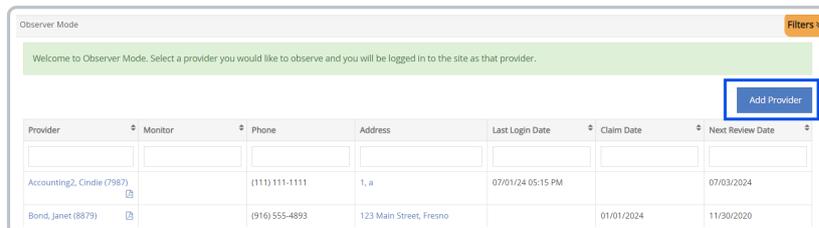


Quick Add Providers

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You or your monitors can quickly add a new provider with minimal information from 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.



3. 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.
5. 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.
6. 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.

