



CARES – User Guide

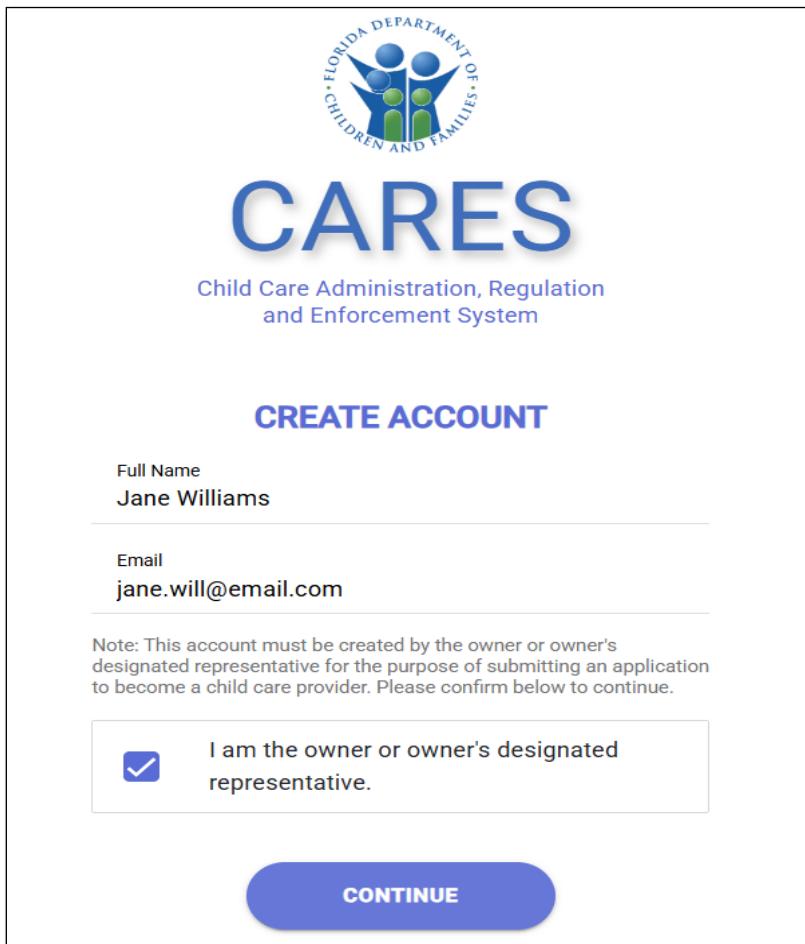
HOW TO CREATE A CARES ACCOUNT

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

Create Account

To create a CARES account:

1. Select **Create Account** on the **Login Page**
2. Enter your **First** and **Last** name
3. Enter your email address to receive a verification email
4. Select 'I am the owner or owner's designated representative'

A screenshot of the CARES Create Account page. The page features the Florida Department of Children and Families logo at the top left. The word "CARES" is prominently displayed in large blue letters, with the subtitle "Child Care Administration, Regulation and Enforcement System" in smaller blue text below it. A "CREATE ACCOUNT" button is centered below the subtitle. Below the button are two input fields: "Full Name" containing "Jane Williams" and "Email" containing "jane.will@email.com". A note at the bottom left states: "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." A checkbox labeled "I am the owner or owner's designated representative." is checked. A blue "CONTINUE" button is located at the bottom center of the page.

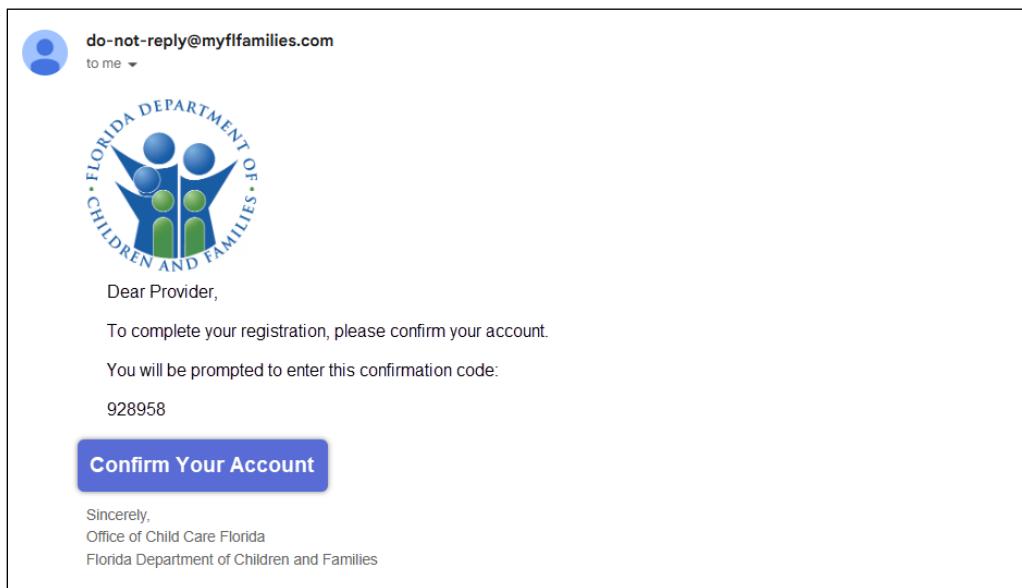
Verification

You will receive an email with instructions to verify your email and complete the registration process.

Select **Confirm Your Account** on the email.

On the CARES **Verification Page** enter the confirmation code.

Create a Password to login to CARES.



CREATE NEW PASSWORD

New Password

- Password must be at least 8 characters
- Contains uppercase letters
- Contains lowercase letters
- Contains numbers
- Should contain one of these characters ! # \$ * < > ? @

CREATE