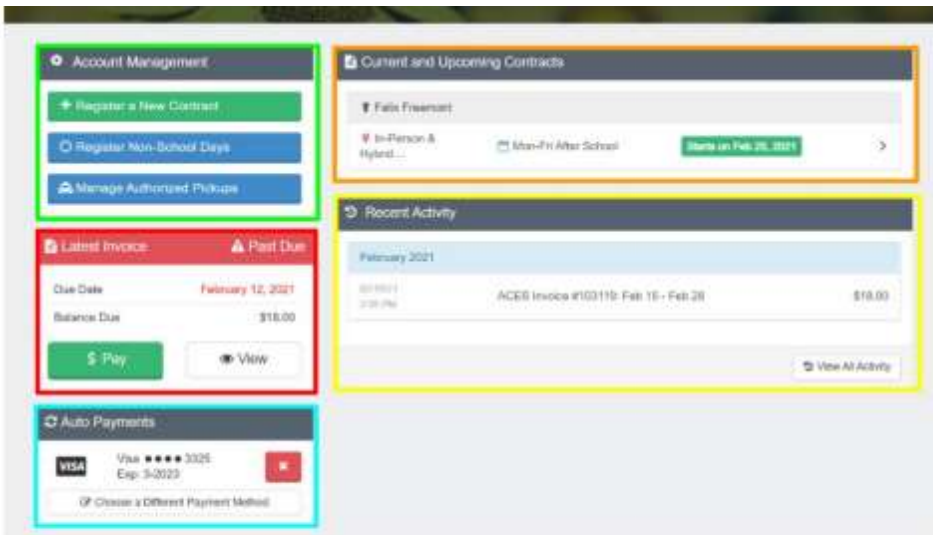


## Eleyo Account Management:

You can access details about your account when you log in to your account in Eleyo. This includes, invoices, payment details, and contract status.

**To register for Half-Days, Full Day Specials, Delayed Start-Days:** On the left side of this Account Management view, there should be button to register for Non-School Day contracts (this is where the Half Days, Full Day Specials and Delayed Start Days are). Click on that button and follow the proceeding instructions.



Under Account Management you can manage contracts, preview and pay invoices, register for non-school days, manage auto pay and authorized pickups, and download tax statements or receipts.

Latest Invoice - This section shows if there is an outstanding invoice (as pictured above), any balance due, a due date, and/or any credit on the account. If the Balance Due is in (RED), this means your account currently has a credit balance.

Auto Payments - This section will indicate if an auto payment is set up. If there is not one, from here you can set up auto pay on the account.

Current and Upcoming Contracts will show if there is a current contract pending or approved. You will click into the contract to make changes.

Recent Activity - This section shows all billing and payment activity. Any amount in (RED) is either a payment or credit to the account. Payments will show the payment method used.