KidKare Start-Up Guide

Welcome to KidKare! These quick instructions should help you get started.
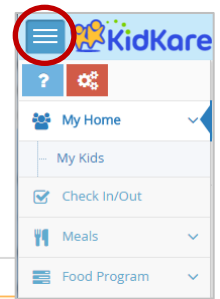
Step 1 – Log In

Go to kidkare.com and click **LOG IN**. Enter the **login ID** and **password** that has been provided to you by your Sponsor. *If you're on a smartphone or tablet, tap the menu icon (three blue lines at the top right corner) to display the LOG IN screen.*
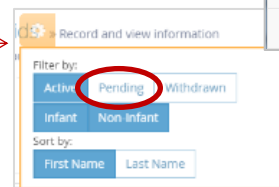
Step 2 – Decide what you would like to do next.

You can access all of the KidKare features from the menu icon.

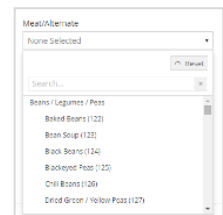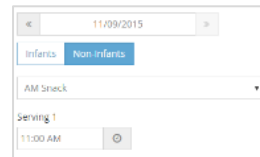Click the question mark icon to access **Help** online.

Verifying Enrollment - To verify all children are enrolled, go to **My Home >> My Kids**.

- Click the gear shift icon and select "**Pending**."
- Scroll down past the active kids to view those with a "Pending" status.
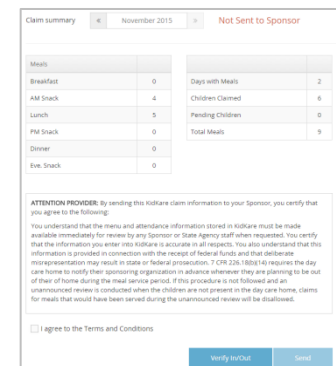- If any children are missing, enroll them by tapping the **Add Child** button.

Recording Meals - To start recording meals, go to **Meals >> Meal Service**.

- Verify the correct date is displayed.
- Select Infant or Non-Infant.
- Select a meal from the list, and record the serving time.
- Select the foods from the list.
  (You can type all or part of the word to search for a specific food.)
- Tap the name of each child that was present during the meal time.
- The names will turn **green**.
- When all required fields have been entered and at least one child is marked in attendance, KidKare will *automatically* save the meal. There is no save button.

Sending the Claim to Your Sponsor

At the end of the month, go to **Food Program >> Send to Sponsor** to send the claim to your Sponsor. Once the claim has been sent, you can view it in the **View Claims** screen.

Check out the many other features of KidKare!

- **Calendar:** Review meals, school out days, closed for business, and more!
- **Messages:** Read important information.
- **Reports:** Generate child enrollment reports, claim reports, etc.
- **In/Out Times:** Tap children in and out,

Learn more!

The KidKare Knowledge Base has **training videos** and **helpful information** to learn more about KidKare. *You can even sign up for a free webinar.* Just click your name at the top right corner of the screen, and choose the **Get Help** option. That will connect you to help.kidkare.com.