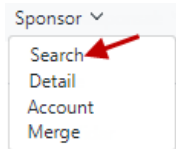


# KinderConnect – Add or Edit Telephone Number to a Caretaker/Sponsor

The Caretaker/Sponsor telephone number needs to be registered in KinderConnect before the Caretaker/Sponsor can create an account in KinderSign and use it to check children in and out. To add or to make corrections to an existing telephone number:

**A** Click **Search** under Sponsor.



**B** Enter the search criteria into the available fields. If using Caretaker/Sponsor and Child first and last names, they most match the case name in the TWC CCCM eligibility system. Press **Search**.

Sponsor Search

Sponsor First Name:

Sponsor Last Name:

User Name:

Child First Name:

Child Last Name:

Phone Number:

County:

Status:

Provider:

Use Phonetic Matching:

**C** From the **Search** Results, click on the name of the Caretaker/Sponsor you would like to review.

Search Results 5 Resultados Obtenidos

Name	ID	Type	Status	User Name	County	Phone	Children	Links
Condliffe, Chris C	330	Parent	Active		San Diego	(858) 765-6789	Andi Condliffe	Account Documents
Corbett, Jennifer	1580	Parent	Active	jenniferpp	Ruth	(555) 444-7777	Chica Corbett Debora Corbett	Account Documents

**D** Enter the telephone number or make any other changes.

Sponsor Detail

Sponsor ID: 330

First Name:

Middle Name:

Last Name:

Sponsor Type:

Phone Number:

SMS Phone Number:

Email Address:

CIN:

Inactive:

Region:

Sponsored Children:

Child Name	Relationship to Child	Delete
Condliffe, Andi A	Parent	<input type="button" value="X"/>

**E** Press **Save**.

The Caretaker/Sponsor can now create their account on KinderSign.