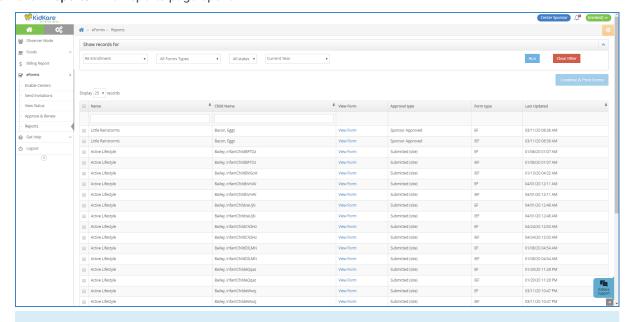
## Print Completed eForms

Last Modified on 05/20/2020 2:39 pm CDT

Completed eForms are stored within KidKare. You can retrieve and print these forms, as needed. However, we do recommend that you simply store a digital copy, if needed. Remember, you can retrieve these forms from KidKare at any time.

- 1. Log in to app.kidkare.com. Use the same credentials you use to access Minute Menu CX.
- 2. From the menu to the left, click eForms.
- 3. Click Reports. The Reports page opens.



Note: You can also access this page from the Approve & Renew page. To do so, click View Reports.

- 4. In the Show Records For section, set filters for the forms to view.
  - a. Select Enrollment or Re Enrollment.
  - b. Select the form type. You can choose from EF, IEF, or All Form Types.
  - c. Select the center(s) to view. You can select as many centers, as needed, or you can select All
    Centers.
  - d. Select the date range to view. You can select **Current Year**, **Previous Year**, or **Custom Date**. If you select **Custom Date**, use the **From/To** boxes to set a date range.
- 5. Click Run. Reports meeting the limits you set display.
- To download an individual form, click View Form. A PDF downloads. You can then print this PDF, as needed.
- 7. To print multiple forms at once:
  - a. Check the box next to each form to print.
  - b. Click Combine & Print Forms. The forms you selected download.