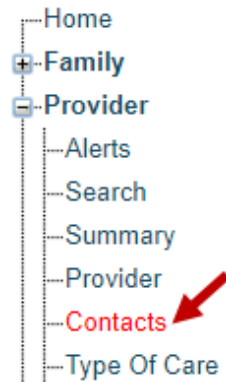


KinderTrack – Add a Contact

- A** Press **Contacts** under **Provider**.



- B** Press **New** to enable the fields for editing. 

- C** Enter the information about the **Provider Contact** into the appropriate fields. You can navigate from one field to another using the tab key or clicking on each field.

- D** Press **Save** to create a new **Provider Contact** record.



Note: If, upon clicking **Save**, the information is incomplete or incorrect, you will receive one or more pop-up messages/WPIs letting you know what needs to be changed to save the record.

Provider: Sample Provider Registration Email Sent:

Provider ID: 1234

Contact: (Primary Provider) ▼

Provider Contact ID:

*Effective Date:  

First Name:

*Last Name:

Initial:

Maiden Name:

Other Name:

Phone: Ext.:

Birth Date: 

Age:

Email:

Alternate Phone:

SSN:

Care Address 1:

Care Address 2:

City: 

State:

Zip Code: Ext.:

Role: Primary Provider ▼

Relationship: [Select >>](#)

*Status:

Other states resided: [Select >>](#)

A red asterisk (*) indicates a required field.