



# CARES USER GUIDE

## HOW TO CREATE AN ACCOUNT

### INTRODUCTION

This guide provides instructions on how to create a Child Care Administration, Regulation and Enforcement System (CARES) account for child care providers.

### CREATE ACCOUNT

To create a CARES account, select **Create Account** on the login page.

1. Enter your **First** and **Last name** in the **Full Name** text box and your email address on the **Email** text box. You must have a valid personal email address to create an account.

**IMPORTANT NOTE:** The CARES account must be created by the owner or owner's designated representative for the purpose of submitting an application to become a child care provider.

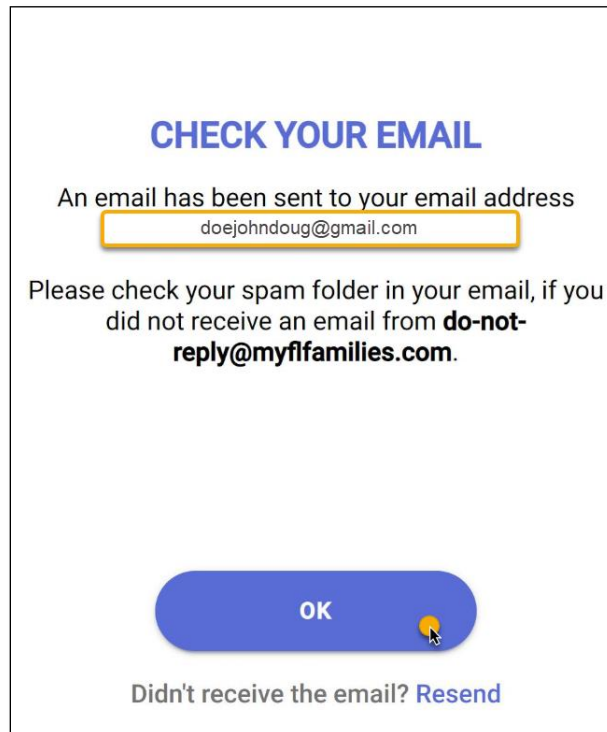
2. Acknowledge the message by selecting the check box next to the, "I am the owner or owner's designated representative," and select **Continue**.

The screenshot shows a web form titled "CREATE ACCOUNT" in blue text. It contains two input fields: "Full Name" and "Email", both outlined in orange. Below these fields is a note: "Note: This account must be created by the owner or owner's designated representative for the purpose of submitting an application to become a child care provider. Please Confirm below to continue." Under the note is a checkbox with a mouse cursor over it, followed by the text "I am the owner or owner's designated representative." At the bottom of the form is a blue button with the text "CONTINUE" and a mouse cursor over it.

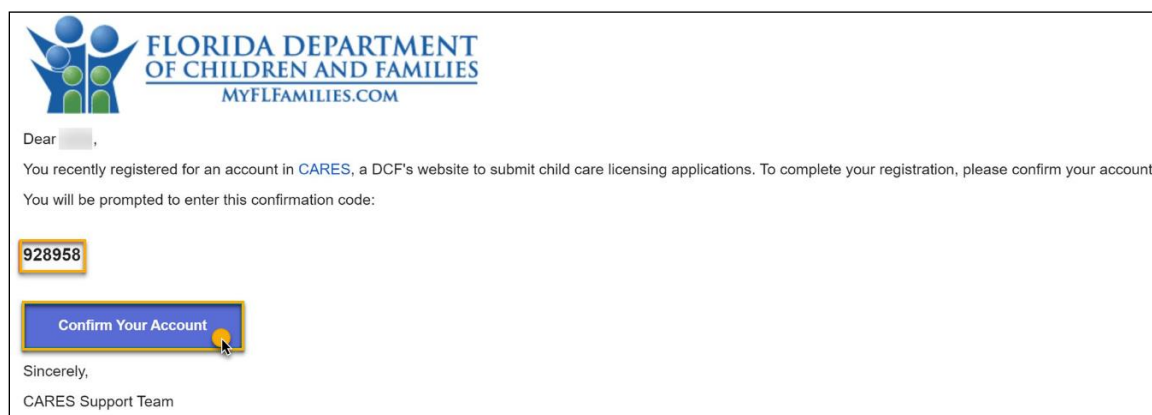
Once you provide your name and email address you will receive an email that contains a confirmation code to complete your registration.

Be sure to check the email address used to create the CARES account. The confirmation code email may be in the spam or junk folder, if it is not in your inbox.

If you do not receive an email within 5 minutes, select **Resend** to generate a new email message with a new confirmation code.



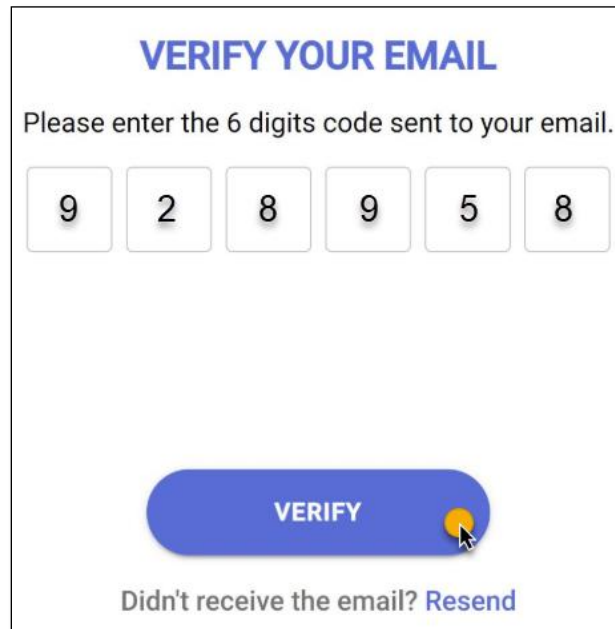
3. Once you receive the email message, select **Confirm Your Account** to view the **Verification** page and enter the confirmation code.



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The verification code you enter must match the 6-digit code from the confirmation email message.

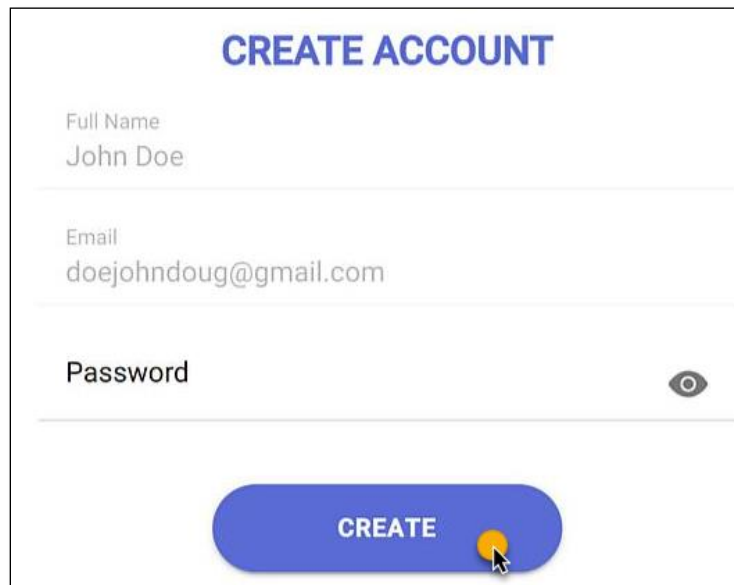
4. Enter the code and select **Verify**.



The screenshot shows a form titled "VERIFY YOUR EMAIL" in blue. Below the title, it says "Please enter the 6 digits code sent to your email." There are six input boxes, each containing a digit: 9, 2, 8, 9, 5, and 8. Below the input boxes is a blue button with the text "VERIFY" and a mouse cursor pointing to it. At the bottom of the form, there is a link that says "Didn't receive the email? Resend".

Once the account is verified, you will be redirected to the CARES login page to create a password and complete the account creation.

5. Enter a password and select **Create**.



The screenshot shows a form titled "CREATE ACCOUNT" in blue. It has three input fields: "Full Name" with the value "John Doe", "Email" with the value "doejohndoug@gmail.com", and "Password". To the right of the password field is an eye icon. Below the input fields is a blue button with the text "CREATE" and a mouse cursor pointing to it.