



## How to Register and Log In to the Parent Portal

1. Go to **ezcaresoftware.com/parent-portal**.
2. Enter your email, then click **Register**. A secure four-digit pin number will be emailed to that address. Check your spam folder if it's not in your inbox.

**Note:** If you receive an error message, the email may not match what is on file at your center. Contact your center's administrator to confirm the email.

3. Enter the **Registration Pin** on the registration screen.
4. Enter and confirm a password, then click **Finish** and you'll be logged in.

**Note:** Passwords must be at least 8 characters long, with one uppercase letter, one lowercase letter, and one number.

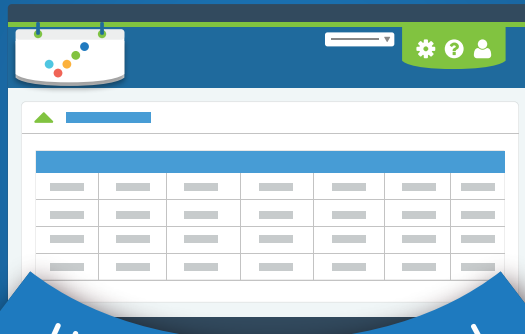


## How to Make Payments Online

1. Log in and click **Ledger** to view a listing of all payments, credits, and charges to your family's account.
2. Click **Pay Now**. Complete the payment account information and amount. Don't forget to specify the type of receipt you would like to receive.

**Tip:** Click **Payment Accounts** to enter and save payment info for future use.

3. After you enter your information, click **Submit** to process your payment.
4. A payment confirmation window will appear. Click **Close**. If your preferences are set to receive receipts via email, you'll find a receipt in your inbox right away.

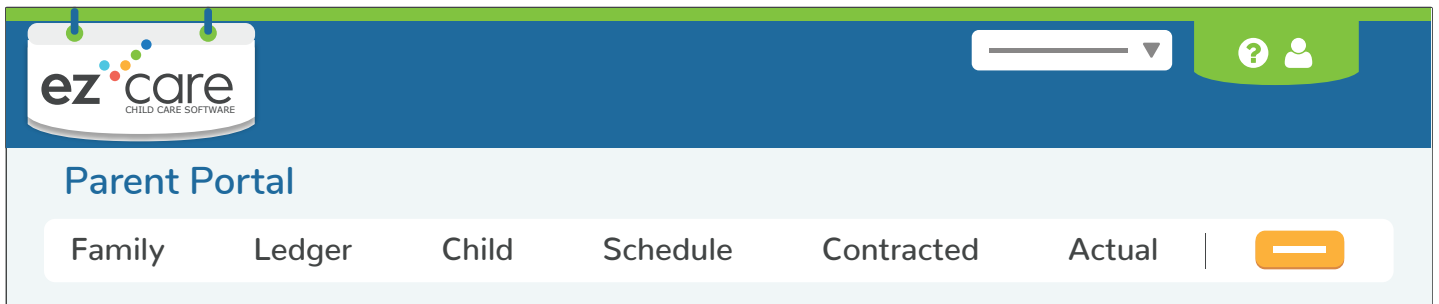


## Using the Parent Portal

The Parent Portal is a convenient tool that helps you stay connected to your childcare providers and educators in many important ways. Through the Portal, you can:

- ✓ Review and edit contact information
- ✓ View tuition postings and transactions
- ✓ Make online payments
- ✓ Check schedules
- ✓ Create invoices
- ✓ Create payment reports

**Note:** Some childcare programs, schools, and daycare centers may not allow parents to edit certain information through the Parent Portal for security reasons.



## How to Use the Tabs

- Family** - keep your records up to date and review a list of previous communications
- Ledger** - review tuition postings, charges, and payments on your account in real time
- Child** - maintain all the important data for each child, including medical insurance, immunizations, and primary doctor information
- Schedule** - see the daily schedule for each child in your family
- Contracted** - view your child's contracted schedule here to ensure it meets your needs
- Actual** - compare your child's actual attendance to the scheduled program to make sure any charges on your account for overtime care are correct