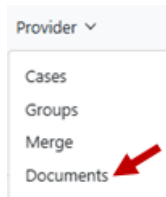


KinderConnect – How to Add a Provider Document

Providers can now upload documents that are relevant to the Provider file for various reasons.

For example, when attendance is entered directly into KinderConnect, on the Attendance > Detail page, it might be necessary to upload the yellow billing form with the parent signatures for all days the child received care.

A Click **Documents** under **Provider**.



Provider ▾

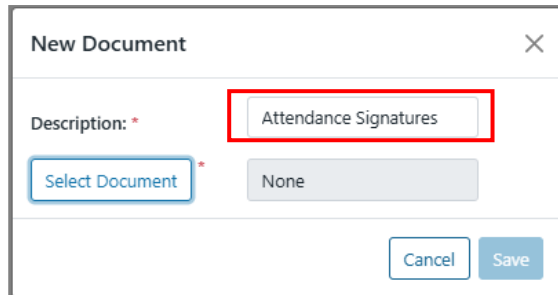
- Cases
- Groups
- Merge
- Documents

B Press **New**.



New Delete Search Clear

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



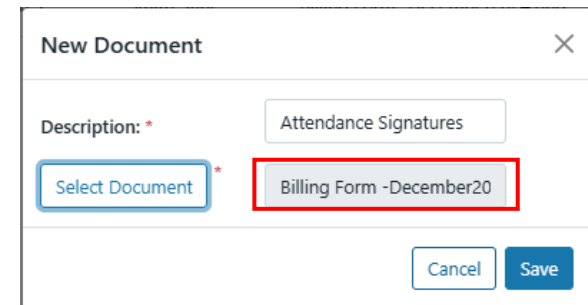
New Document

Description: * Attendance Signatures

Select Document * None

Cancel Save

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 device before selecting to add it. Once selected, the name of the file to be uploaded displays.



New Document

Description: * Attendance Signatures

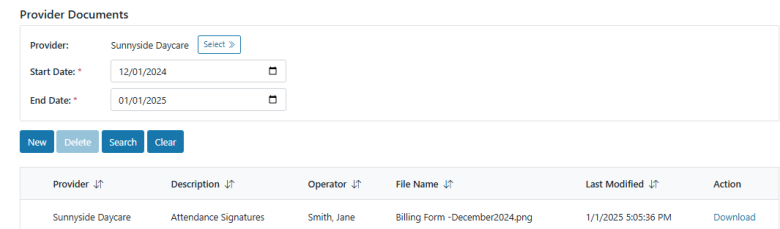
Select Document * Billing Form -December20

Cancel Save

Verify that the name of the uploaded document is correct.

E Press **Save**.

Once Saved, your document will appear as below and will be available for DES to review.



Provider Documents

Provider: Sunnyside Daycare Select >

Start Date: * 12/01/2024

End Date: * 01/01/2025

New Delete Search Clear

Provider	Description	Operator	File Name	Last Modified	Action
Sunnyside Daycare	Attendance Signatures	Smith, Jane	Billing Form -December2024.png	1/1/2025 5:05:36 PM	Download