

[VIDEO] Edit Provider Details

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You can edit information about your company, such as your company name, tax ID, and certain contact information on the My Site page.

1. From the menu to the left, click **Home**.
2. Click **My Site**. The My Site page opens.

The screenshot shows the KidKare My Site interface. On the left is a navigation menu with options: Home, My Kids, My Site, eForms, Meals, Food Program, Calendar, Check In/Out, Reports, Accounting, Messages, Get Help, and Logout. The main content area is titled 'My Site' and contains two panels. The 'Provider Detail' panel has fields for: First Name (Mary), Last Name (Shelley), Company Name (Mary Shelley), Address (123 S Main Grapevine, TX 760510000), Phone ((940) 123-4567), Email (mshelly@frankenstein.com), Fax, and Tax Id. A green 'Edit' button is at the bottom right of this panel. The 'Business Detail' panel has fields for: Username (993988894), Password (Click to reset), Monitor (Emma Goldman (42)), License expiration date (07/01/2025), School district (Los Angeles Co. Office Of Education), Hours of Operation (Mo-, Tu-, We-, Th-, Fr-), and Meals (Breakfast, AM Snack, Lunch, PM Snack, Dinner, Eve. Snack). At the bottom of the page, there is a copyright notice: 'Copyright © 2020 - Minute Menu Systems, LLC - All Rights Reserved' and links for 'Terms | Privacy Policy | Cookie Policy'.

3. In the **Provider Detail** section, click **Edit**.
4. Click the **Company Name** box and enter your business name.
5. Click the **Phone**, **Email**, and **Fax** boxes and enter your updated contact information.
6. Click the **Tax ID** box and enter your tax ID number.
7. When finished, click **Save**.

Watch the video below to see how to setup you site and start enrolling participants