

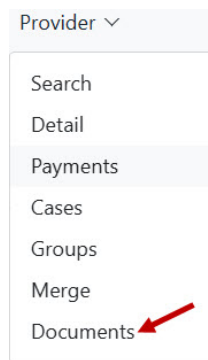
KinderConnect – How to Add a Provider Document

Operators can now upload documents into the TWC CCCM that are relevant to the Provider file for various reasons.

Use the **Provider > Documents** page to upload the files to the database:

Note: When you add a new document, this file will also be accessible to caseworkers on their system.

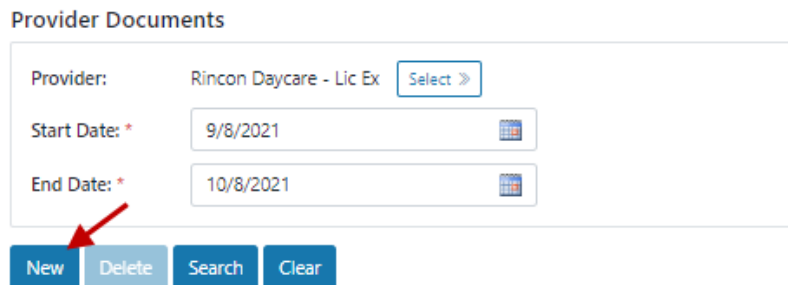
A Press **Documents** under Provider.



Provider ▾

- Search
- Detail
- Payments
- Cases
- Groups
- Merge
- Documents

B Press **New**.



Provider Documents

Provider: Rincon Daycare - Lic Ex Select >>

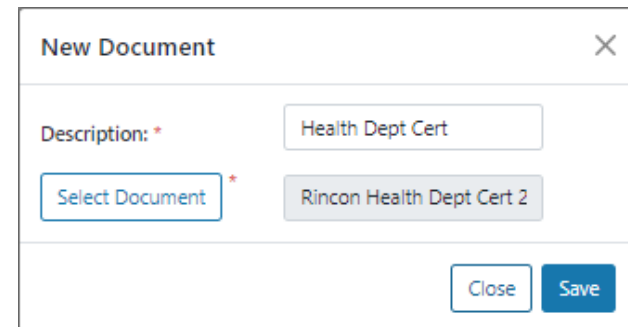
Start Date: * 9/8/2021 Calendar

End Date: * 10/8/2021 Calendar

New Delete Search Clear

C Enter the **Description** of the document you are adding.

D Press **Select Document** to locate the name of the file you would like to add. Note that the document should already exist on your computer before selecting to add it. Once selected, the name of the file to be uploaded displays.



New Document ×

Description: * Health Dept Cert

Select Document * Rincon Health Dept Cert 2

Close Save

E Verify uploaded document name is correct.

F Press **Save**.