[VIDEO] Run Enrollment Reports

The eForms Reports page lets you retrieve, view, and print enrollment records. This includes both enrollment forms (EF) and income eligibility forms (IEF). Each form type is listed on a separate line.

> **Required Permissions:** You must have the **eForms** permission enabled on your account to use the eForms feature. If you work with a food program sponsor, your sponsor must enable this feature. Sponsors, click **here** for more information about eForms.

1. Log in to **app.kidkare.com**.
2. From the menu to the left, click **eForms**.
3. Click **Reports**. The eForms Reports page opens.

   > **Note:** You can also access this page from the Approve & Renew page. To do so, click **View Reports**.

4. In the Show Records For section, enter your report criteria.
   - **First drop-down menu:** Select **Enrollment** or **Re-Enrollment**.
   - **Second drop-down menu:** Select the form type (**EF** or **IEF**).
   - **Third drop-down menu:** Select the date range (**Current Year**, **Previous Year**, **Custom Date Range**).
   - **Fourth drop-down menu:** Select a particular child to view. You can also type the child name to filer the list.
   - **From/To boxes:** If you selected Custom Date Range in the third drop-down, use these boxes to set a date range.
5. Click **Run**.
6. Set additional filters/sorts, as needed.
   - Click the **Participant Name** box in the table and begin typing to search for a particular participant.

     > **Note:** According to your display settings, this box may be called something else, such as Child Name. For more information, see **Set Display Settings**.

   - Click **Filters** in the top-right corner and select **First Name** or **Last Name** to sort by first or last name.
   - Click the **Participant Name** column or the **Last Updated** column to sort records in ascending or descending order.
7. To view individual forms for a particular record, click **View Form** on the appropriate row. A PDF downloads.
8. To view multiple forms together:
   - Check the **box** next to the records to view.
   - Click **Combine & Print Forms**. A combined PDF downloads.