

Welcome to KidKare! These quick instructions should help you get started.

## Step 1 – Log In

Go to [kidkare.com](http://kidkare.com) and click **LOG IN**. Enter the **Username** and **password** that has been provided to you by your Sponsor. If you're on a smartphone or tablet, tap the menu icon (three lines at the top right corner) to display the LOG IN screen.



## Step 2 – Decide what you would like to do next.

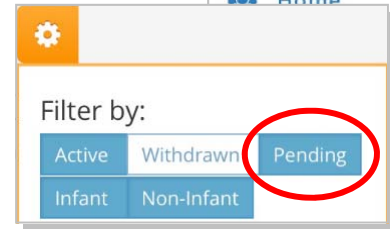
You can access all of the KidKare features from the menu icon.

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



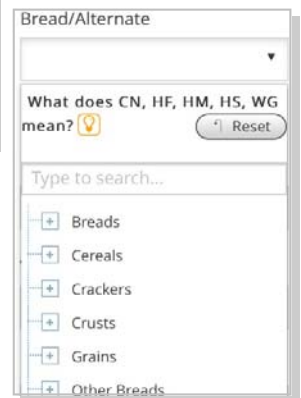
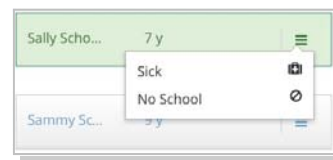
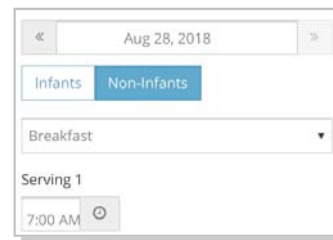
## Verifying Enrollment - To verify all children are enrolled, go to **Home >> My Kids**.

- Click the gear 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 >> Enter Meal**.

- 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.
- Tap on the Check IN button at the first meal the child is in attendance.
- The names will turn **green**.
- To mark No School or Sick click on the menu icon to the right of the child's name.
- When all required fields have been entered and at least one child is marked in attendance, click the Save button.

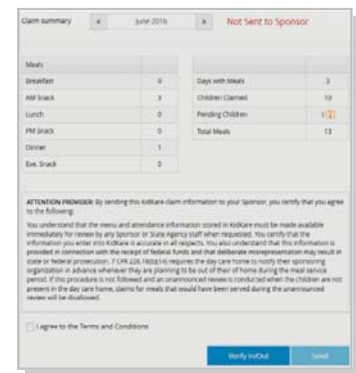


## Sending the Claim to Your Sponsor

At the end of the month, go to **Food Program >> Send to Sponsor >> Read then check the Terms and Conditions box and click Send** to send the claim to your Sponsor.

## 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.



## 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](http://help.kidkare.com).

