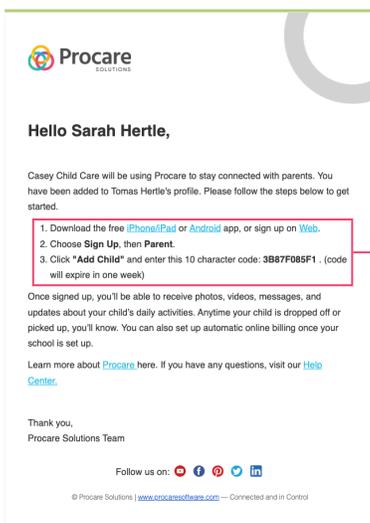


Online and Mobile Payments Guide for Parents

Easy steps for making payments online or via your mobile device

Your center now enables parents to make payments online, either through a parent engagement portal or via a mobile device. This safe and easy way to make payments gives you added convenience and ensures timely payments to your center. No more handwritten checks and no more handing over your credit/debit card at drop-in! Setting up online payments is quick and easy, and this guide will walk you through the steps to start making online and mobile payments today.



GETTING STARTED

1

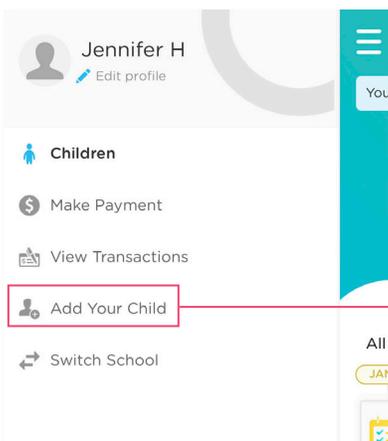
Your center will send you an email to sign up for a Procure account. Your Procure account is a great way to stay connected with your center and track your child's activities. You will need your center's 10-digit code to complete your account registration.

2

Your child's information will be displayed online and in the mobile app. You can easily add additional children from either the web or mobile app.

3

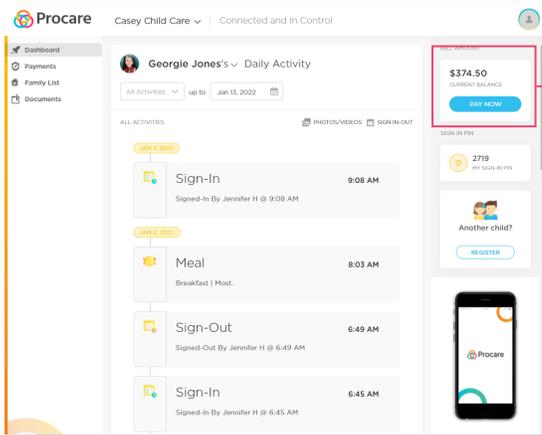
Within the app, you have access to many different functions within these tools, including viewing events and activities, editing your child's information (if enabled for your center), viewing your account balance, communicating with teachers and more.



4

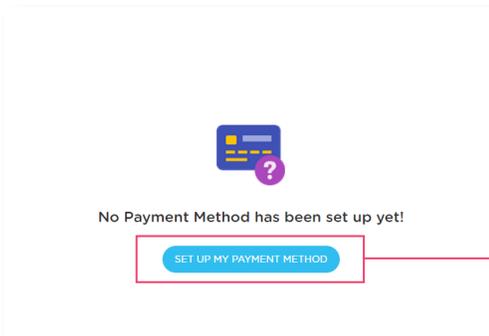
To start making payments online or via the mobile app, follow the instructions below:

A: IN THE WEB PORTAL

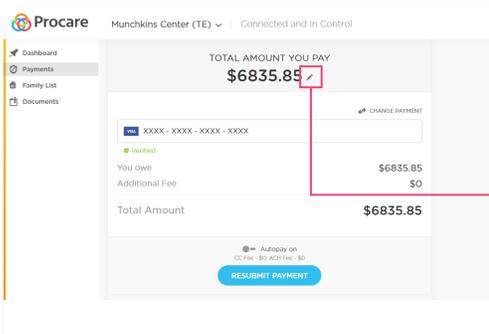


Click on the **Pay Now** button on the right side of the screen.

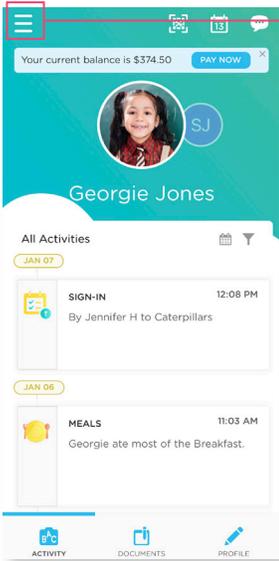
 <https://schools.procureconnect.com/>



I: You will need to set up your payment methods first by **clicking on Set Up My Payment**.

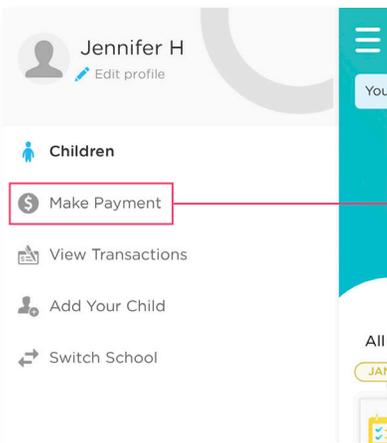


II: Once you have completed setting up your payment method (debit or credit card), you will then be able to easily make payments via the web portal. Your current balance will display as the payment amount. You can make partial payments as well by **clicking on the pencil icon**.



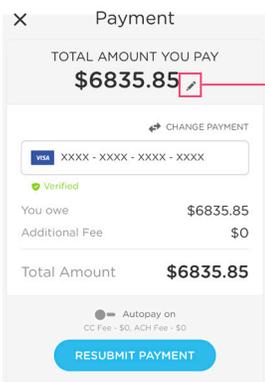
B: IN THE MOBILE APP

Click on the **top left side** of the app to see your menu:



I: **Select Make Payment** – follow the same instructions above for adding payment methods. You only need to add a payment method once, either in the web portal or via the mobile app. Once you have set up your payment method, the payment type will be available in both interfaces.

II: Your current balance will display as the payment amount. You can make partial payments as well by **clicking on the pencil icon**.



If you would like to learn more about the Procare mobile app, please visit our help center for parents here:

 <https://procare.solutions/3z20XOF>

To learn more about how parents can take advantage of our features in Procare Online and the mobile app, you can access all articles for parents here:

 <https://procare.solutions/3qp9GHZ>

Please note: Online and mobile payments are only available to centers with the Procare Parent Engagement web portal with integrated payment processing. Please contact your center to request this capability for your child's center!