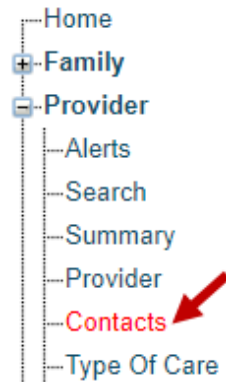


KinderTrack – Add a Contact

- A** Press **Contacts** under **Provider**.



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

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

- D** Press **Save** to create a new **Provider Contact** record.



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

A red asterisk (*) indicates a required field.