Print Completed eForms Records

Completed eForms are stored within KidKare. You can retrieve and print these forms, as needed. However, we do recommend that you simply store a digital copy, if needed. Remember, you can retrieve these forms from KidKare at any time.

1. From the menu to the left, click **eForms**.
2. Click **Reports**. The Reports page opens.

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

3. In the **Show Records For** section, set filters for the forms to view.
   a. Select **Enrollment** or **Re Enrollment**.
   b. Select the form type. You can choose from **EF**, **IEF**, or **All Form Types**.
   c. Select the center(s) to view. You can select as many centers, as needed, or you can select **All Centers**.
   d. Select the date range to view. You can select **Current Year**, **Previous Year**, or **Custom Date**. If you select **Custom Date**, use the **From/To** boxes to set a date range.
4. Click **Run**. Reports meeting the limits you set display.
5. To download an individual form, click **View Form**. A PDF downloads. You can then print this PDF, as needed.
6. To print multiple forms at once:
   a. Check the box next to each form to print.
   b. Click **Combine & Print Forms**. The forms you selected download.