



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'



CARES

Child Care Administration, Regulation
and Enforcement System

CREATE ACCOUNT

Full Name
Jane Williams

Email
jane.will@email.com

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.

☒ I am the owner or owner's designated representative.

CONTINUE

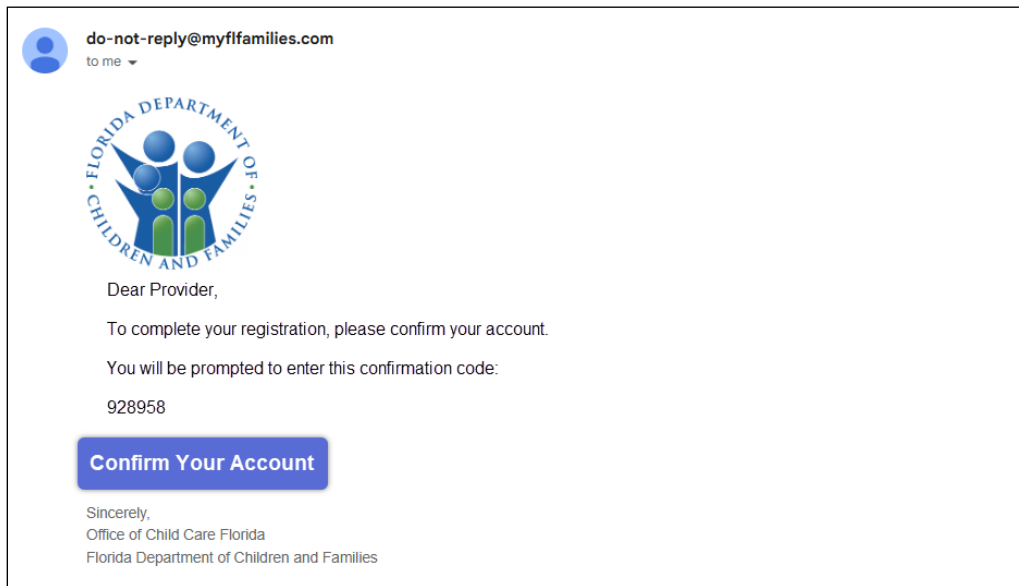
Verification

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