

## Managing your Child Care or Preschool Account Online

Below are some tips for managing your account, including adding drop-in or non-school days, requesting contract schedule changes, paying invoices, downloading receipts and tax statements.

Tax statements for Child Care or Preschool accounts are available after January 1. Use the *Download Tax Information* button from the Account Management Tools on the left to obtain a copy of the tax statement.

**School Age Care**  
Account #1017

**Account Management Tools**

- Account Management
- Register a New Contract
- Register Drop-in Days
- Register Non-School Days
- Manage Authorized Pickups
- Download Tax Information

**View and Pay Invoices**

Latest Invoice

Your account is current.  
Your next due date has not been scheduled yet.

Pay View

**Manage your Auto Pay**

Auto Payments

VISA Visa •••• 1111 Expires: 01/22

Choose a Different Payment Method

**Current and Upcoming Contracts**

Child Name	Location	Schedule	Status	Action
Jackson Radtke	New Family Paperwork...	Non-School Day Only	Withdrawn	>
Reece Radtke	Arrowhead Elementary	Drop-In Before School Drop-In After School		>
Alesha Ann Radtke	Dogwood Elementary	Mon-Fri Before School Tue-Thu After School	Withdrawn	>
	New Family Paperwork...	Non-School Day Only	Ends: Jun 2, 2018	>
	Arrowhead Elementary	Drop-In Before School Drop-In After School	Ends: Jun 1, 2018	>
Anna Radtke	Nelson Elementary	Mon-Thu Pick Your Weeks Full Day	Ends: Jul 13, 2017	>

**Recent Activity**

Date	Time	Description	Amount
December 2017			
12/21/17	3:49 PM	Credit Card Visa (1111) Payment online for \$123.00	(\$123.00)
September 2017			
09/25/17	2:52 PM	Invoice 203: Aug 01 - Sep 30	\$123.00

**View current and upcoming contracts by selecting here**

**Select a payment or invoice to view and print details**

Sample Account Dashboard