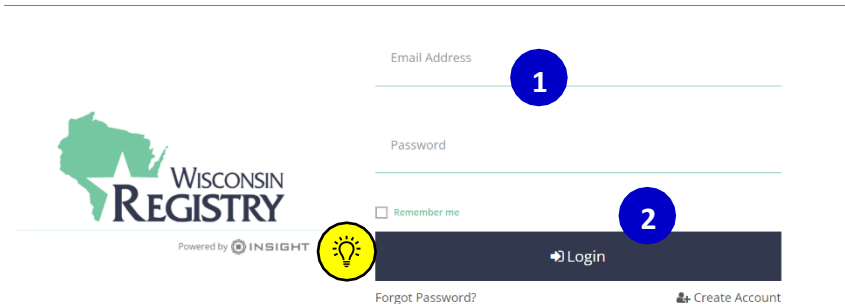


## Adding a New License Facility Number

*The following steps will guide you through adding a new license facility number to an existing Program Profile.*

### STEP 1: Sign in to your personal Registry Profile.

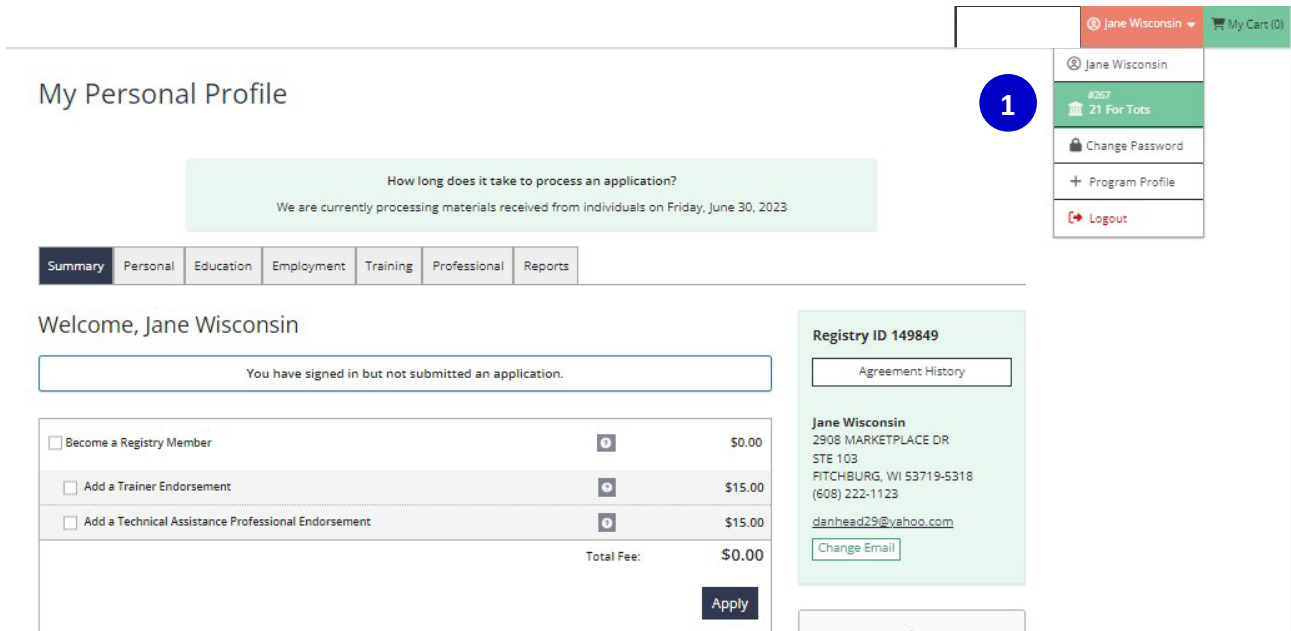
A screenshot of the Wisconsin Registry login page. On the left is the Wisconsin Registry logo, which includes a green map of Wisconsin and the text "WISCONSIN REGISTRY" and "Powered by INSIGHT". To the right of the logo is a yellow lightbulb icon. The login form consists of two input fields: "Email Address" and "Password". A blue circle with the number "1" is placed over the "Email Address" field. Below the "Password" field is a checkbox labeled "Remember me". A blue circle with the number "2" is placed over the "Login" button, which is a dark grey rectangle with a white arrow icon and the word "Login". Below the "Login" button are two links: "Forgot Password?" and "Create Account".

Go to The Registry's [website](#) and click Sign In:

1. Use your email address and password to log in to your Registry account.
2. Click the LOGIN button.

**Please Note:** *If you do not know your password, click on **FORGOT PASSWORD?** on the sign-in page to reset it.*

## STEP 2: Open your Program Profile



My Personal Profile

How long does it take to process an application?  
We are currently processing materials received from individuals on Friday, June 30, 2023

Summary Personal Education Employment Training Professional Reports

Welcome, Jane Wisconsin

You have signed in but not submitted an application.

Registry ID 149849

Agreement History

Jane Wisconsin  
2908 MARKETPLACE DR  
STE 103  
FITCHBURG, WI 53719-5318  
(608) 222-1123  
[danhead29@yahoo.com](mailto:danhead29@yahoo.com)  
[Change Email](#)

☐ Become a Registry Member \$0.00

☐ Add a Trainer Endorsement \$15.00

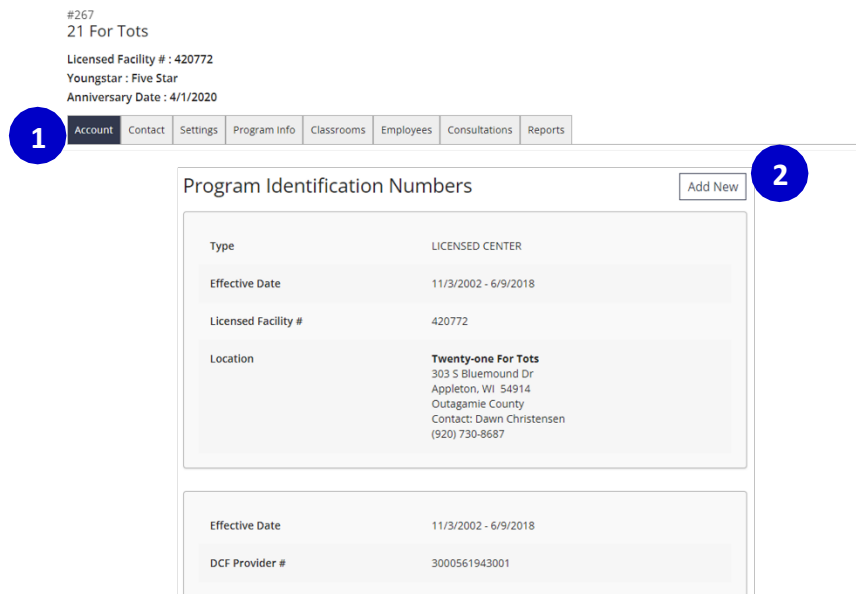
☐ Add a Technical Assistance Professional Endorsement \$15.00

Total Fee: \$0.00

[Apply](#)

1. Locate the **drop-down menu** in the upper right-hand corner of your Personal Profile.  
Click on your program's name to open the Program Profile.

## STEP 3: Access Program Identification Numbers



#267  
21 For Tots  
Licensed Facility #: 420772  
Youngstar: Five Star  
Anniversary Date: 4/1/2020

Account Contact Settings Program Info Classrooms Employees Consultations Reports

Program Identification Numbers [Add New](#)

Type	LICENSED CENTER
Effective Date	11/3/2002 - 6/9/2018
Licensed Facility #	420772
Location	<b>Twenty-one For Tots</b> 303 S Bluemound Dr Appleton, WI 54914 Outagamie County Contact: Dawn Christensen (920) 730-8687

Effective Date	11/3/2002 - 6/9/2018
DCF Provider #	3000561943001

1. Click on **ACCOUNT** to display your current Program Identification Numbers.
2. Next, click on **ADD NEW**.

#### STEP 4: Add a New License

21 For Tots

Licensed Facility # :

Youngstar : Five Star

Anniversary Date : 4/1/2018

#### Organization Identification

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. **Answer Yes or No to all questions.**

Are you a Licensed Group Program or a Licensed Family Child Care Program?

Provide your License Number below. YoungStar participants will answer yes to either this question or the "Are you a Certified or Public School: Exempt Program".

☒ Yes

Enter your license number (required)

1

Cancel

☐ No

1. Add your new license facility number and click Continue.

**Please Note:** Your newly submitted information will be reviewed within 1-3 days. Once it has been approved, you will receive an email from The Registry. You can review your updated license information under **ACCOUNT** on your Program Profile.