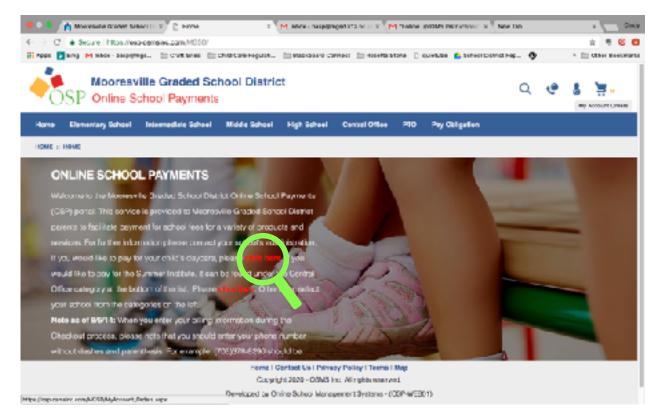
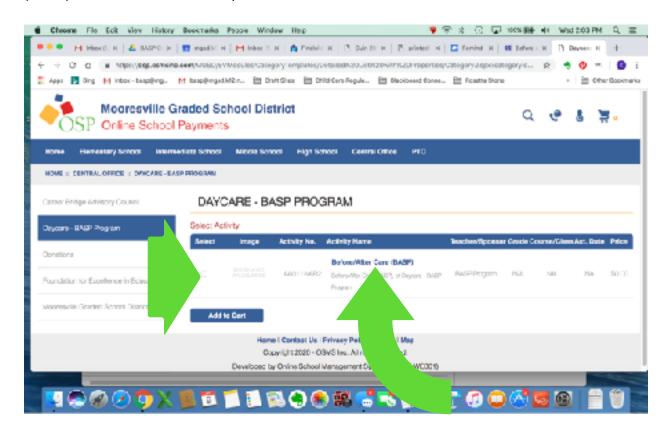
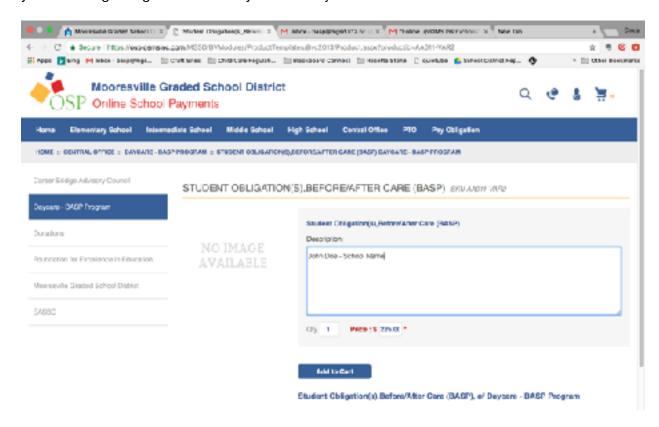
Start by clicking the "Click here" in red (to pay for your child's BASP Daycare)



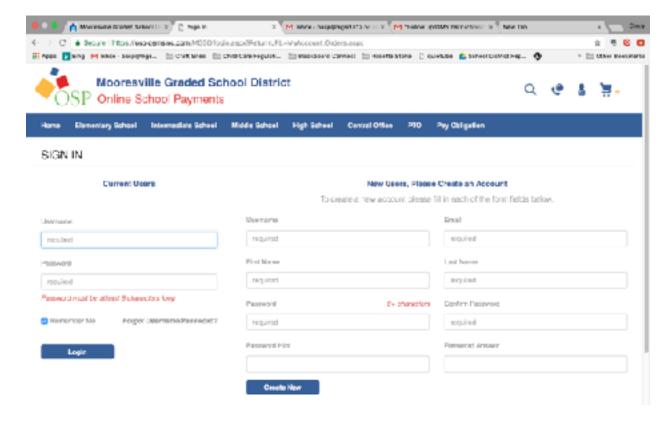
Place a check in the box for Before/After Care (BASP) THEN click on "Before/After Care (BASP)" to move to the next step



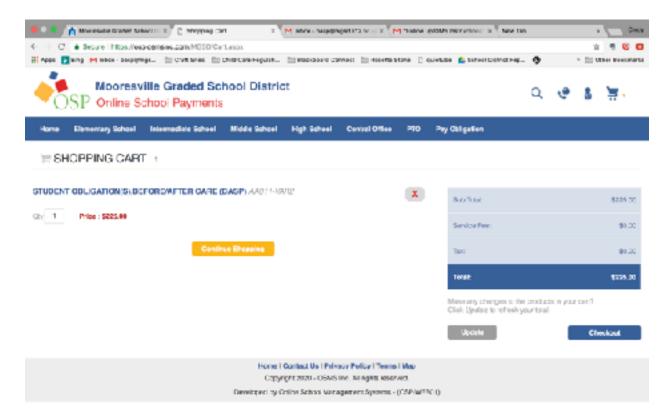
Type in your student's name and School Initials (RR, MIS, SO, PV, EMIS) then enter the amount you are paying {You must have your invoice (the two systems are not connected) the amount you are being charged is listed on your invoice} THEN click "add to cart"



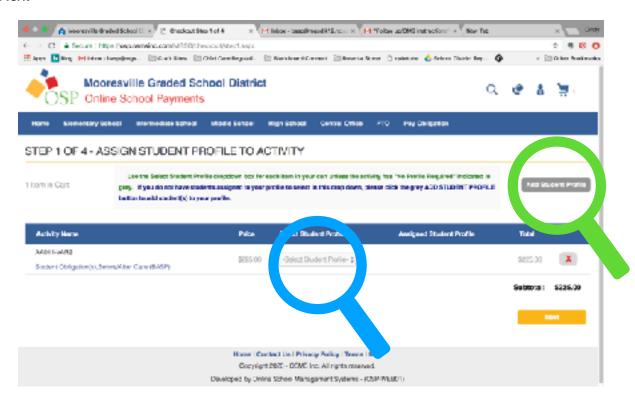
The next screen will have you log in to your existing account or create a new account (Please note - write down your log in information - we have no way of helping you retrieve passwords or account info. We do have an alternate plan if needed)



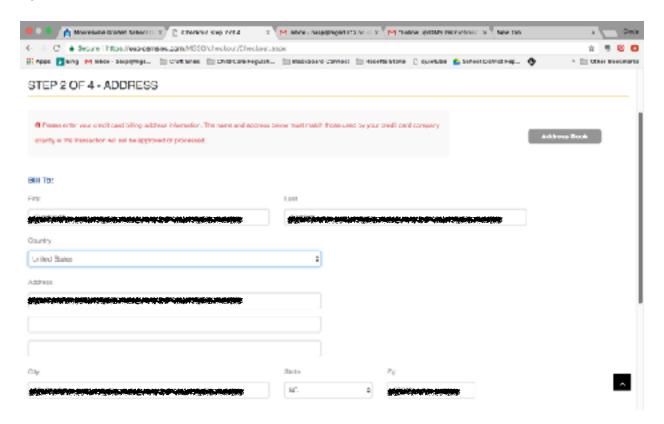
Verify the amount then click "Check out" if you do not need to add anything else to your cart. If there are other items you need to pay for while you are here you may click continue shopping and add them before you finish your transaction.



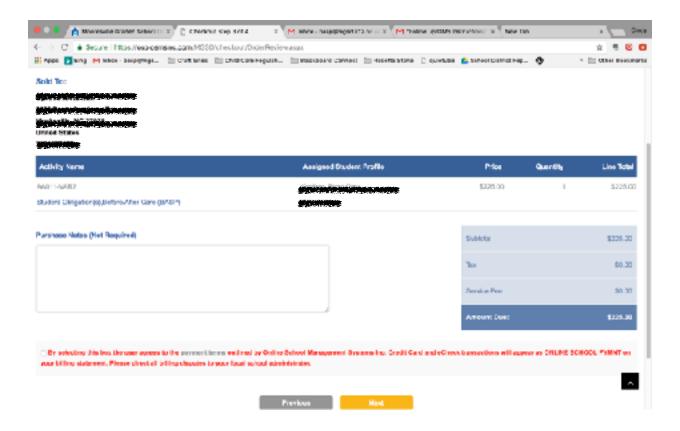
If you are new to the system - you will need to add your student's profile by clicking here then follow the prompts to add your student's student id (I can get that if you do not have it - note Kindergarten parents - please use your cell phone number until your child's number has been assigned by their school). Then choose your student in the Select Student Profile box and click Next



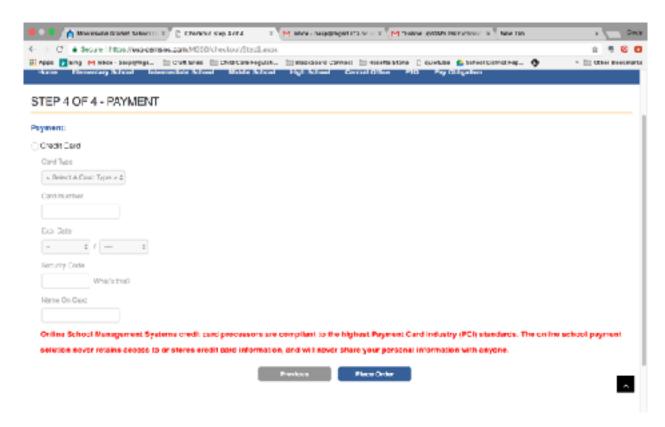
Step 2 of check out has you entering your Billing information - just fill in the blanks and click next



In Step 3 You may add any notes for your records in the box provided - we will not see any of these notations. Then click next.



Step 4 Please enter your card information (Note - the system will save your BILL TO info but DOES NOT store your card information - you will need to enter step 4 information every time you check out.). Then click "Place Order".



You just completed your transaction - if you entered your email address in your profile please check your email for your receipt.