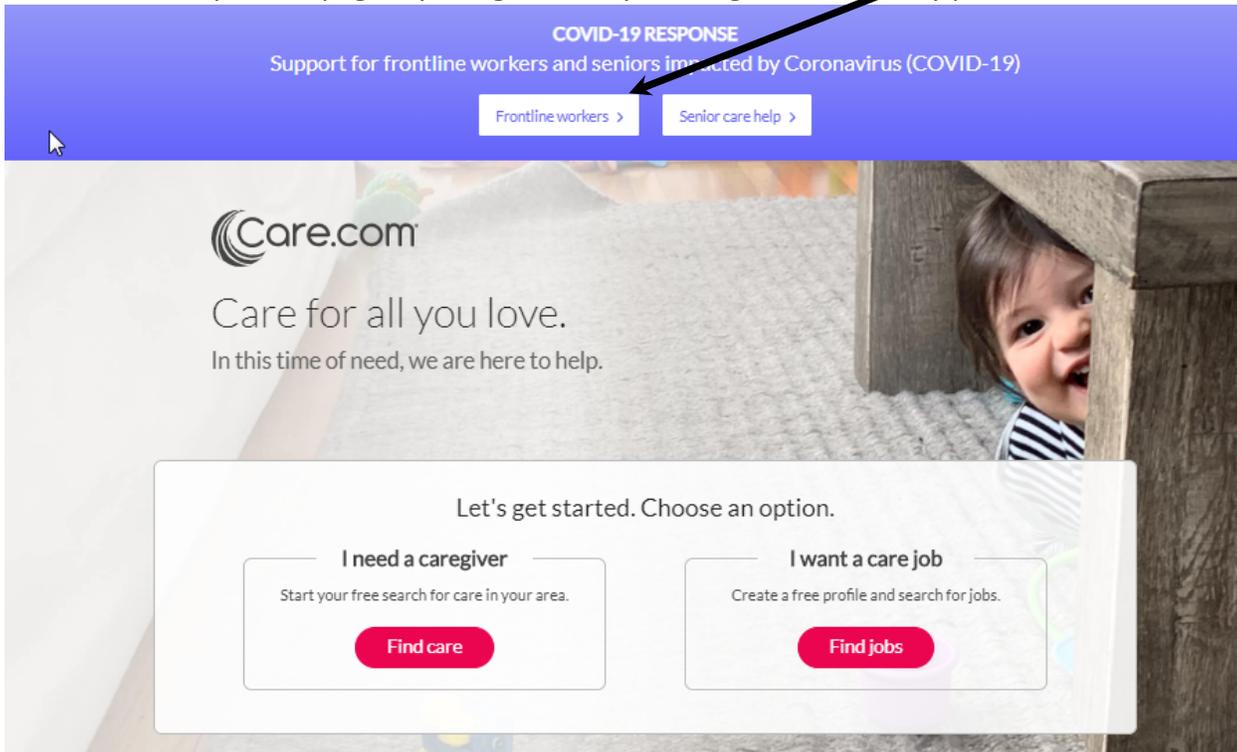


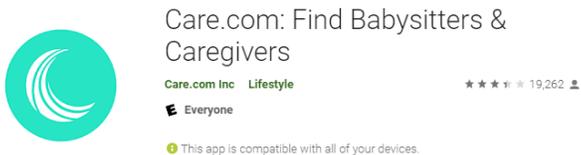
City & County First Responders Quick Start Guide for Childcare Seekers

Step 1: Creating an Account

Please create your account on the [care.com](https://www.care.com) website. Select the **Frontline Workers** button in the banner at the top of the page. By using this link you will get a free 30-day premium account.



Once you have created an account you can manage your account either through the website or by downloading the app from the Apple Store or Google Play. Make sure to select the app for finding babysitters and caregivers.



We highly recommend you choose premium account as it provides you the full range of features from the platform which are important to matching care givers with care job postings.

The premium account will require credit card and will be automatically billed based on the timing you select and you can easily cancel a premium account under Account Settings/Membership Information later. Right now, care seekers from the City and County can get another month free (after the first month) by following the reimbursement process in the document on the city resources pages for COVID 19.

Step 2: Creating the Job for Your Child Care Need

Before you start, think about what your needs are (# of children, hours, days of coverage, etc.) and what criteria you want the providers to meet (years of experience, accommodates pets, non-smoker, college

degree, etc.). On the home page select **Post a Job** and follow the job creation wizard. When you have completed the wizard it will ask you to review and improve the Job Post and a link is provided for **ProTips** that are helpful.

Step 3: Looking for Providers

You may begin receiving applications shortly after you post your job. If you would like to do your own search for a provider use the search bar at the top of the screen entering your zip code and the range of distance away from your location.

A screenshot of a search bar interface. On the left, there is a dropdown menu with the text "Child Care Provider" and a downward arrow. To the right of this is a search input field containing the text "Near 47201". Further right is another search input field containing the text "Within 10 miles". On the far right of the search bar is a magnifying glass icon.

On the next screen you can refine your search to find providers that meet your personal standards and needs. We also recommend you review the "[5 Steps to Hiring Safely](#)" guide.

Step 4 Tools for Choosing a Provider

The application has many [tools](#) available to help you with gathering candidates, narrowing down your provider list, interviewing top choices and making your final decision.

Step 5: Setting up Payment

Review the options for payment and make your preferred selections:

<https://www.care.com/member/myPaymentCenter.do>