

The EZChildTrack Software

Parent Portal Help Guide

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1. PARENT PORTAL - INTRODUCTION

The EZChildTrack software's Parent Portal increases parent involvement by enabling them to carry out a number of operations including program registration and online payment without any intervention. Additionally, the Parent Portal also provides links to information that is most relevant to a parent.

The screenshot displays the 'Kids First Childcare Centers' Parent Portal. The header includes the logo, the name 'Kids First Childcare Centers', and a navigation menu with 'Home', 'My Account', 'Help', 'Contact Us', and 'Sign out'. A welcome message reads 'Welcome Larry! May 29, 2013' and the account ID 'P1-A01418' is shown. The main content is divided into three columns:

- Registration:** Lists 'School Year 2012-2013' with a 'View Enrollment' and 'Register' button for 'Isabella Coff' (registered 09/05/2012). It also lists 'Holiday Program 2012-2013' and 'Summer Camp 2013', each with a 'Register' button.
- Payments & Statements:** Shows account details for 'Acct No : P1-A01418'. It lists 'Current Balance : \$530.00', 'Past Due : \$30.00', and 'Payment Due : \$530.00'. The 'Payment Due Date : 6/1/2013' is noted, along with a warning: 'A late payment fee of \$30.00 will be applied after due date.' 'Pay Now' and 'View Statement' buttons are at the bottom.
- Information:** Includes a 'Calendar' section with '06/13/2013 Fun camp' and a 'View Calendar' link. A 'Bulletins' section shows 'Welcome to the Parent Portal!' and 'Summer Camp 2013!!!' with a 'View Bulletins' link. A 'Forms' section lists 'Photography Consent' and 'Scouting activity consent form' with download icons, and an 'Email History >>' button.

The Parent Portal interface helps parents to:

1. Register a child for a Program.
2. View enrollment details.
3. Make payments.
4. View statement reports.
5. Sign up for auto pay.
6. Keep a tab of upcoming events and important notifications.
7. Download required forms.

This help guide aims at helping you (the user) in getting a thorough understanding of the Parent Portal interface so that you can carry out all your desired tasks as quickly and efficiently as possible.

2. LOGGING ON FOR THE FIRST TIME

In case you are logging into the EZChildTrack software's parent portal for the first time, these steps will help you out in accessing and understanding the system in a better manner.

2.1. Logging In

You can access the EZChildTrack system using the URL and the login info provided to you.



The screenshot shows the Anderson School District EZChildTrack parent portal login page. The header features the Anderson School District logo and name. Below the header, there are three main sections:

- Returning Customers Sign In:** This section includes a form with fields for "Email" and "Password", a "Sign In" button, and a link for "Forgot Password? [Click here](#)".
- Existing Customers Sign Up:** This section contains the text: "If you **have an account** with Anderson School District but **do not have a Password**:" followed by a link: "[Click here](#) to sign up".
- New Customers Open Account:** This section contains the text: "If you **do not have an account** with Anderson School District" followed by a link: "[Click here](#) to register".

At the bottom of the page, there is a footer with the text: "EZChildTrack Version 4.9.20130624 © GTSOFT Inc. | [Privacy Policy](#)
You are using EZChildTrack in Windows using AppleMAC-Safari 5.0".

Enter your email ID and password and click on the **Sign In** button appearing in the “Returning Customers Sign In” section. To open a new account, use the ‘click here’ link shown in the “New Customers Open Account” section.

2.2. Signing Up

In case you have an account number but no password, you can sign up for parent portal using the ‘click here’ link shown in the “Existing Customers Sign Up” section. This will take you to a screen 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:

Sign Up

Cancel

Enter your account number, registered email address and click on **Sign Up** button. An email message will be sent to you along with your login credentials.

2.3. *Forgot Password*

In case you have forgotten your password, use the “click here” link shown in the “Returning Customers Sign in” section of the parent portal login screen. This will take you to a screen as follows where you will be able to give your registered email address and account number. Click on the **Reset Password** button and a temporary password will be sent to your registered email address.

Forgot Password

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.

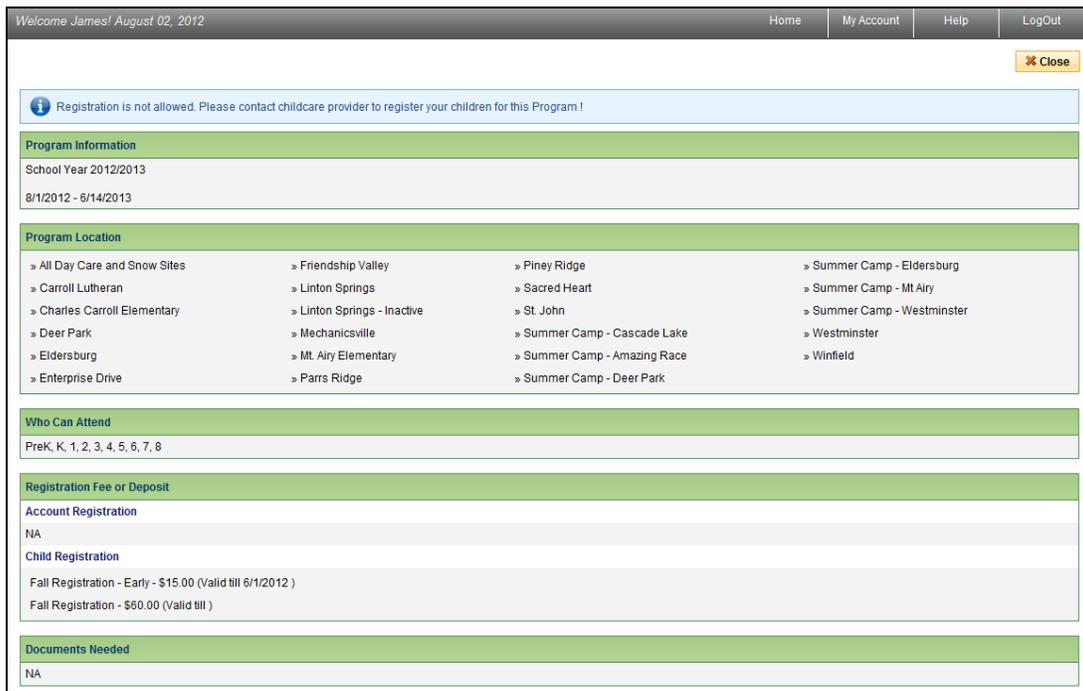
Account Number:

Registered Email Address:

3. VIEWING PROGRAM INFORMATION & ENROLLMENT DETAILS

Once you have logged in, you can view program information. To view a Program's details, go to the Home page and click on the  icon shown next to the Program name. This will give you an overview of information linked to this Program like the locations where this Program is conducted, supported grade levels, registration fee details, documents required at the time of registration etc.

In case registration is not allowed for any particular Program via the Parent Portal, you will need to contact the childcare provider directly to register your child(ren) for the Program.



Welcome James! August 02, 2012 Home My Account Help LogOut

Registration is not allowed. Please contact childcare provider to register your children for this Program!

Program Information
School Year 2012/2013
8/1/2012 - 6/14/2013

Program Location

» All Day Care and Snow Sites	» Friendship Valley	» Piney Ridge	» Summer Camp - Eldersburg
» Carroll Lutheran	» Linton Springs	» Sacred Heart	» Summer Camp - Mt Airy
» Charles Carroll Elementary	» Linton Springs - Inactive	» St. John	» Summer Camp - Westminster
» Deer Park	» Mechanicsville	» Summer Camp - Cascade Lake	» Westminster
» Eldersburg	» Mt. Airy Elementary	» Summer Camp - Amazing Race	» Winfield
» Enterprise Drive	» Parris Ridge	» Summer Camp - Deer Park	

Who Can Attend
PreK, K, 1, 2, 3, 4, 5, 6, 7, 8

Registration Fee or Deposit

Account Registration
NA
Child Registration
Fall Registration - Early - \$15.00 (Valid till 6/1/2012)
Fall Registration - \$60.00 (Valid till)

Documents Needed
NA

In the "Registration" section of Home page, you will also see a [View Enrollment] button using which you can view enrollment details of registered child(ren).



Registration

School Year 2012-2013 

July Adams
Registered on 06/13/2012

Tom Adams
Registered on 06/13/2012

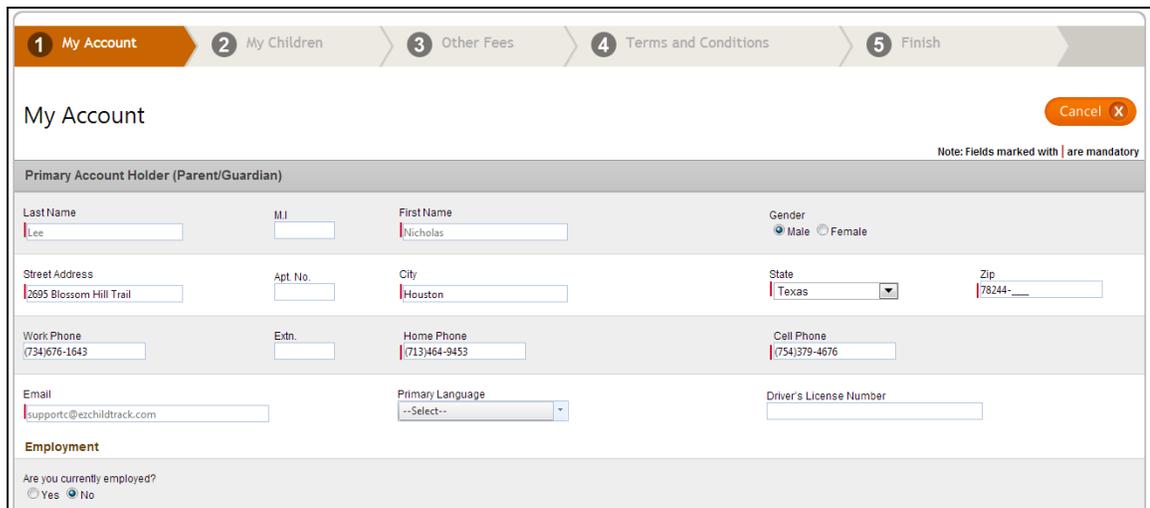
[View Enrollment](#) [Register](#)

4. REGISTERING A CHILD FOR A PROGRAM

4.1. Registration

To register a child for a Program:

1. Click on the Program's **Register** button. This button can be seen in the 'Registration' section of the Home page. Clicking on **Register** will take you to the 'My Account' page.



The screenshot shows a web form titled "My Account" with a progress bar at the top indicating five steps: 1. My Account (active), 2. My Children, 3. Other Fees, 4. Terms and Conditions, and 5. Finish. A "Cancel X" button is in the top right. Below the title, a note states "Note: Fields marked with | are mandatory". The form is divided into sections: "Primary Account Holder (Parent/Guardian)" with fields for Last Name (Lee), M.I., First Name (Nicholas), Gender (Male selected), Street Address (2695 Blossom Hill Trail), Apt. No., City (Houston), State (Texas), Zip (78244-), Work Phone (734)676-1643, Extn., Home Phone (713)464-9453, Cell Phone (754)379-4676, Email (support@ezchildtrack.com), Primary Language (Select), and Driver's License Number. An "Employment" section asks "Are you currently employed?" with Yes and No radio buttons.

Partial Screenshot of My Account Page

2. If you wish to make any changes to Primary Account Holder/Secondary Account Holder/Emergency Contact details, you may do so on this page, else click on the **My Children** button shown at the bottom of the page. This will take you to the 'My Children' page.
3. On this page, you can register child(ren) or remove them from registration. To register a child, click on the **Register** button. To remove from registration, use the **Remove** button.
4. If you wish to add another child, click on the **Add Child** button.

The screenshot shows the 'My Children' page with a progress bar at the top indicating steps: 1 My Account, 2 My Children, and 3 Finish. Below the header, there are two child entries:

- Allen, Ally**: 10/18/2006, Grade: K. Buttons: Register (+) Click here to register Ally, Remove (-) Click here if you dont want to register Ally.
- Allen, Fabian**: 6/15/2005, Grade: 1. Buttons: Register (+) Click here to register Fabian, Remove (-) Click here if you dont want to register Fabian.

At the bottom, there is an 'Add Child' button with a plus icon, a 'Back' button with a left arrow, and a 'Finish' button with a right arrow. An 'Exit' button with a power icon is in the top right corner.

- When you click on the **Register** button, you will be taken to a screen as shown below, wherein you can edit the child’s details and enroll him/her into desired activities:

The screenshot shows the registration form for 'Allen, Ally'. It includes a progress bar at the top (1 My Account, 2 My Children, 3 Finish) and an 'Exit' button. The form is divided into several sections:

- Child Information:** Last Name (Allen), M.I. (), First Name (Ally), Nick Name (), Date Of Birth (10/18/2006), Gender (Male selected).
- Relationship:** A table with two rows:

ID	Name	Relationship	Authorized To Pick-Up	Lives With
1	Allen,Lynn	--Select--	<input type="checkbox"/>	<input type="checkbox"/>
2	Lynn,Eddard	--Select--	<input type="checkbox"/>	<input type="checkbox"/>
- Address:** Street Address (1384 Medinah Circle), Apt. No. (), City (Houston), State (Texas), Zip (99999-).
- Medical Information:** A section header for medical details.

A note at the bottom right states: "Note: Fields marked with | are mandatory".

Click on **Save Child** button once you are done entering all details. This will take you back to 'My Children' page. You can change or edit registration details by clicking on **Change** button.



Please note that, in case of School Year program types, if there is at least one site linked to the selected school and the site is active in program period, then the "Site" dropdown is hidden in My Children page. The list of activities is directly shown in such cases.

6. Depending on the Program settings made by the Program Director, one of the 3 buttons will appear on the bottom right of the 'My Children' page.
 - a. **Finish** button: When you click on the **Finish** button, a confirmation note along with registration details (including the fee details) will appear on-screen. An email will also be sent to you with registration details
 - b. **Payment** button: If payment is required at the time of registration, then the **Payment** button will appear. Click on this button to head over to the Payment page.
 - c. **Terms and Conditions** button: If there are any terms and conditions defined for this Program, the **Terms and Conditions** button will appear. Click on this button to review the terms and conditions.
7. In case you are required to make payment enter all required payment details including the person who is making the payment and payment method. Click on the **Submit Payment** button.

1 My Account
2 My Children
3 Payment

Payment

Note: Fields marked with * are mandatory

Fee Details

Item	Amount
Previous Balance	\$100.00
Account Fee	\$10.00
Fee for Andrewson, Brayden	
Child Fee	\$10.00
Additional Amount (\$)	50.00
Total Payable	\$170.00

Please Select Your Payment Method

Credit Card
 ECheck
 Processing Fee : \$2.00

A credit card processing fee will be applied as \$2.00 per payment

Total Payment Amount : \$172.00

Card Information

Paid By
Deborah Andrewson

Name on Card(First Name) Last Name
Deborah Andrewson

Card Type Card Number
Master Card 2324242424

Expiration Month and Year Security Code
5 / 2018 ●●●

Billing Address

Street Address Apt No City
1377 Deer Park Road Houston

State Zip
Texas 99999-____

← Back
Submit Payment →

Payment Page

8. After completing the above steps, click on the 'Home' icon at the top right corner of the page to go back to the Home page.
9. A 'Pending for Approval' notification will be shown in the 'Registration' section for the particular Program. Once your application has been approved, this notification will be replaced with registration details.
10. Click on the **Register** button to register another child.

4.2. Enrolling a Child to a One Time Activity

In the "Registration" section of Home page, click on the **Enroll** link of the activity. This will take you to a screen as follows:

1 Enroll **2** Pay **3** Confirm

Acct. No: P1-A01598 - Mike Ashton ✖ Cancel

2013-14 School Year

Child name : Madison Ashton

School : Pasemann

Site : Dellview

Total Fee : \$ 20.00
Madison Ashton : \$ 20.00

Select activities to enroll

Select to Enroll	Activity	Date	Time	Fees
<input checked="" type="checkbox"/>	Session 2	12/17/2013	T(4:00PM - 6:00PM)	\$10.00
<input checked="" type="checkbox"/>	Session 3	12/30/2013	M(4:00PM - 6:00PM)	\$10.00
<input type="checkbox"/>	Session 4	01/20/2014	M(4:00PM - 6:00PM)	\$10.00
<input type="checkbox"/>	Session 5	02/20/2014	Th(4:00PM - 6:00PM)	\$10.00

☞ Confirm & Enroll Another Child
☞ Pay using Credit Card
☞ Pay using Bank Account

1. Select Site from drop-down list.
2. From the list below, select activities to which the child needs to be enrolled.
3. Click on one of the following buttons:
 - a. Click on [Confirm & Enroll Another Child] to complete the current enrollment process and to begin an enrollment procedure for another child.
 - b. Click on [Pay using Credit Card] to make payment via credit card.
 - c. Click on [Pay using Bank Account] to make payment via bank account.

Depending on the button you have selected, you will be taken to corresponding screens.

1. If you opt to enroll another child, a pop up will be displayed as follows from which you can select the next child to be enrolled. Click on [Enroll] child to begin enrollment process of the child selected from the 'Child Name' dropdown list.

Enroll Another Child ✖

i If you want to enroll another child, please select the child name from the drop down below and click on the [Enroll Child] button.

Child name

☞ Enroll Child
✖ Cancel

2. If you have opted to make payment via credit card, you will be taken to a screen as follows:

1 Enroll **2 Pay** 3 Confirm

Acct. No: P1-A01598 - Mike Ashton Review Fee

2013-14 School Year

Payer Information		Card Information	
Pay with <input checked="" type="radio"/> Credit Card <input type="radio"/> ECheck		Card Type VISA	
Paid By Mike Ashton		Expiration Month and Year 03 / 2016	
Name on Card (First Name) Mike		Card Number 2812717212791	
Last Name Ashton		Security Code	
Street Address 366 Kingsbury Road		Apt No _____	
City Houston		State TX	
Zip 23232-2424		Email ashton@ezct.com	

Payment Information	
Total Amount	
Total Fee	\$20.00
A credit card processing fee will be applied as \$2.00 per payment	
Additional Amount	
Processing Fee	\$2.00
Total Payable	\$22.00
Click here if you are eligible for a discount	

Confirm Payment

Enter payer/card/payment information and click on [Confirm Payment] to complete the payment procedure.

- In case you opt to make payment via bank account, you will be taken to a screen as follows where you will be able to enter payment details. Click on [Confirm Payment] after entering required details.

1 Enroll **2 Pay** 3 Confirm

Acct. No: P1-A01598 - Mike Ashton Review Fee

2013-14 School Year

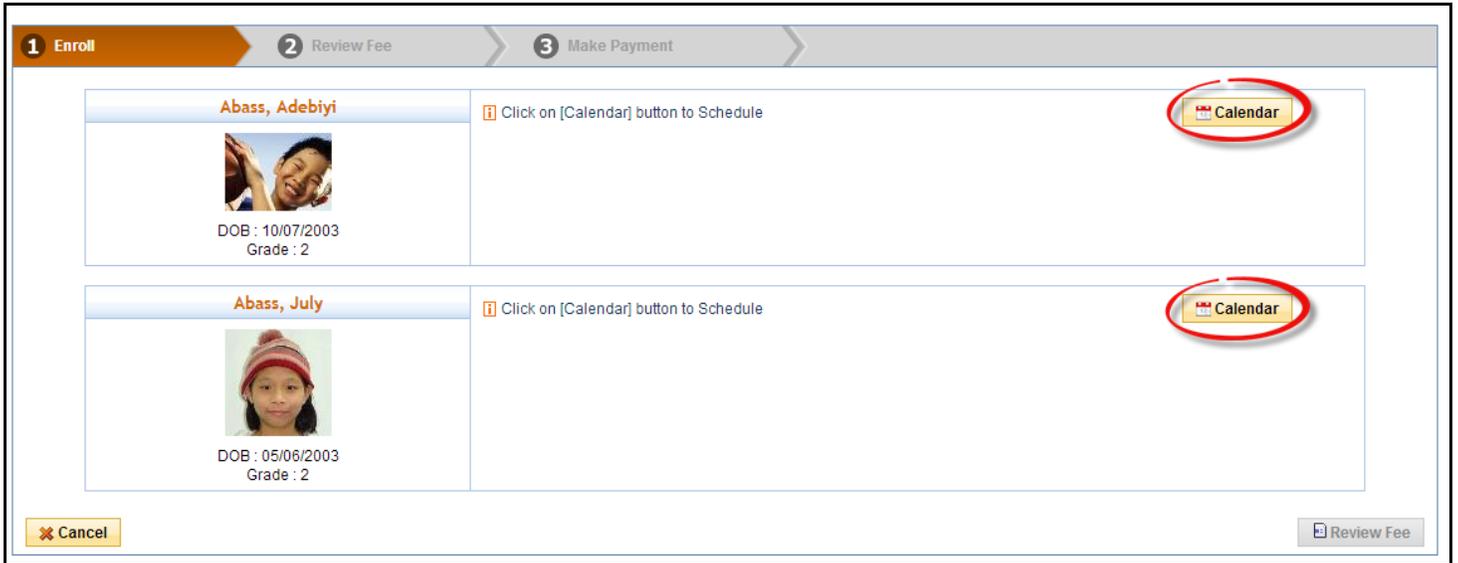
Payer Information		E-Check Information	
Pay with <input type="radio"/> Credit Card <input checked="" type="radio"/> ECheck		Bank Name Wells Fargo	
Paid By Mike Ashton		Account Type <input checked="" type="radio"/> Checking <input type="radio"/> Saving	
Name on Card (First Name) Mike		Routing Number 288372837	
Last Name Ashton		Account Number 37823728372837	
Street Address 366 Kingsbury Road		Apt No _____	
City Houston		State TX	
Zip 99999-____		Email vijitha@thomaskelly.com	

Payment Information	
Total Amount	
Total Fee	\$10.00
An echeck processing fee will be applied as \$2.00 per payment	
Additional Amount	
Processing Fee	\$2.00
Total Payable	\$12.00
Click here if you are eligible for a discount	

Confirm Payment

4.3. Calendar based Enrollment

In case a Program has the calendar-based enrollment option enabled, you can enroll children to activities by clicking on the child’s “Schedule Calendar” link from Home page. You will be taken to a screen as follows:



1. In the 'Enroll' section you will be able to enroll into activities. Click on the **Calendar** button to schedule.

EZChildTrack Childcare Management Software **ParentPortal**

 **Kids First Childcare Centers**

Welcome Beth! August 02, 2012 Home My Account Help LogOut

1 Enroll **2 Review Fee** **3 Make Payment**

Please ensure to enter the schedule for the whole week. You will not be able to make changes to the week after the payment is made and enrollment is confirmed.

Samuel, Rachel Select Site:

[Previous Month](#) **August 2012** [Next Month](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6 <input type="checkbox"/> Activity	7 <input type="checkbox"/> Activity	8 <input type="checkbox"/> Activity	9 <input type="checkbox"/> Activity	10 <input type="checkbox"/> Activity	11
Copy Schedule	12	13 <input type="checkbox"/> Activity	14 <input type="checkbox"/> Activity	15 <input type="checkbox"/> Activity	16 <input type="checkbox"/> Activity	17
Copy Schedule	19	20 <input type="checkbox"/> Activity	21 <input type="checkbox"/> Activity	22 <input type="checkbox"/> Activity	23 <input type="checkbox"/> Activity	24
Copy Schedule	26	27 <input type="checkbox"/> Activity	28 <input type="checkbox"/> Activity	29 <input type="checkbox"/> Activity	30 <input type="checkbox"/> Activity	31
Copy Schedule						1

[Previous Month](#) **August 2012** [Next Month](#)

If you also wish to enroll other children then click on button below else click on Review fee.

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You are using EZChildTrack in Windows using IE 9.0

Enroll Page

2. Select all desired activities. If you want to enroll another child click on the **Enroll** button shown below for that child. The **Copy Schedule** link can be used to copy a previous week's schedule.
3. Click on **Review Fee** after selecting all desired activities.
4. In the **Review Fee** section, review fee details.

1 Enroll							
2 Review Fee							
3 Make Payment							
Date	Child	Activity	Site	Fee	Discount	Pay	Action
03/18/2013	Aaron	AM Care	Brooke Grove	\$15.00	\$0.00	\$15.00	✗
03/18/2013	Aaron	During School	Brooke Grove	\$50.00	\$0.00	\$50.00	✗
03/19/2013	Aaron	Combined AM & PM Care	Brooke Grove	\$25.00	\$0.00	\$25.00	✗
03/20/2013	Aaron	Combined AM & PM Care	Brooke Grove	\$25.00	\$0.00	\$25.00	✗
03/21/2013	Aaron	AM Care	Brooke Grove	\$15.00	\$0.00	\$15.00	✗
03/21/2013	Aaron	During School	Brooke Grove	\$50.00	\$0.00	\$50.00	✗
03/22/2013	Aaron	AM Care	Brooke Grove	\$15.00	\$0.00	\$15.00	✗
03/22/2013	Aaron	During School	Brooke Grove	\$50.00	\$0.00	\$50.00	✗
Total Fee : \$245.00							

- In case you want to change the enrollment dates, click on the **Change Calendar** button to head back to the online calendar. If you want to delete the entire calendar, click on the **Delete Calendar** button or alternatively you can use the ✗ icon shown in the Action column. Click on the **Make Payment** button to head over to the next section.

EZChildTrack
Childcare Management Software
ParentPortal

Welcome Beth! August 03, 2012
Home | My Account | Help | LogOut

1 Enroll
2 Review Fee
3 Make Payment

Enrollment Period: 08/06/2012 - 08/31/2012

#	Name	Fee
1	Samuel, Rachel	\$40.00
		Total Fee : \$40.00

No payment is needed due to available credit balance in your account. Please click on the [Submit Enrollment](#) button below to submit new enrollment.

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 You are using EZChildTrack in Windows using Firefox 15.0

- If immediate payment is required, select the Payment Method, enter all required details like 'Paid By' and card type, number etc. and click on **Submit Payment**. Else click on **Submit Enrollment** to complete the enrollment process.

A suspended account will not be able to register or enroll.

5. MAKING A PAYMENT

To make a payment:

1. Click on the **Pay Now** button in the 'Payments & Statements' section of the Home page.

Welcome Lynn! September 10, 2013 P1-A01451 Home My Account Help Contact Us Sign out

Make a Payment

[View Current Invoice](#) [Submit Payment](#) [Close](#)

A payment receipt will be emailed if an email address is provided.

Payment from: Credit Card ECheck

Paid By:

Name on Card (First Name):

Last Name:

City: State:

Card Type:

Expiration Month and Year: /

Email:
Only receipt will be sent to the above email ID.

Payment Amount

A credit card processing fee will be applied as 2% of payment amount

Payment Due \$460.00
 Balance Due \$460.00
 Other Amount

Processing Fee

Total Payment Amount

Street Address: Apt No:

Zip:

Card Number:

Security Code:

Payment Page

2. Select the person who is making the payment from the 'Paid By' drop-down list.
3. Specify the payment amount, card details etc.
4. Click on **Submit Payment**.
5. A payment receipt will be sent to the email ID (if provided).

The **View Current Invoice** button can be used to view details linked with the current invoice.

6. PRINTING STATEMENTS

To print statements click on the **View Statement** button in the 'Payments & Statements' section of the Home page.

From the 'Statements' page, you can:

1. Print invoices after selecting the desired Service Period.
2. Print payment reports for a specific time period.
3. Print tax statements for a selected financial year.

Statements Page

To generate these statements, click on the **Print** button.

7. SIGNING UP FOR AUTO PAY

To sign up for automatic payment, click on the **Signup for Auto Pay** button in the 'Payments & Statements' section of the Home page.

Welcome Lindsay! December 17, 2013 P1-A00556 Home My Account Help Contact Us Sign out

Automatic Payment Close

You are currently not enrolled for automatic payment.
You can enroll for automatic payment by using your credit card or your bank account.

Benefits
Enroll for Automatic Payment, and you will be able to:

- ▶ Save time and money. Enjoy free Automatic Payment. There are no checks to write, stamps to buy, or late fees to pay.
- ▶ Stay reliable. Your bill payment will never be lost in the mail.

How Automatic Payment Works

- ▶ You can enroll in automatic payment at no additional cost by providing information on the payment method of your choice.
- ▶ You can choose to pay automatically from any of your credit card or direct debit from your bank account (checking or savings)
- ▶ EZChildTrack will automatically charge your credit card or debit your bank account.
- ▶ If you enroll using credit card then your card will be charged on payment due date for each period.
- ▶ If you enroll using bank account then your bank account will be debited 5 days prior to payment due date for each period.
- ▶ An email receipt will be automatically sent to you when payment is completed.
- ▶ You can change the payment method anytime you want.
- ▶ You can cancel automatic payment anytime you want.

Enroll Today
Please click enroll button to enroll for automatic payment

[Enroll using Credit Card](#) [Enroll using Bank Account](#)

Automatic Payment Page

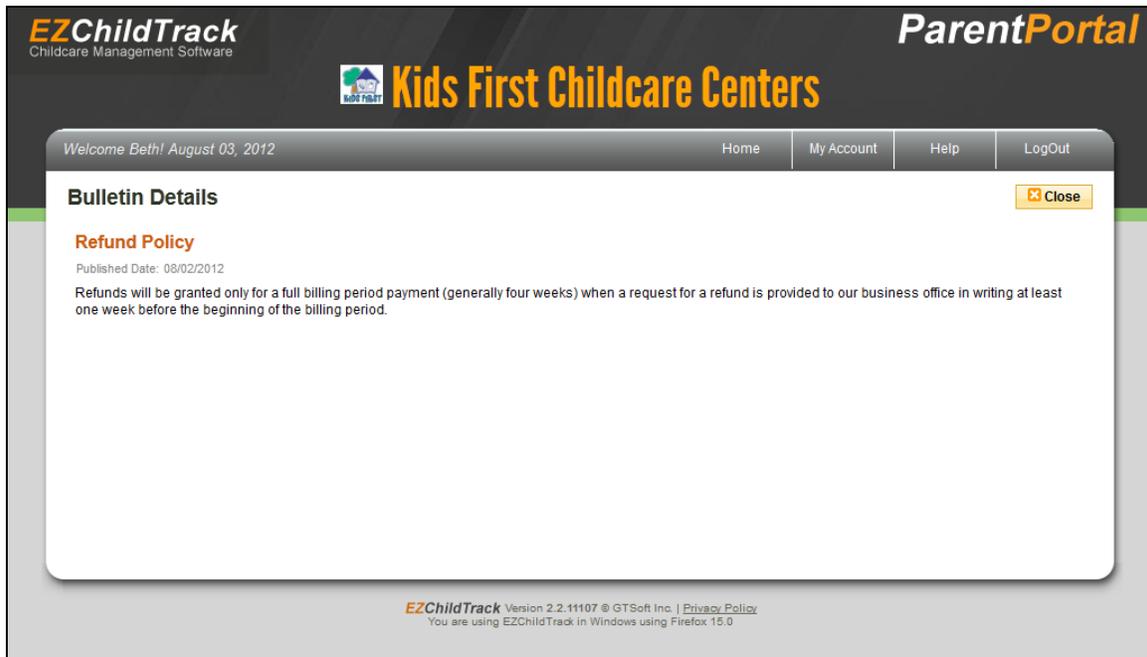
You can enroll using:

1. **Credit Card:** Click on the **Enroll using Credit Card** button to automatically make payments via your credit card.
2. **Bank Account:** Click on the **Enroll using Bank Account** button to automatically make payments directly from your bank account.

8. VIEWING IMPORTANT NOTIFICATIONS & DOWNLOADING FORMS

Any important events, notifications or bulletins can be viewed from the 'Information' section of the Home page. Sub-sections include:

1. Calendar: Keep a tab on all the important upcoming events.
2. Bulletins: View bulletins with important messages. Click on a bulletin to view its details.
3. Forms: Download any given form using the  icon.



The screenshot shows the EZChildTrack Parent Portal interface. At the top, there are logos for EZChildTrack (Childcare Management Software) and ParentPortal. The main header reads "Kids First Childcare Centers". A navigation bar includes "Welcome Beth! August 03, 2012", "Home", "My Account", "Help", and "LogOut". A "Bulletin Details" window is open, displaying a "Refund Policy" bulletin. The bulletin text states: "Refunds will be granted only for a full billing period payment (generally four weeks) when a request for a refund is provided to our business office in writing at least one week before the beginning of the billing period." A "Close" button is visible in the top right corner of the bulletin window. At the bottom of the page, there is a footer with "EZChildTrack Version 2.2.11107 © GTSoft Inc. | Privacy Policy" and "You are using EZChildTrack in Windows using Firefox 15.0".

A Bulletin Details Example

The Home page also displays an **Email History** button clicking on which you will be taken to a screen that displays the entire list of messages, notifications and communication notes for the parent.

#	Type	Subject	Sent On	From	To
1		Invoice Report	08/07/2013 06:12 AM	System	
2		Parent form Registration Sign Up	08/07/2013 04:48 AM	System	Lynn Allen
3		Registration completed successfully	08/07/2013 04:47 AM	System	Lynn Allen
4		EZChildTrack Parent Portal Sign up	07/09/2013 02:10 AM	System	Allen, Lynn

Email History Page

9. VIEWING ACCOUNT DETAILS

You can view account details in the 'My Account' page.

On this page, you can view:

1. Account information like the primary and secondary account holder's details.
2. Child details. Use the 'Contacts' link for each child to get more details.
3. Information linked with each contact associated with this account.
4. Update check-in codes.
5. Opt in or opt out of email/SMS subscriptions. The SMS subscription will be available only if it is allowed for the Program and if a cell phone number has been entered for the account holder. Similarly, the email subscription option will be visible only if an email ID has been provided for the account.

Coreen Michael (P1-A00915) Change Password Close

Account Information

 Delete Change	Michael, Coreen Primary Account Holder 179 Turnbull Road Houston, TX 99999 999-956-9495 (H) 999-605-6858 (C) 999-868-5663 (W) support@ezchildtrack.com Email Subscription: <input checked="" type="radio"/> Opt-In <input type="radio"/> Opt-Out Check-In Code: <input type="text" value="12345"/> Update	 Delete Change	Michael, Sam Secondary Account Holder 179 Turnbull Road Houston, TX 99999 999-956-9495 (H) 999-446-7941 (C) 999-658-8346 (W) pinaki@thomaskelly.com Email Subscription: <input checked="" type="radio"/> Opt-In <input type="radio"/> Opt-Out Check-In Code: <input type="text"/> Update
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Children

 Delete Change	Michael, July DOB: 05/06/2003 Grade Level: 2 School: Cedarmere Elem Contacts	 Delete Change	Michael, Tom DOB: 10/07/2003 Grade Level: 2 School: Ridgeview Contacts
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Other Contacts

 Upload Photo	Michael, Brian Houston, TX 99999 713-252-6456 (H) 832-565-4865 (C) 281-324-5664 (W) Brian5642@ezchildtrack.com Email Subscription: <input checked="" type="radio"/> Opt-In <input type="radio"/> Opt-Out Check-In Code: <input type="text"/> Update	 Upload Photo	Michael, Charles 713-256-9874 (H) 832-565-9876 (C) 281-565-4135 (W) Email Subscription: NA(Email ID not provided) Check-In Code: <input type="text"/> Update
 Upload Photo	Michael, Yvette 713-656-6576 (H) 654-565-5654 (C) 946-656-5456 (W) Email Subscription: NA(Email ID not provided) Check-In Code: <input type="text"/> Update		

My Account Page

10. CHANGING PASSWORD

You can change your password from the 'My Account' page.

1. Click on the **Change Password** button.
2. Enter old password, new password and confirm new password.
3. Click on **Change Password**.

The screenshot shows the 'Change Password' page within the EZChildTrack Parent Portal. The page header includes the EZChildTrack logo (Childcare Management Software), the Kids First Childcare Centers logo, and the ParentPortal title. A navigation bar contains links for Home, My Account, Help, and LogOut. The main content area is titled 'Change Password' and features a 'Change Password' button and a 'Close' button. The 'Password Details' section contains three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. To the right of these fields is a 'Password Rules' section with the following requirements:

- Minimum of 8 characters (no spaces)
- Must include both letters and numbers
- Must include both lower and uppercase letters
- Cannot be the same as user name
- Cannot be the same as old password

At the bottom of the page, there is a footer with the text: 'EZChildTrack Version 2.2.11107 © GTSoft Inc. | Privacy Policy. You are using EZChildTrack in Windows using Firefox 15.0'.

'Change Password' Page