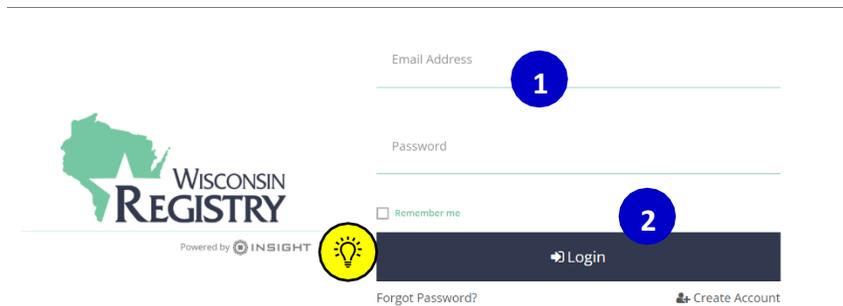


## Adding a New License Facility Number

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.



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 Monday, January 27, 2020

Summary

Personal

Education

Employment

Training

Professional

Reports

Welcome, Jane Wisconsin

Free Membership Coupon

Individuals employed at a regulated program can use the coupon code "PDG2021" to join The Registry or renew membership for free.

You have signed in but not submitted an application.

Registry ID 149849

Jane Wisconsin

2908 MARKETPLACE DR  
STE 103  
FITCHBURG, WI 53719-5318  
(608) 222-1123

[danhead29@yahoo.com](mailto:danhead29@yahoo.com)

[Change Email](#)

Jane Wisconsin

My Cart (0)

Jane Wisconsin

#267  
21 For Tots

Change Password

+ Program Profile

Logout

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

1

Account

Contact

Settings

Program Info

Classrooms

Employees

Consultations

Reports

### Program Identification Numbers Add New

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

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

2

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.