



# eForms

## Start-Up Guide



Find more help at [www.kidkare.com/support](http://www.kidkare.com/support)







Minute Menu Systems, LLC  
1101 E Arapaho Rd Ste 240, Richardson TX 75081

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### Access eForms

1. Log in to [app.kidkare.com](http://app.kidkare.com) with the same login ID and password that you use to access Minute Menu CX.
2. From the menu to the left, click eForms.
3. You should see a list of children. If you do not, click Clear Filter at the top of the page.

Icon	Action
	Email missing. Click the child's name to enter or edit the email address. Once an email has been entered, click the email icon to send the invitation.
	Click this icon to open the form on your device. Have the parent complete the forms while in the center.
	Click this icon to send or resend an invitation to a parent. This icon only displays if an email address exists. Click the child's name to add an email address.
	Click this icon to cancel the invitation. Only use this for children who no longer attend the center or who are withdrawn.
	Click this icon to indicate that the form was completed on paper.
	Click this icon to review and approve the form <b>or</b> to return it to the parent for revision.

### Process Overview

1. The food program administrator (your sponsor or back-office) emails invitations to parents with valid email addresses.
2. Add or update email addresses (click the child name) for those parents who did not receive emails should have their email address added, and then resend the invitation (click the email icon).

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3. Parents who cannot complete forms online can do it onsite using a device at the center (tap the paper icon), or they can complete a printed form (click the pencil icon).
4. Once the parent completes the forms, click the thumbs up icon to review and approve the form or send it back to the parent for revision.
5. Once you approve the form, it is submitted to your sponsor for the next steps.
6. If you don't see all of your invitations, use the Filter drop-down menu to select the statuses you need to view.

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