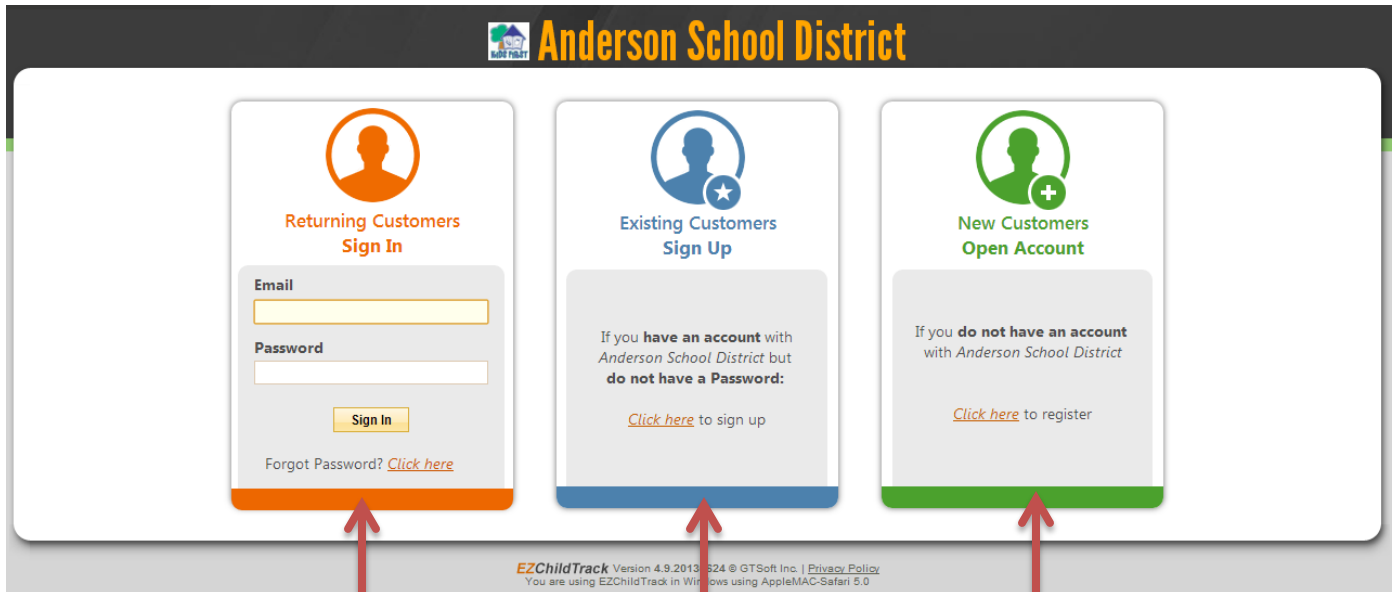


## 1. Accessing the Parent Portal

You can access the Parent Portal using the web address given below:

<https://www.ezchildtrack.com/scscomed/parent>



Sign-In	Sign-Up	Open an Account
<p>If you already signed up (have a password for the parent portal), enter your email address and password and click [Sign In] to login to the parent portal.</p> <p>If you can't find your password, click on</p> <p>Forgot Password? <a href="#">Click here</a></p>	<p>If you have an account number, but have not signed up click on the link</p> <p><a href="#">Click here</a> to sign up</p> <p>Page 2 has details on the sign up process.</p>	<p>If you are registering your child first time and you do not have an account number, click on the link</p> <p><a href="#">Click here</a> to register</p>

## Quick Start

### 2. Signing Up for Parent Portal

You need to have an account number to sign up in EZChildTrack Parent portal.

To sign up for parent portal using the 'click here' link shown in the "Existing Customers Sign Up" section. A screen will be shown as follows:

#### Sign Up for Parent Portal

Please enter your account number and the email address used for registration. Click on the 'Sign up' button and your login information will be emailed to you.

Account Number:

Registered Email Address:

Enter your account number, registered email address (to which you are currently getting invoices and click on the [Sign Up] button. A confirmation screen will appear as follows.

#### Sign Up for Parent Portal

Please enter your account number and the email address used for registration. Click on the 'Sign up' button and your login information will be emailed to you.



**You have successfully signed-up for the Parent Portal.**

An email has been sent to your email address with your login information.  
*If you don't find this 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".*

Account Number:

Registered Email Address:

An email message will be sent to this email ID along with a temporary password.

## 3. Signing In to Parent Portal

Once you have received your email, access the main parent portal login screen.

In the “Returning Customers Sign In” section, enter your registered email ID and the temporary password provided to you. Click on [Sign In].

When you login, you will be prompted to change your password. Enter your new password keeping the password rules in mind which are displayed on screen.

Welcome Larry! May 29, 2013

### Change Password

[Change Password](#)

**Password Details**

<b>Old Password</b> <input type="password"/>	<b>Password Rules</b> <ul style="list-style-type: none"><li>- Minimum of 8 characters (no spaces).</li><li>- Must include both letters and numbers.</li><li>- Must include both lower and uppercase letters.</li><li>- Cannot be the same as Email.</li><li>- Cannot be the same as old password.</li></ul>
<b>New Password</b> <input type="password"/>	
<b>Confirm New Password</b> <input type="password"/>	

Click on [Change Password] when you have finished entering your old password and new password. This will take you to the main Parent Portal screen.

## Quick Start

### 4. Understanding the Home Screen

The screenshot shows the EZChildTrack Home Screen for user P1-A00915. The top navigation bar includes 'Welcome Coreen! May 30, 2013', 'P1-A00915', 'Home', 'My Account', 'Help', 'Contact Us', and 'Sign out'. The main content is divided into three columns:

- Registration:** Lists children registered for 'School Year 2012-2013' and 'Holiday Program 2012-2013'. Each entry includes the child's name, registration date, and buttons for 'View Enrollment' and 'Register'.
- Payments & Statements:** Displays account information for 'Acct No : P1-A00915', including 'Current Balance : \$1,500.00', 'Payment Due : \$1,500.00', and 'Payment Due Date : 6/1/2013'. A note states: 'A late payment fee of \$30.00 will be applied after due date.' Buttons for 'Pay Now' and 'View Statement' are at the bottom.
- Information:** Contains sections for 'Calendar' (with a 'View Calendar' link), 'Bulletins' (with a 'View Bulletins' link), and 'Forms' (listing 'Photography Consent' and 'Scouting activity consent form'). An 'Email History >>' button is at the bottom.

Registration	Payments & Statement	Information	Toolbar
<p>Click on 'Register' button to register your child in the program</p> <p>You can view enrollment details for in a program by clicking on the 'View Enrollment' button.</p> <p>To change enrollment, please send us an email by using "Contact Us' link.</p>	<p>You can view the current billing status for your account</p> <p>Click on <b>Pay Now</b> to pay using credit card / electronic checks.</p> <p>Click on <b>View Statement</b> to view previous invoices, statements, payment history and tax statement.</p>	<p>You can view Site Calendar and Bulletins</p> <p>You can also download Forms uploaded by your child care provider.</p> <p>To view all previous email communication click on the <b>Email History</b> button</p>	<p><b>View/Change</b> demographic information, email preferences or PIN</p> <p><b>Help</b> – Download Parent Portal User guide</p> <p><b>Contact Us</b> – Send us an email</p> <p><b>Sign Out</b> – Exit the website</p>