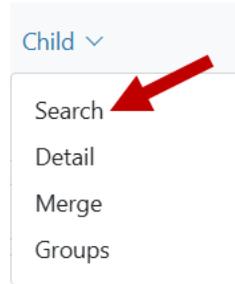


## KinderConnect – Verify Children for Providers with Multiple Locations

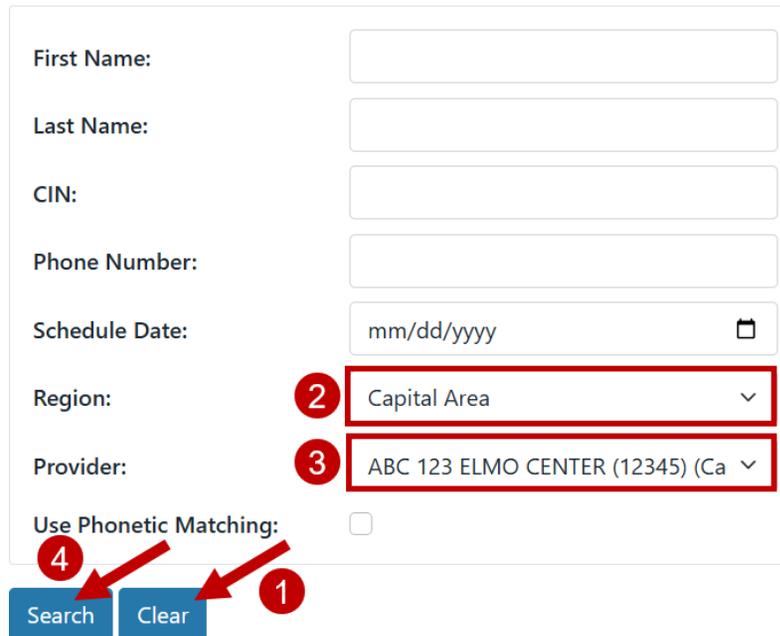
When an API Provider has multiple locations under the same license, each location is assigned a unique **Provider ID**. To ensure children are entered correctly into your CCMS, you must first confirm which children belong to the specific Provider ID.

**A** Click **Search** under **Child**.



**B** Press **Clear**. Select a region from the **Region** field. Select the Provider with the Provider ID you want to review from the **Provider** field. Press **Search**.

### Child Search

A screenshot of the 'Child Search' form. It contains several input fields: 'First Name', 'Last Name', 'CIN', 'Phone Number', 'Schedule Date' (with a calendar icon), 'Region' (dropdown menu), 'Provider' (dropdown menu), and 'Use Phonetic Matching' (checkbox). At the bottom are 'Search' and 'Clear' buttons. Red callouts with numbers 1 through 4 point to: 1. Clear button, 2. Region dropdown (showing 'Capital Area'), 3. Provider dropdown (showing 'ABC 123 ELMO CENTER (12345) (Ca)'), and 4. Search button.

**C** The **Search Results** will list all children associated with the Provider, 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 45 Results Found

Name ↑	ID ↓↑	CIN ↓↑	Age ↓↑	Phone ↓↑	Providers ↓↑	Sponsors ↓↑	Type ↓↑
Smith, Bob	12345	4312345	8Y 5M		ABC 123 ELMO CENTER	Smith, Bobby	Subsidized
Collins, Jane	154321	5154321	5Y 5M		ABC 123 ELMO CENTER	Collins, Jamie (PC)	Subsidized