Quick Add Providers

You or your monitors can quickly add a new provider with minimal information from CDT the **Observer Mode** page. After the provider is added here, the sponsor must complete the full provider details later. This can be used to quickly onboard a new provider while onsite or prior to a review if the provider has not been added to KidKare yet.

- 1. From the menu to the left, click **Observer Mode.**
- 2. Click Add Provider in the top right corner. The Add Provider page opens.

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Welcome to Observer	Mod	le. Select a provio	der you wo	uld like to observe ar	nd you will be logged in to the sit	te as that provider.			
Add Prox									
Provider	¢	Monitor	¢	Phone	Address	Last Login Date	Claim Date	Next Review Date	
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- Click the First Name and Last Name boxes and enter the provider's first and last name. This information is required.
- 4. Click the **Email** box and enter the provider's email address. This box is optional, but we recommend that you provide an email address.
- Set a password for this provider in the **Password** box. A random password is generated for you when you
 access this page, but you can either manually input a password, or you can click **Suggest** to generate a
 different random password.
- Click the Provider ID box and enter a number for this provider, or click Suggest to generate the next available provider ID (in sequence). See Understand Provider IDs for more information about provider IDs.
- 7. Click the **State** drop-down and select the state in which the provider operates. This menu defaults to your state.
- 8. Click Add Provider. The provider is saved and can access KidKare.

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