
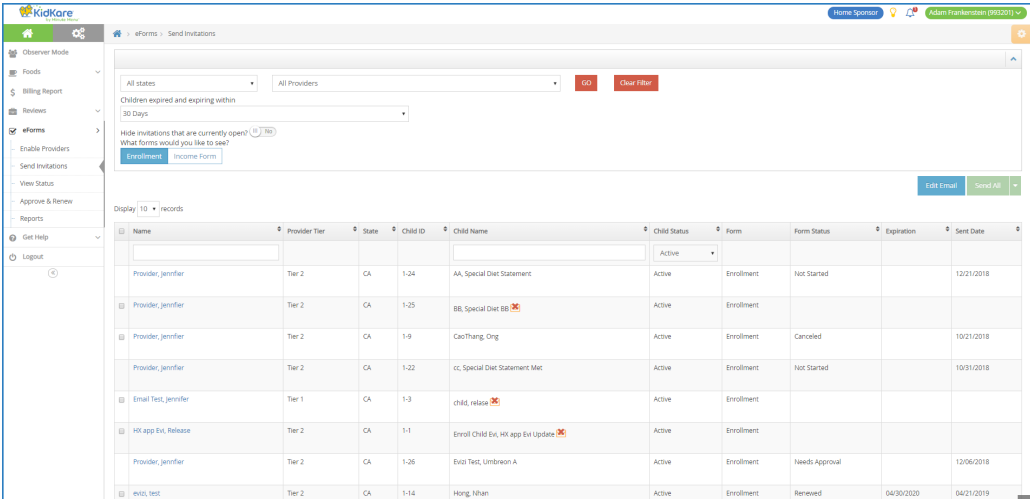




[VIDEO] Send Invitations

Last Modified on 08/06/2020 10:57 am CDT

1. Log in to app.kidkare.com using the same credentials you use to access Minute Menu HX.
2. From the menu to the left, click **eForms**.
3. Click **Send Invitations**.
4. Set filters for the providers/children to include.
 - a. Click the **State** drop-down menu and select the state(s) to view. This option is only available if you are set up for multiple states.
 - b. Click the **Providers** drop-down menu and select the specific center(s) to view.
 - c. Click the **Children Expired and Expiring Within** drop-down menu and select 30 Days, 60 Days, 90 Days, or Custom Date. If you select Custom Date, set a date range in the **From/To** boxes.
 - d. Click  next to **Hide Invitations That Are Currently Open** to hide open invitations. This is set to No by default.
 - e. In the **What Forms Would You Like to See** section, click elect Enrollment, Income Form, or both.
 - f. Click **Go**.
5. Check the box next to the child/provider to which to send an invitation. You can also check the box at the top of the column to select all displayed records.



Name	Provider Tier	State	Child ID	Child Name	Child Status	Form	Form Status	Expiration	Sent Date
<input type="checkbox"/>	Provider_jennifer	Tier-2	CA	1-24	AA, Special Diet Statement	Active	Enrollment	Not Started	12/21/2018
<input type="checkbox"/>	Provider_jennifer	Tier-2	CA	1-25	BB, Special Diet BB	Active	Enrollment		
<input type="checkbox"/>	Provider_jennifer	Tier-2	CA	1-9	CaoThang, Ong	Active	Enrollment	Cancelled	10/31/2018
<input type="checkbox"/>	Provider_jennifer	Tier-2	CA	1-22	cc, Special Diet Statement Mac	Active	Enrollment	Not Started	10/31/2018
<input type="checkbox"/>	Email_Test_jennifer	Tier-1	CA	1-3	child_rebase	Active	Enrollment		
<input type="checkbox"/>	HX app Ev, Release	Tier-2	CA	1-1	Enroll Child Ev, HX app Ev Update	Active	Enrollment		
<input type="checkbox"/>	Provider_jennifer	Tier-2	CA	1-26	Ev01 Test, Umbreon A	Active	Enrollment	Needs Approval	12/06/2018
<input type="checkbox"/>	ev01_test	Tier-2	CA	1-14	Hong, Nhan	Active	Enrollment	Renewed	04/30/2020 04/21/2019

6. Click  and select All, EF, or IEF. Parents with an email address are emailed directly.  displays next to children for whom there is no email address on file.