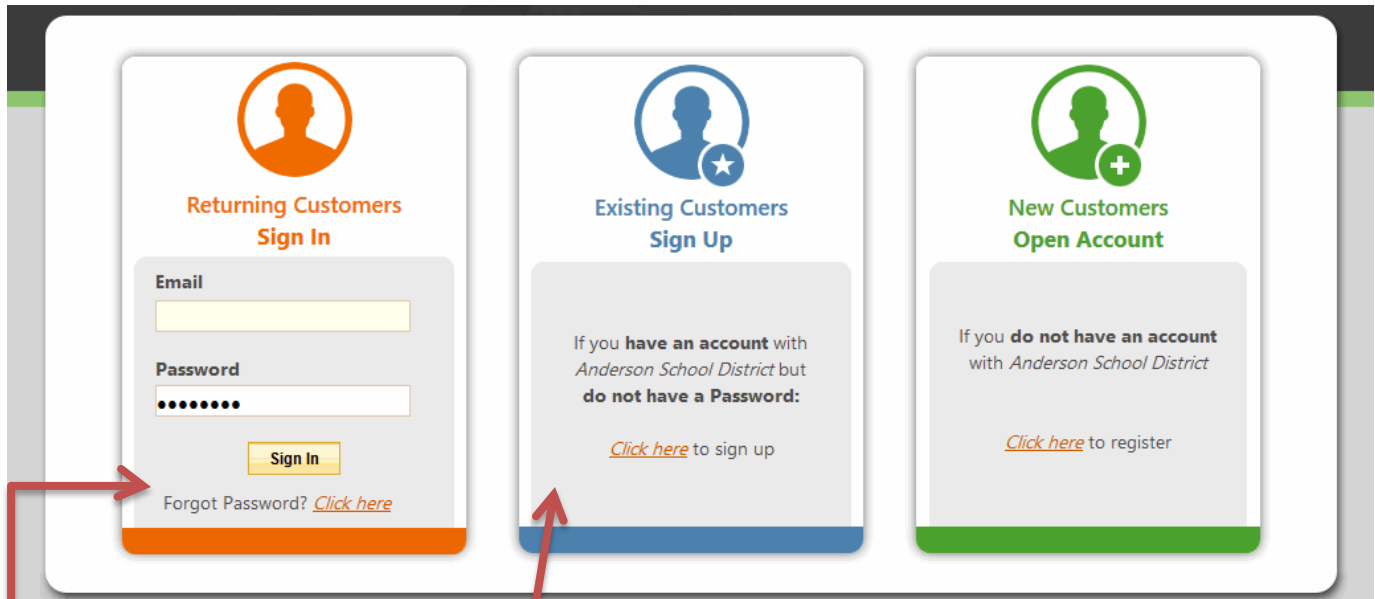


EZChildTrack Parent Portal – Quick Start

1. Accessing the Parent Portal

Go to the following web address to access the Parent Portal login screen, displayed below:

<https://www.ezchildtrack.com/gpisdbtb/parent>



2. Signing Up for Parent Portal Access

If you have received your account number but no password, you can sign up for Parent Portal access using the 'click here' link shown in the "Existing Customers Sign Up" section. Next, enter your account number and email address (the registered email address in which you received this email), and click [Sign Up]. A confirmation screen will confirm that an email message (which includes a temporary password) has been sent to this email address.

3. Signing In to the Parent Portal

Once you have received your email, go back to the Parent Portal login screen. In the "Returning Customers Sign In" section, enter your registered email address and the temporary password provided to you. Click on [Sign In].

When you login, you will be prompted to change your password. Enter your new password keeping the password rules in mind which are displayed on screen. Clicking [Change Password] will take you to the main Parent Portal screen.

EZChildTrack Parent Portal – Quick Start

4. Understanding the Parent Portal Home Screen

Registration	Payments & Statements	Information	Toolbar Options
<p>Click on [Register] to register your child into that particular program.</p> <p>View your enrollment details by clicking [View Enrollment].</p> <p>To change enrollment, please send us an email by clicking [Contact Us].</p>	<p>You can view the current billing status for your account.</p> <p>Click on [Pay Now] to pay using accepted payment methods.</p> <p>Click on [View Statement] to view invoices, statements, payment history and last year's tax statement.</p>	<p>You can view Site Calendar and Bulletins.</p> <p>You can also download Forms uploaded by your child care provider.</p> <p>To view all previous email communication, click on [Email History].</p>	<p>The toolbar includes:</p> <p>My Account – View demographic information and change your email preference</p> <p>Help – Download Parent Portal User guide</p> <p>Contact Us – Send us an email</p> <p>Sign Out – Exit the Parent Portal.</p>