



## Parent Portal QuickStart



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

1. Go to [ezcaresoftware.com/parent-portal](https://ezcaresoftware.com/parent-portal).
2. Click **Register Here**.
3. 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.

4. Enter the **Registration Pin** on the registration screen.
5. Enter and confirm a password, then click the link to return to login page.

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

6. Enter your email and password to start using the Parent Portal!



### 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.