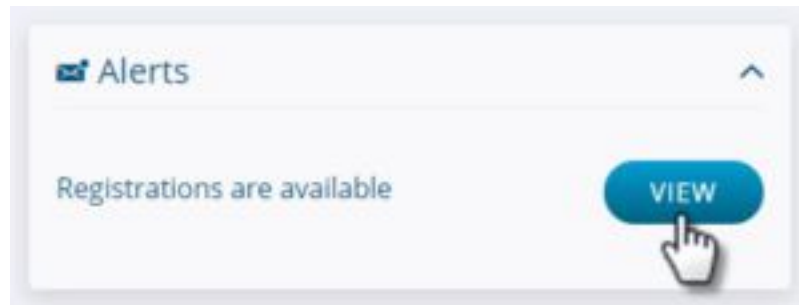


Re-Registration Instructions

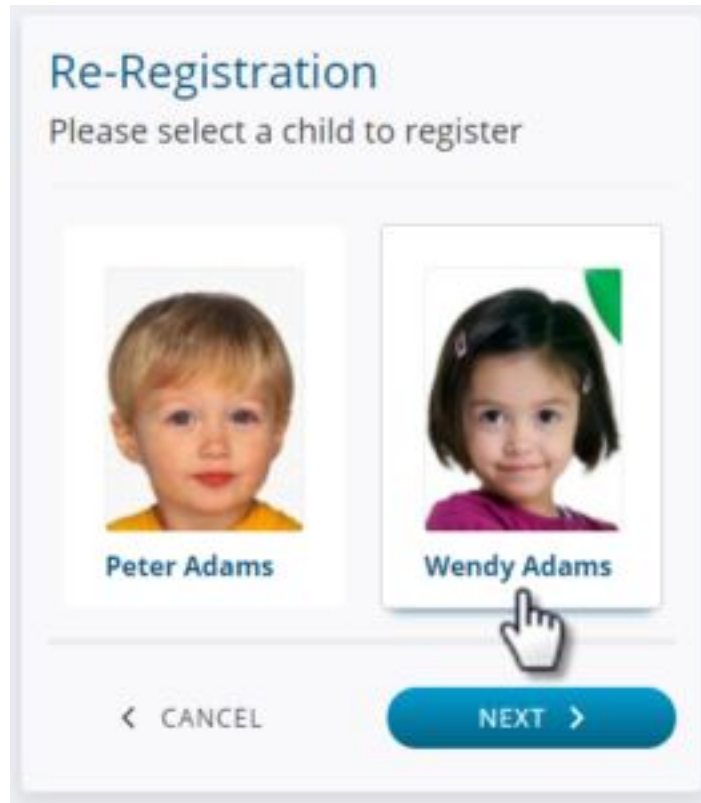
1. As a parent, go to [MyProcare.com](https://www.MyProcare.com) and log in using the email address on file with the center.
2. Once you've logged in:
 1. If registrations are available, you'll see an alert. Choose *View*.



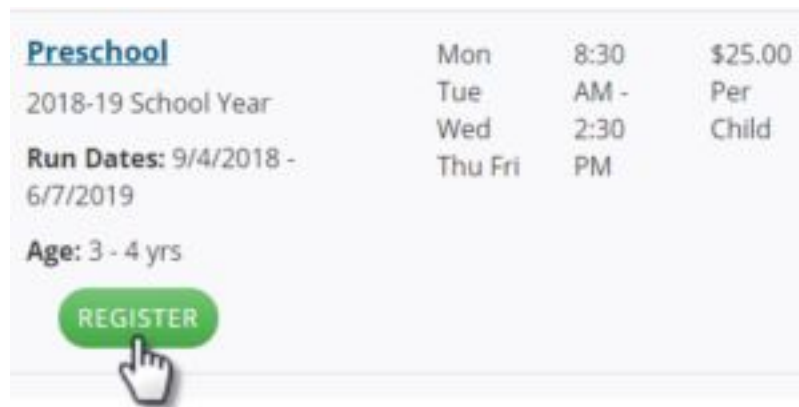
2. Choose *Begin Re-registration*.



3. Choose the first child you want to register and select *Next*.



4. Select one or more programs for the child by choosing *Register*, then *Next*.



5. Confirm the emergency contacts and authorized pickup people for the child and add any new ones by choosing *Add relationship* or use

the red X to remove one.

REPORTS SCHEDULE ACTIVITY CONTACTS CENTER

Relationships:

Weston Wellington

Uncle

Lives with Emergency Pickup

NO YES NO

+ Add relationship

6. Scroll to answer any child-specific questions and choose *Next*. You will see the existing answers (if any) and may make changes as needed.

Registration Questions:

What allergies does this child have?

None

Dairy

Wheat

Bee Stings

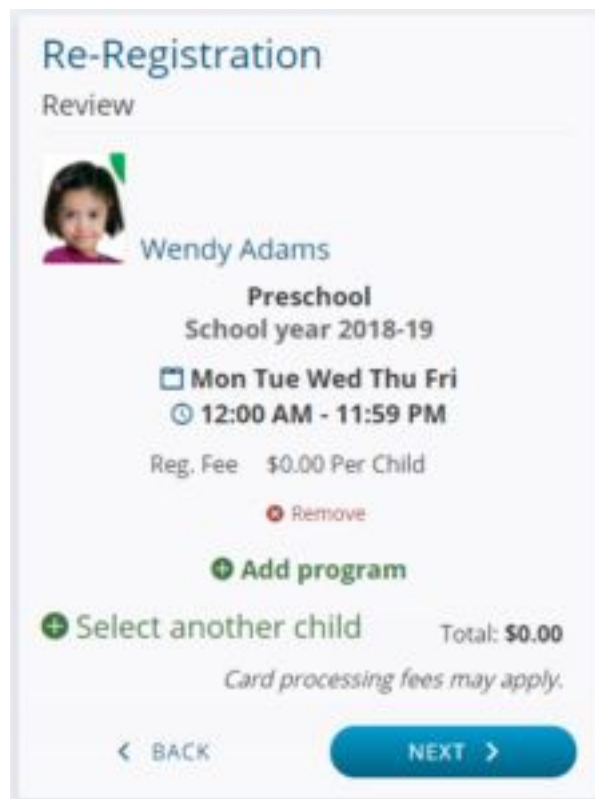
Other

< BACK NEXT >

7. If there is more than one child in the family, you have the option to register another child at the same time.



8. At the *Review* screen, you may add or remove programs or select another child, then press *Next*.



9. You will be asked to answer a couple general questions, then choose *Account Info*.

Submit for Processing

1 Account Questions

What is your gross annual household income?

Household income is greater than \$0 and less than or equal to \$10,000

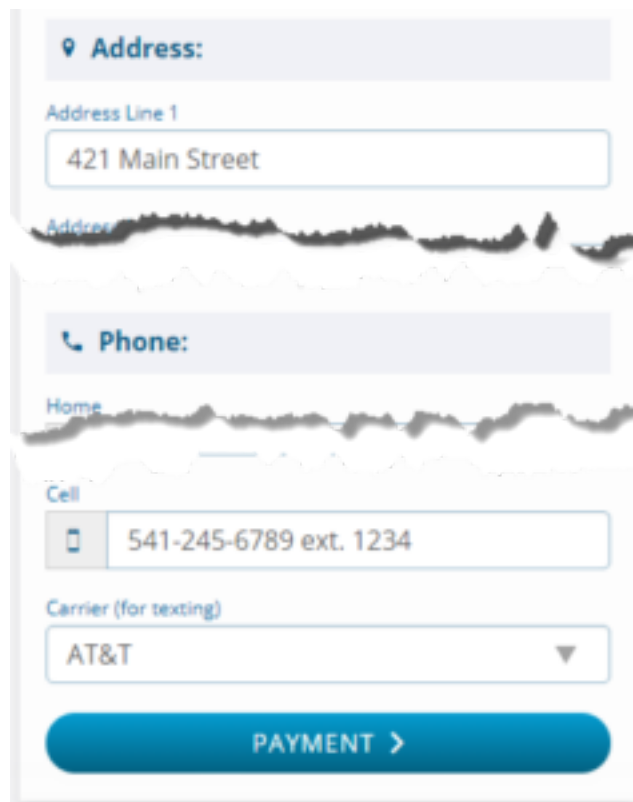
Household income is greater than \$30,000

ACCOUNT INFO >

2 Account Information

3 Payment

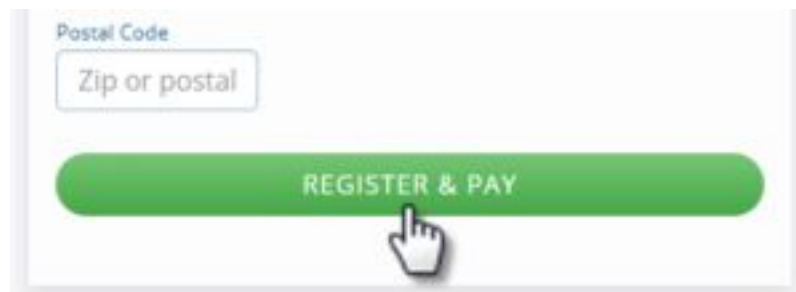
10. You will have the option to make changes to their address or phone, if needed.



The screenshot shows a registration form with the following fields and options:

- Address:** A section header with a location pin icon.
- Address Line 1:** A text input field containing "421 Main Street".
- Phone:** A section header with a telephone handset icon.
- Home:** A radio button option.
- Cell:** A radio button option.
- Cell Number:** A text input field containing "541-245-6789 ext. 1234".
- Carrier (for texting):** A dropdown menu with "AT&T" selected.
- PAYMENT >** A blue button with a right-pointing arrow.

11. If there is a fee for this program(s) choose *Payment*, enter the card information and select *Register & Pay*.



The screenshot shows a registration form with the following fields and options:

- Postal Code:** A section header.
- Zip or postal:** A text input field.
- REGISTER & PAY** A green button with a hand cursor icon pointing to it.

Hint: If there is no fee, simply choose *Submit*.

12. You will see a confirmation / thank you screen.

