



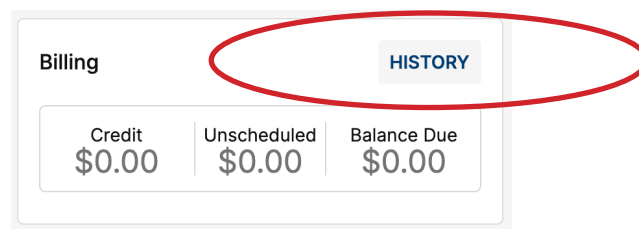
## ACCESSING PREVIOUS PAYMENT HISTORY

Members are able to view and download their previous payment history.

1) Sign in to your account here (also found on our website homepage under “Manager Your Account”)

2) On the main Dashboard, go to the “Account” section and then “Billing” section.

3) Select “History”



4) On the Payment History page, members can select the date range and then also export to PDF.

### Payment History

View payment history for: 30 days

There is no transaction history for the selected time period.

## ACCESSING CHILDCARE TAX STATEMENTS

Tax statements for childcare programs will be available January 1st of the following year. These statements only include payments for “child care” (Preschool, Before or After School programs) and “camps” (Frosty Fun or Summer Camps) in the previous year.

Members can download their tax statements online. Login to access your profile and scroll down to the “Records” title. You will see a document titled “XXXX Year-End Child Care Statement”.

