

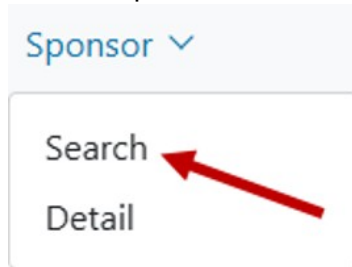


NJCCIS e-Child Care – Search For A Sponsor (Client)

How To Search for a Sponsor (Client) Record

This Tip Sheet provides instructions for searching for a Sponsor (Client) record in the e-Child Care System (KinderConnect).

- A** Click on “Sponsor > Search”.



- B** Enter your search criteria.

Note: If the “Provider” field is grayed out, the provider has been set automatically. If it shows a dropdown, select which location within the provider you want to search. If it shows “Select >>”, click it to search for any provider.

Sponsor Search

Sponsor First Name:	
Sponsor Last Name:	
Sponsor Type:	Select >>
User Name:	
Child First Name:	
Child Last Name:	
Phone Number:	
Region:	Burlington ▼
Status:	Select All ▼
Provider:	ABC Learning Center (0001234) ▼
Use Phonetic Matching:	☐

C Press **Search**.



D Sponsors who meet the search criteria are displayed in the "Search Results".

Search Results 1 Result Found

Name ↓↑	ID ↓↑	Type ↓↑	Status ↓↑	User Name ↓↑	Region ↓↑	Phone ↓↑	Children ↓↑	Account
Smith, Ashley	11	Parent / Legal Guardian	Active		Bergen		Lily Smith	

E Press **Clear** to clear the search criteria previously entered.



Need Assistance?

For more information, visit:

<https://nccis.com/nccis/help>

For help with getting your banking information set-up in Tyler Technologies, contact:

Email: supportnj@kindersystems.com

Phone: 1-888-338-6231