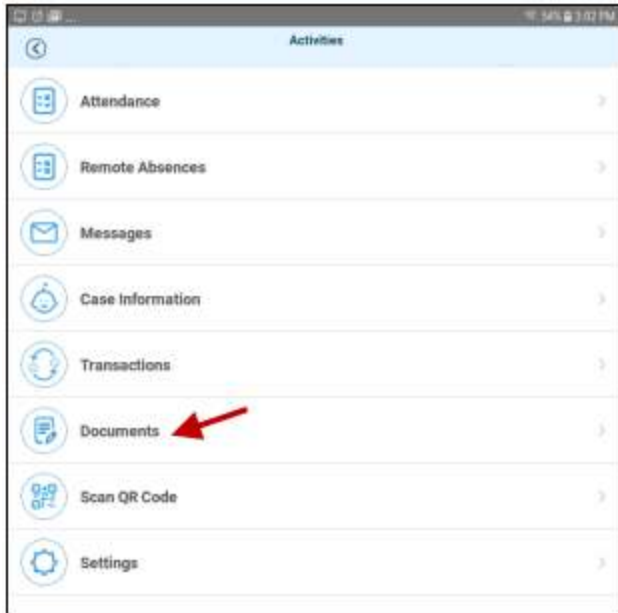


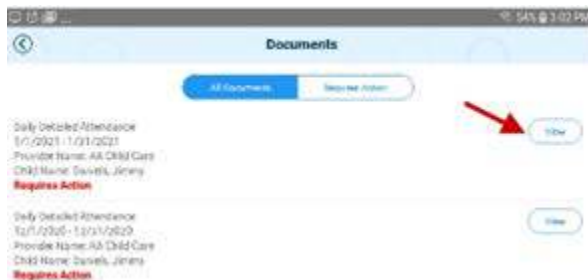
KinderSmart – Sponsor Approves Attendance

All **Attendance** records must be approved by parents each month before providers can submit attendance for payment from the Alternative Payment (AP) Agency. Before approving attendance, parents must set up their Signature in KinderConnect.

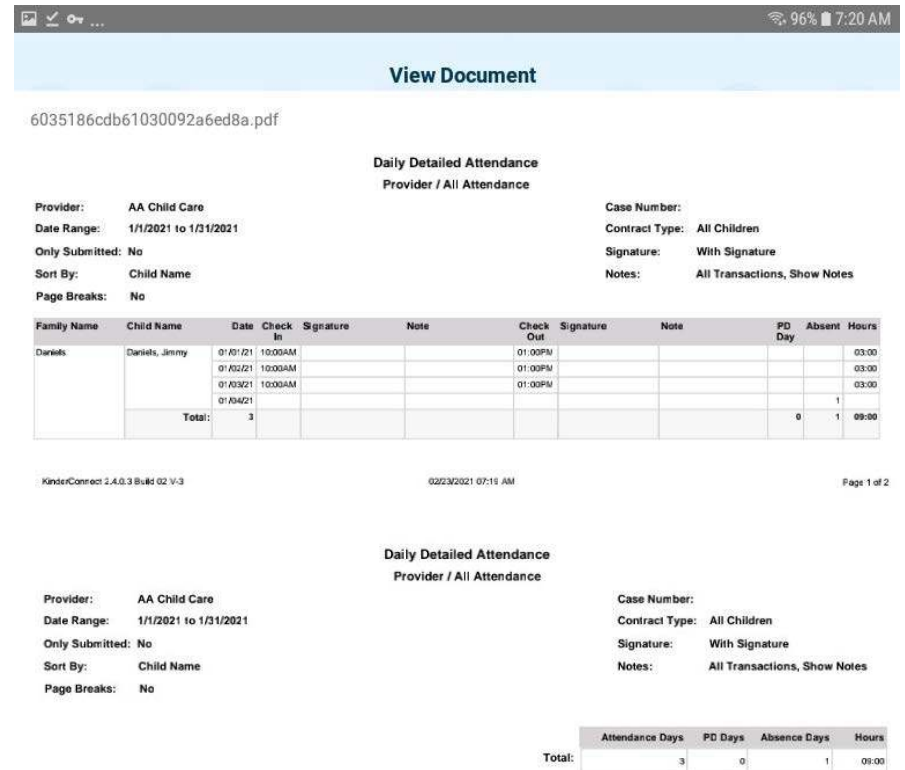
A Using the KinderSmart **Activity** screen, tap on **Documents**.



B The Documents requiring action will display **Requires Action** in red font. Tap on **View** corresponding to the desired document.



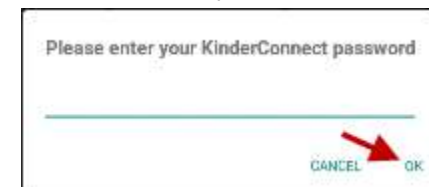
C The Attendance details display. Upon review, tap **Approve** to approve the monthly attendance timesheet.



By tapping the Approve button I agree that the contents of the document are true to the best of my belief



D Enter your KinderConnect password.



E Press **OK**.

For more information, visit www.electronicattendance.com, email us at support@controltec.com or call us at 1-833-866-1706.