

# CHILD CARE BUSINESS MARKETING TOOL!

## Online Provider Profile Registry

Use your preferred device, with internet access, and go to  
<https://stage.worklivesystems.com/program/16>  
to update your information!

**Welcome Programs & Providers!**

**ChildCare Aware OF KANSAS**

**Announcement:** If you need assistance, please call 855-750-3343 (Monday-Friday, 8:00am-5:00pm) or email [helpdesk@ks.childcareaware.org](mailto:helpdesk@ks.childcareaware.org)

Please Enter Your Information

Email

Password

Login Create Account

Request Password

### Registered Users

1. Enter your login Email
2. Enter your login Password
3. Click "Login"

### Forgot Password?

Click "Request Password"

### First Time Users

1. Click Create Account
2. Enter your Email
3. Enter desired Password
4. Enter your License ID (*first 7 digits only*)
5. Enter your ZIP code
6. Click Save

**Need Help?** Our email and telephone number are located at the end of each screen.

### Provider Main Menu Tabs

Home Update Data Pictures View Profile

**HOME** tab displays our contact information.

**UPDATE DATA** tab opens to your Contact Information section displaying the data fields available for you to update, as often as you'd like. Keep the follow information current for families looking for child care.

- Contact information
- Schedule
- DCF Status
- Rates
- Vacancies
- Enrollment

**PICTURES** can be added to showcase your child care program to families.

**VIEW PROFILE** pulls your data together for you to view and share with families, serves as a nice marketing piece.

**REFERRAL COUNT** shows you the number of times your profile has been sent over the last 3 months.

**PROFESSIONAL DEVELOPMENT** view and register for trainings, add demographic data about you and any staff.

Funded by:



**Child Care Aware® of Kansas**  
855-750-3343  
[www.ks.childcareaware.org](http://www.ks.childcareaware.org)

