

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 includes the following fields and sections:

- Provider Identification:** *Name: JessTest (First: Jess, Last: Test), *Provider ID: 998894 (Next Available: 998894), Alternate ID, State ID, DOB, SSN, Gender, Ethnicity (Hispanic/Latino, Not Hispanic or Latino), Race (American Indian, Black or African American, Native Hawaiian / Pacific Islander, Asian, White).
- Claim Source:** Online, Menu Type: --Select--, Login ID: 993998894, Password: orange, Send Welcome Message button, Welcome Message Sent.
- Sponsor Personnel:** Monitor: --Select--, Enrolled By Initials.
- Claiming Status:** Current Status: Wizard Incomplete.
- CACFP Contract Info:** Current CACFP Agreement Date, Pre-approval Date, Expiration Date, First Claim Month Allowed (December 2018), *Original CACFP Start Date.
- Business Info:** Advertised Name, Business Name, Business Tax ID, Paycheck Addressee (Provider Name).
- Comments:** A text area for additional notes.

At the bottom of the window 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.