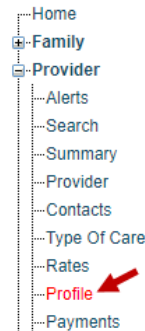# KinderTrack – Creating a Provider Profile

A Select the Provider you are looking for by searching for them first in the **Provider > Search** page. Then press **Profile** under **Provider**.

- Home
- Family
- Provider
  - Alerts
  - Search
  - Summary
  - Provider
  - Contacts
  - Type Of Care
  - Rates
  - Profile
  - Payments

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

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

Note:

- If **Annual** is selected as the **Registration Fee**, the fee is applied yearly. If not set, the fee is applied only once.

- Under **Hours of Operation**, click on the box(es) corresponding to the days this **Provider** offers care. You can enter the start and end times of care for this Provider manually in the corresponding fields, or use **Start Time Fill** and **End Time Fill** to automatically populate the columns for the selected days after entering the first one.
- A red asterisk (*) indicates a required field.

D Press **Save.**

E To create a new profile, press **New** to enable the fields to be filled.

F Enter the information about the **Provider Profile** into the appropriate fields.

G Press **Save** to create the new **Provider Profile** record.