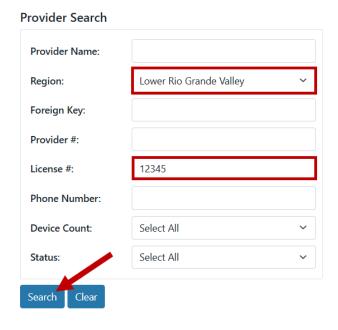
## **KinderConnect – Verify Children for Providers with Multiple Locations**

When an API Provider has multiple locations under the same license, each location is assigned a unique **Provider ID**. To ensure children are entered correctly into your CCMS, you must first confirm which children belong to the specific Provider ID.

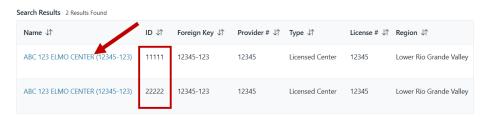
A Click Search under Provider.



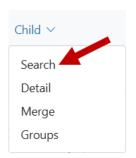
Enter your license number in the License # field and the region in the Region field. Press Search.



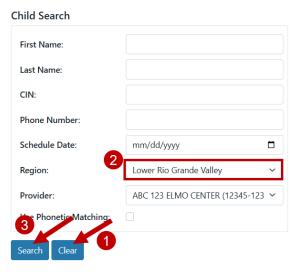
The **Search Results** show all locations associated with the License Number and Region you entered. Click on the hyperlinked **Provider Name** next to the desired Provider ID.



Return to the menu at the top. Click on **Search** under **Child**.



Press Clear, re-enter the Region, and press Search to run a blank search.



F

The system will list all children associated with the Provider and the selected Provider ID and Region. From here, copy the Child IDs from the list and enter them into your CCMS system to record attendance accurately.

## Search Results 3 Results Found

Name ↑	ID ↓↑	CIN ↓↑	Date of Birth ↓↑ Phone ↓↑	Providers ↓↑
Doe, John	44556	123457	5/8/2020	ABC 123 ELMO CENTER (12345-123)
Joe, Sally	55667	123458	2/17/2020	ABC 123 ELMO CENTER (12345-123)
Smith, Matt	66778	123459	6/24/2018	ABC 123 ELMO CENTER (12345-123)