

Registration from Parent Portal

To register a child for a Program:

1. Click on the Program's [Register] button. This button can be seen in the 'Registration' section of the Home page. Please make sure to register all children at once. Submitting an application for one child will prohibit you from registering another until the pending application has been approved.
2. Clicking on [Register] will take you to the 'My Account' page.



The screenshot shows the 'My Account' registration page for Anderson School District, School Year 2017-18. The page has a navigation bar with five steps: 1 My Account (active), 2 My Children, 3 Terms & Conditions, 4 Payment, and 5 Finish. There are buttons for 'Seat Availability Status', 'Registration Instruction', and 'Exit Application'. The main form is for 'Parent/Guardian 1 (Primary Account Holder)'. It includes fields for 'Primary Account Holder Email Address' (alison@EZchildtrack.com), a checkbox for 'Yes! I agree to receive emails', and personal information: Last Name (Alison), M.I., First Name (Elizabeth), Gender (Female), and Marital Status. Address fields include Street Address (1051 Ingham Road), Apt. No., City (Houston), State (Texas), and Zip (54654-___). Contact information includes Work Phone ((999)998-9060), Extn., Home Phone ((999)998-9549), and Cell Phone ((323)232-3232). There are checkboxes for 'Do not have Home Phone' and 'Yes! I agree to receive text messages (Fees may be charged by your cell phone provider)'. At the bottom, there is a section for 'Parent/Guardian 2 (Secondary Account Holder)' with a checked box for 'Do not have a Secondary Account Holder' and a yellow note: 'If you want to setup secondary account then please uncheck "Do not have a Secondary Account Holder" above.'

3. Instructions for program registration can be viewed using the [Registration Instruction] button. If you wish to make any changes to Primary Account Holder/Secondary Account Holder/Emergency Contact details, you may do so on this page, else click on the [My Children] button shown at the bottom of the page. This will take you to the 'My Children' page.

1 My Account > 2 My Children > 3 Terms & Conditions > 4 Payment > 5 Finish

My Children

Your application is not complete and has not been submitted. Please click on the green button below to proceed to the next step.

| | |
|--|---|
|  Aurora 9/22/2005 Grade: 3 | Registered on 8/12/2019 at Dellview |
| Jacku 9/17/2009 Grade: 5 | Register + Click here to register Jacku Skip Registration Click here if you don't want to register Jacku |
|  Ben 10/24/2009 Grade: 3 | Enrolling at Dellview for AM & PM Programs. Change Enrollment + Click here to change enrollment information Change Personal Data Click here to change personal data Skip Registration Click here if you want to remove Ben from registration |

[Add Child](#) +

[Back](#) [Terms & Conditions](#) →

- On 'My Children' page, you can register child(ren) or skip registration. To register a child, click on the [Register] button. To skip registering the child, use the 'Skip Registration' link. Use the 'Change' link/button to change personal or enrollment details.
- The page will also show details like whether or not the child has been waitlisted (if waitlist option is enabled for the program), if there are no seats available anymore at a particular site (if capacity check has been enabled).
- If you wish to add another child, click on the [Add Child] button.
- When you click on the [Register] button, a page is shown wherein you will be able to edit the child's demographic details as well as specify details like school name and reorder contacts based on priority using 'Up' and 'Down' buttons. The Primary and Secondary Account Holders' positions cannot be changed. All applicable reports will preserve the chosen order of contacts.

1 My Account > 2 My Children > 3 Terms & Conditions > 4 Payment > 5 Finish

Brianna Harris

Note: Fields marked with | are mandatory

Brianna

Last Name: Harris | M.I.: | First Name: Brianna | Nick Name: | Date Of Birth: 7/13/2003 (mm/dd/yyyy) | Gender: Female Male

T-Shirt Size: --Select--

Relationship - Reorder contacts on priority using up and down buttons or by drag and drop

| Order | Up | Down | Name | Relationship | Authorized To Pick-Up | Lives With |
|-------|----|------|-----------------|--------------|-------------------------------------|--------------------------|
| 1 | | | Harris, Irene | --Select-- | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2 | ↑ | ↓ | Harris, Michael | --Select-- | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3 | ↑ | ↓ | Corel, Barnie | --Select-- | <input type="checkbox"/> | <input type="checkbox"/> |

Street Address: | Apt. No.: | City: | State: --Select-- | Zip: |

Medical Information

Does your child have allergies? Yes No

- Click on [Save & Enroll Child] at the bottom of the page to start enrollment process.
- Specify the Start Date and Site. A list of activities will then be shown for which the child is eligible for enrollment. Click Save Enrollment

1 My Account > 2 My Children > 3 Terms & Conditions > 4 Review > 5 Finish

Enroll Suzie Que

Note: Fields marked with | are mandatory

Enrollment

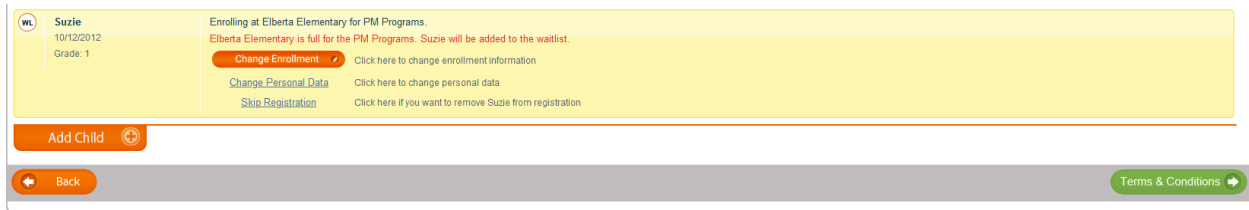
Elberta Elementary | Start Date: 2/12/2021 | Enter the date when you want your child to begin care

| Activities | M | T | W | Th | F | Date Range | Time | Fees | Reg. Fee |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------|-------------------|---|----------|
| <input type="checkbox"/> Weekly Fee- Grant 5:45 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 08/12/2020 - 05/25/2021 | 2:30 PM - 5:45 PM | \$10.00 (Variable fee for service period) * | \$20.00 |

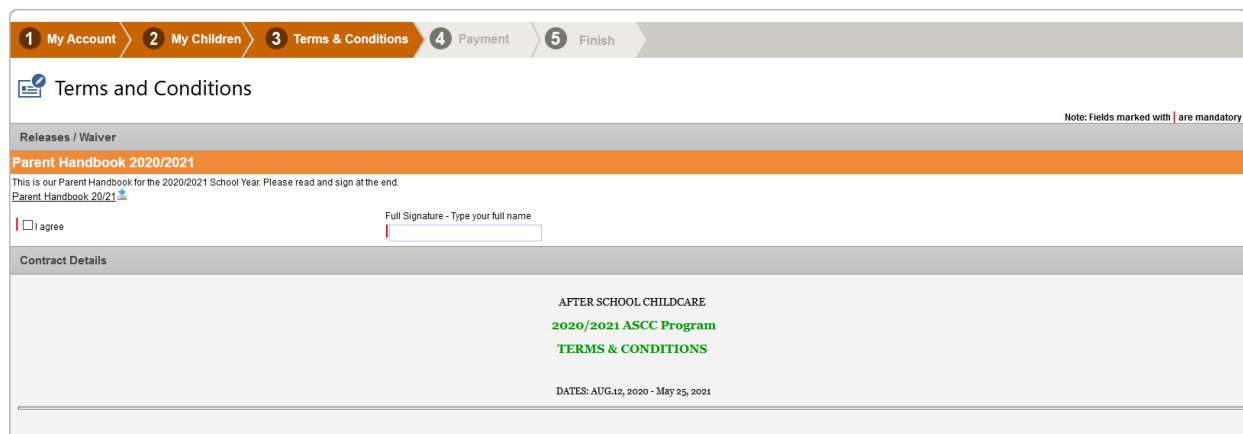
* Fees may vary for some service periods.

Save Enrollment ✓ | Cancel ✕

- Select all desired activities. Click on the [Save Enrollment] button at the bottom of the page once you have finished entering all details. This will take you back to the initial 'My Children' page. You can change personal data or enrollment details by clicking on [Change] button.



11. Clicking on the [Terms & Conditions] button on 'My Children' page will take you to a page wherein you can view releases, registration documents, contract details and sign an agreement.



12. Depending on the Program settings made by the Program Director, one of the 3 buttons will appear on the bottom of the 'Terms & Conditions' page.

- [Review Fee] button: If there are fees involved but payment is not required for completion of registration process, then the [Review Fee] button is shown. Click on this button to review fee details.
- [Payment] button: If payment is required at the time of registration, then the [Payment] button will appear. Click on this button to head over to the Payment page.
- [Submit Application] button: When no fees and payments are involved, a [Submit Application] button is shown. When you click on this button, a confirmation note along with registration details (including the fee details) will appear on-screen. An email will also be sent to you with registration details.

13. In case you are required to make payment, the 'Payment' page is displayed as follows:

1 My Account > 2 My Children > 3 Terms & Conditions > 4 Payment > 5 Finish

\$ Payment

Current Seat Status

▶ Enrolling Martin at Walker Station for AM, Full Day Program(s).

Fees

| Item | Amount |
|--|---------------|
| fee | \$0.01 |
| Fee for Martin | |
| fee | \$0.01 |
| Extended Day AM: Activity Registration Fee | \$0.03 |
| fee Change Optional Items | \$0.01 |
| Total Payable | \$0.06 |

[Click Here to View Refund Policy](#)

PAY NOW: Select Payment Method

Credit Card

>

Bank Account

>

PAY LATER: Check the option below to submit application without any payment now.

Pay later by Cash / Check / Money Order

[← Back](#)

Review fees and select the payment method. If enabled for the program by the administrator, parents can specify whether any form of financial assistance is available and also opt to pay later by cash/check/money order.

When you select a payment method, a screen is displayed wherein you can choose/enter payer information.

1 My Account 2 My Children 3 Terms & Conditions 4 Payment 5 Finish

\$ Payment

Payment Amount

| | |
|-------------------------------|--|
| Total Fee: \$0.06 | A credit card processing fee will be applied as \$0.01 per payment |
| Processing Fee: \$0.01 | |
| Total Payable: \$0.07 | |

Select Payer

| | | |
|---|----------------|------------|
| Paid by | | |
| Mindy Abbott | | |
| Name on Card (First Name) | Last Name | |
| Mindy | Abbott | |
| Street Address | Apt No | |
| 6456 Street | | |
| City | State | Zip |
| Sugar Land | TX | 77479-____ |
| Home/Cell Phone | Email: | |
| (239)239-2839 | 12345@ezct.com | |
| Primary Acct.Holder will always receive an email receipt. | | |

Set Card for future use

Save this card

← Back
Enter Credit Card →

You can opt to save these details for future payments.

An autopay section is displayed as follows if enabled:

Select Payer

Paid by

--Select--

Name on Card (First Name)

Last Name

Street Address

Apt No

City

State

Zip

Home/Cell Phone

Email:

Primary Acct.Holder will always receive an email receipt.

Set Card for future use

Use this card for autopay

Autopay will start from **12/03/2018** for period **12/03/2018-12/31/2018**.
Any payments due prior to the autopay start date must be paid manually.

To enter payment method details, click on the [Enter Credit Card] or [Enter Bank Account] button. A pop-up is displayed as follows:

GTSOft Inc



Payment Method



| | | |
|---------------------|---------|-----|
| XXXX XXXX XXXX XXXX | MM YYYY | CVV |
|---------------------|---------|-----|



Billing information

Joel Amerault

1837 Shimmering Run Court

Houston

Texas ▼

99999

9995569539

Joel5372@EZchildtrack.com

Next

Enter all payment method details and click on [Next].

GTSOft Inc



Payment Information

Edit



Joel Amerault
Mast Credit Card - 2121
Exp. 06/2020

Amount Summary

Amount: \$0.02

Make Payment

Click on [Make Payment] button to complete the process.

1 My Account

2 My Children

3 Terms & Conditions



4 Payment

5 Finish

Registration Submitted Successfully

Thank You! Your registration information has been submitted successfully for School Year 2018 -19.

Martin at Walker Station

| | | | |
|---|-------------------------|---|-------------------------|
|  AM | Enrollment submitted |  FULL DAY | Enrollment submitted |
|---|-------------------------|---|-------------------------|

[Download your complete application](#) [Close](#)

A confirmation mail has been sent to 12345@ezct.com with further instructions. If you don't find an email in your inbox then please check your "**Spam**" or "**Junk Email**" folder. Please make sure to mark this email as "**Not Spam**" or "**Not Junk**".

A payment of \$0.07 has been received.