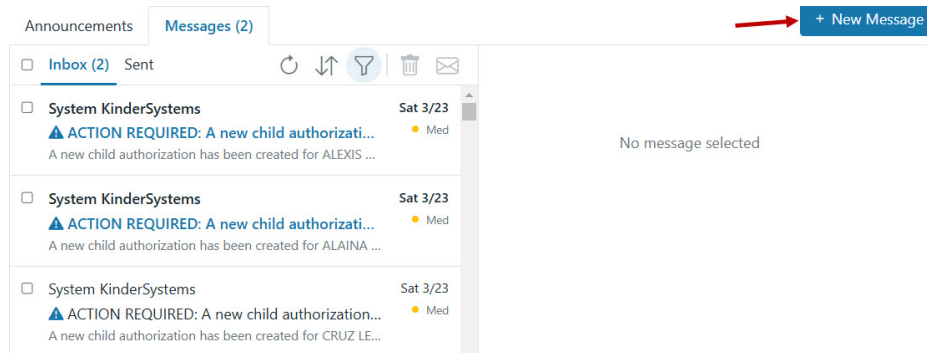


KinderConnect – Provider Sends Message

The KinderConnect Message Center is part of the **Home** page. Providers can send a **New Message** from this page at any time.

- A** Select **+ New Message** to create the message.



- B** You have the option to send a Group Message or an Individual Message.

Group Message
Individual Message

Group Messages

- A** To send a Group Message, select the checkboxes of the Groups to which you want the message sent.

Create Group Message

Groups *	Provider Administrator Provider User Sponsor Parent NonSubChild KT Payment Tech Device Maintenance Read Only	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
----------	--	---

- B** Select the message's Priority level (Low, Med, High) from the drop-down.
- C** Enter the Subject and the Message. Press **Send**.

Individual Message

- A** To send an Individual Message, the Provider will be automatically selected.
- B** Press **Select** next to Recipients to select the person to whom you want to send the message. Then, enter the person's first and last name and select their category. Press **Search** and then press **Add**.

- C** Select the message's Priority level (Low, Med, High) from the drop-down.
- D** Enter the Subject and the Message. Press **Send**.