

Send Welcome Messages for KidKare

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CDT

Sending a Welcome Message

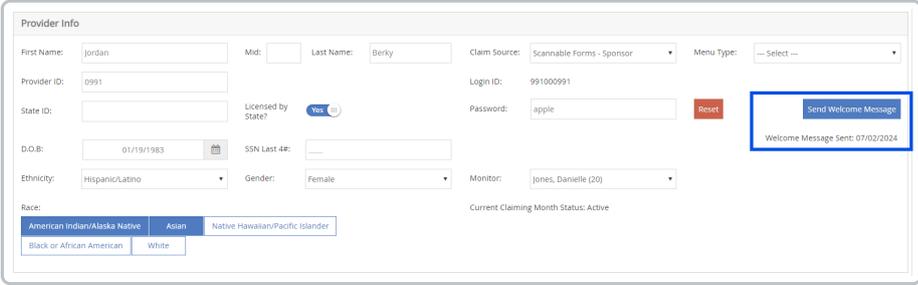
As you enroll providers, send them a Welcome Message for KidKare. This message may include the following:

- A brief, introductory message.
- A link to allow the provider to log in and reset their password.
- Get started information, including a link to [Home Daycares: A Brief Introduction to KidKare](#) and the [Get Started with KidKare for Home Providers](#) guide.
- A link to the [KidKare Knowledge Base](#).
- A signature that includes your name and phone number.

You can customize this welcome letter, and some of this information may not be included. For more information, see [Customize the KidKare Welcome Letter](#).

To send a welcome message:

1. From the menu to the left, click **Provider Management** and then **Provider Information**.
2. Click the **Provider** drop-down menu and select the provider. The provider's details display, and the General tab opens by default.
3. We recommend you click the **Contact** tab and verify that the provider's email address is correct prior to sending the Welcome Message.
4. On the **General** tab, click the blue **Send Welcome Message**.



The screenshot shows a 'Provider Info' form with various fields. The 'Send Welcome Message' button is highlighted with a blue box. The form contains the following information:

First Name:	Jordan	Mid:		Last Name:	Berky	Claim Source:	Scannable Forms - Sponsor	Menu Type:	-- Select --
Provider ID:	0991	State ID:		Licensed by State?	Yes	Login ID:	991000991	Password:	apple
D.O.B.:	01/19/1983	SSN Last 4#:		Gender:	Female	Monitor:	Jones, Danielle (20)	Current Claiming Month Status:	Active
Ethnicity:	Hispanic/Latino	Race:	American Indian/Alaska Native, Asian, Native Hawaiian/Pacific Islander, Black or African American, White						

5. A confirmation screen will appear once the message is sent successfully.
6. Click **OK** and a welcome message preview will appear for you to print for your records, or preview and close.