

Create a Test Provider Account

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You can create a test provider account to get hands-on experience with the provider side of KidKare. A test account can also help you train your providers to use KidKare.

1. Click the **Providers** menu, select **Enroll Provider Wizard**, and click **New Provider**.
2. Click the **Name** box and enter a name for this provider. Use the word Test in this name.
3. Click the **Password** box and enter a password that is simple and easy to remember.
4. Clear the **Already Received License from State** box.
5. Click the **Provider ID** box and enter a number that is not already in use. The next available provider ID displays next to this box.
6. Complete any remaining required fields. Required fields are marked with an asterisk (*).

The screenshot shows the 'Enroll Provider Wizard' window with the 'General' tab selected. The form is divided into several sections: 'Provider Identification' with fields for Name (split into First, MI, Last), Already Received License from State?, Provider ID, Alternate ID, State ID, DOB, SSN, Group, and Gender; 'Ethnicity' and 'Race' checkboxes; 'Business Info' with fields for Advertiser Name, Business Name, Business Tax ID, and Paycheck Addressee; 'Comments' text area; 'Claim Source' and 'Menu Type' dropdowns; 'Login ID' and 'Password' fields with a 'Send Welcome Message' button; 'Sponsor Personnel' with 'Monitor' and 'Enrolled By Initials' fields; 'Claiming Status' showing 'Current Status: Wizard Incomplete'; and 'CACFP Contract Info' with 'Current CACFP Agreement Date', 'Pre-approval Date', 'First Claim Month Allowed', 'Current CACFP Expiration Date', 'Pre-approval Expiration Date', and '*Original CACFP Start Date' fields. At the bottom are buttons for 'Delete', 'Back', 'Next', and 'Close For Now'.

7. Click **Next**. The Contact tab opens.
8. Click the **Email** box and enter your actual email address.
9. Complete the remaining tabs and save.
10. Once you have finished the Enroll New Provider Wizard, click **Providers** and select **Manage Provider Information**. The Provider Information window opens.
11. Click the **Select Provider** drop-down menu and select **All** or **Pending**.
12. Click the **Provider** drop-down menu and select the test provider you created.
13. In the **General** tab, click **Send Welcome Message**. This sends a welcome message to the email address you entered in **Step 8**.

14. Follow the instructions in the welcome message to log in to KidKare. Once you are logged in, you can enroll test children, record a meal, enter in/out times, add some calendar entries, and so on.