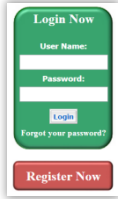


Instructions and Frequently Asked Questions for Staff

Register to Get Started!



Step 1

- Go to website: www.caregistry.org
- Click **Register Now**
- Complete all required fields
- Press **Continue with Registration**

Can I use my employer's contact information for my profile?

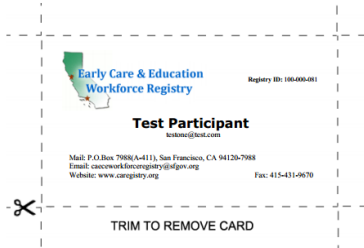
- **Use your personal email** and residential address—this profile follows you wherever you work!

Step 2

- Log into your personal email account
- Open email from "Login Support"
- Click link to validate your email address
- Complete all required fields

Step 3

- Print your Registry ID card by clicking **My Membership Card**



Look up Employer

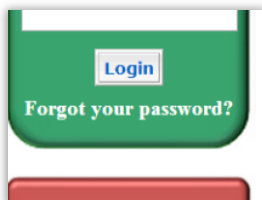


- Type your Employer's Name
- Scroll through the Results
- Review Name and Address
- Press **Select**

I can't find my employer...

- Keep your Search Terms broad: only type the first few letters
- For example, instead of typing "CHILDREN'S COUNCIL OF SAN FRANCISCO," try only typing "CHILD" or "COUNCIL"
- Try using alternative names
- Avoid symbols and extra spaces

To reset your Password

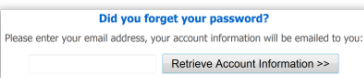


Step 1

- Go to website: www.caregistry.org
- Press **Forgot your password?**
- Enter the email address you used to register (on your Registry ID Card)
- Press **Retrieve Account Information** to have your password sent to you

I don't remember which email address I used to register!

- Check your Registry ID Card
- Try entering other email accounts.
- Do NOT re-register—Call technical support at **855.893.2586** or contact your C-WAGES staff

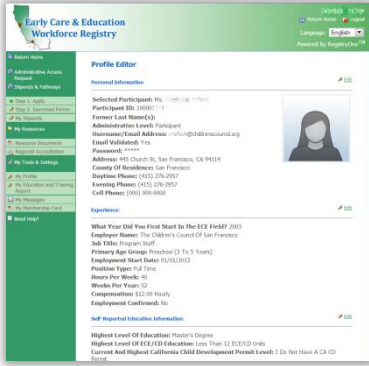


Step 2

- Log into your email account
- Review email from "Login Support"

Ongoing Tasks for Staff

Updating Your Information



- Click **My Profile**
- Press **Edit** to update personal, demographic, education, and work experience details
- Press **Update Account Info** to save record

Information about my employment is inaccurate...

- If Employment has not yet been confirmed, you will be able to press **Edit/Delete Position**
- If Employment has been confirmed, contact your Employer to update Job Title, Start/End dates, Schedule and Compensation information