# Enroll a Participants with eForms

Use eForms to enter basic information about a participant and then send an enrollment invitation to their guardian. Guardians then complete the form digitally and submit it to you—completely removing paper from the process.

> **Note:** Your food program sponsor must enable this feature.

1. From the menu to the left, click **Home**.

2. Click **My Participants**. The My Participants page opens.

   > **Note:** According to your display settings, this option and page may be called something else, such as My Kids. For more information, see **Set Display Settings**.

3. Click ▼ and select **Send eForms**. The Enroll Participants page opens.
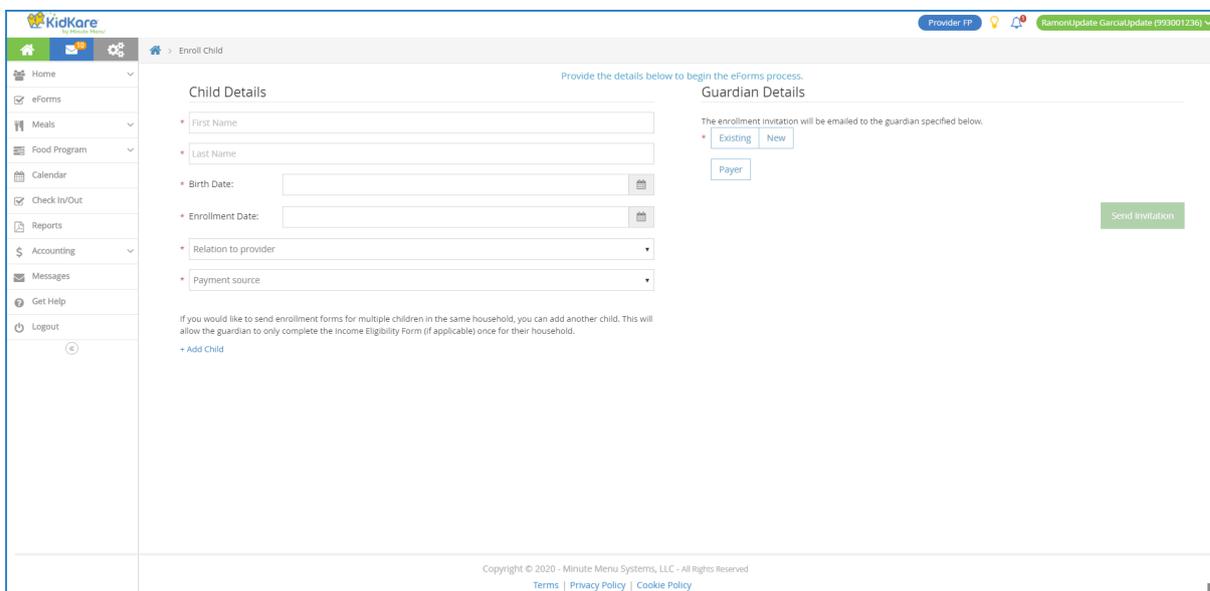
4. In the **Participant Details** section:

   a. Click the **First Name** and **Last Name** boxes and enter the participant's first and last name.

   b. Click the **Birth Date** box and select the participant's date of birth.

   c. Click the **Enrollment Date** box and select the participant's enrollment start date.

   d. Click the **Relation to Provider** drop-down menu and select the participant's relation to you. If the participant is not related to you or your staff in some way, select **Not Related/Day Care Child**.

   e. Click the **Payment Source** drop-down menu and select **Paid by County/State**, **Paid by Parent**, or **No Pay**.

   f. If you need to enroll a sibling at the same time, click **Add Participant**. Repeat **Steps 4a - 4f** for the additional participant. You can add as many siblings, as needed. Adding participants this way ensures that the parent only needs to complete one income eligibility form for the household.

   > **Note:** This option is only available for **Tier 2** or **Mixed Tier** homes.

5. In the **Guardian Details** section:
    - Click **Existing** to select an existing guardian. Then, select the contact.
    - Click **New** to add a new guardian and enter their information.
6. If your are subscribed to the Accounting feature, click **Payer** to designate this guardian as a payer for the participant.
7. Click **Send Invitation**.

Note: Click here to print an instruction sheet to hand out to guardians. This sheet provides basic instructions for completing the enrollment process.