

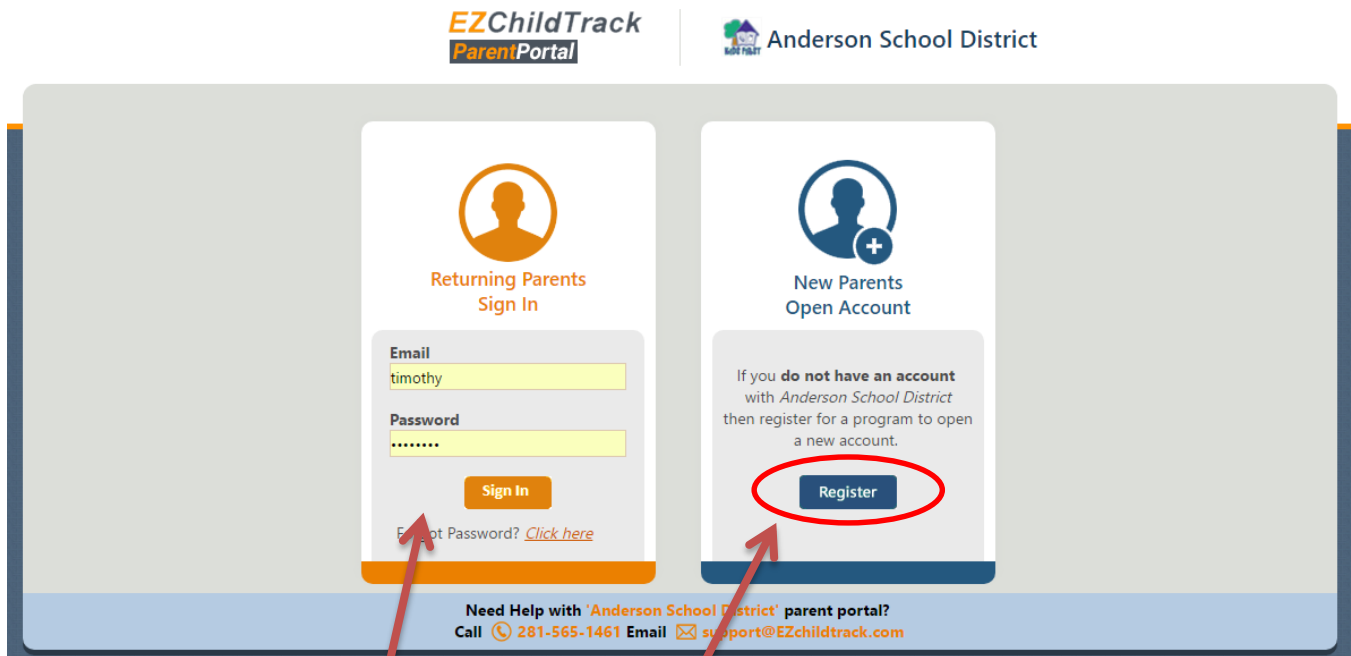
# EZChildTrack Parent Portal – Quick Start

## 1. Accessing the Parent Portal

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

<https://www.ezchildtrack.com/nkcs-eec/parent>

The following screen will be displayed, except on cell phones (see section 3 for more information). All parents will need to click the [Register] button on the right if it is the first time using the EZChildTrack Parent Portal.



This screen has 2 boxes:

<p><b>Sign In:</b></p> <p>Returning customers who already have a password will use this box to login to the Parent Portal.</p>	<p><b>Open Account:</b></p> <p>This box is for families who are new to the program. They must click this link to open a new account.</p>
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## 2. Understanding the Parent Portal Home Screen

Registration	Payments & Statements	Information	Toolbar Options
<p>Click the <b>Register</b> button to register your child into a new program.</p> <p>Click the <b>Schedule Calendar</b> button to schedule dates for the next week.</p> <p>To change enrollment, please call the Site Coordinator at the school where your child attends.</p>	<p>Your account balance and payment due date are displayed first.</p> <p>Click the <b>Pay Now</b> button to pay with credit card or E-Check/ACH.</p> <p>Click <b>View Statement</b> to view invoices, statements, payment history, receipts, and tax statements.</p>	<p>You can view the program calendar of events and bulletins in the top two sections.</p> <p>Toward the bottom, you can download any forms provided by your child care provider.</p> <p>Click the <b>Email History</b> button to view previous email communication.</p>	<p><b>My Account</b> – View demographic information and change your email preference.</p> <p><b>Help</b> – View Parent Portal User Guide.</p> <p><b>Contact Us</b> – Email your program’s main office.</p> <p><b>Sign Out</b> – Logout from the Parent Portal.</p>

## 3. Mobile Parent Portal Overview

Now, parents can use their cell phones to view the Mobile Parent Portal. The Mobile Parent Portal does not include views of Registration, Account information, or Email History.

### Navigation Bar (at the bottom of every screen)

- A. Home & Make Payments
- B. View Calendar events
- C. View Bulletins
- D. Logout

