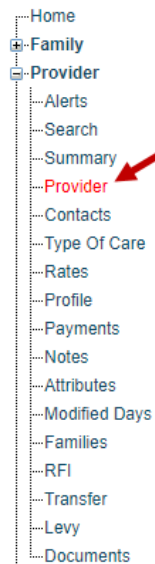
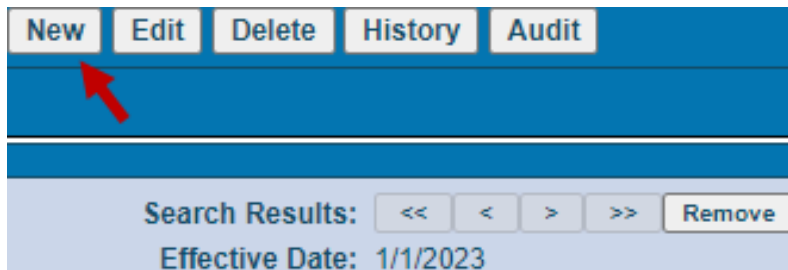


# KinderTrack – How to Add a Provider Record

**A** Press **Provider** under **Provider**.



**B** Press **New** to enable the fields for editing.



**C** Enter the information about the **Provider** into the appropriate fields. You can navigate from one field to another using the tab key or clicking on each field.

**D** Press **Save** on the top left to create a new **Provider** record.



**Note:** If, upon clicking **Save**, the information needs to be completed or corrected, you will receive one or more pop-up messages/WPIs letting you know what needs to be changed to save the record.