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
- Check schedules
- View tuition postings and transactions
- Create invoices
- Make online payments
- 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