Cover sheet for Procare Cheat Sheet:

Dear Families,

We are so excited about our new system for parent portal access, registration, and payment. We developed this cheat sheet to explain the systems we are using now. I know it seems like a lot, but it is actually less items than under Cake (families just didn't have access to as many of them as we did). As always, please reach out with any questions.

A few notes:

1. Many families have already completed many of these steps. If you have completed the step, you do not need to re-do it
   a. Steps status:
      A. Most people have registered for <u>Procare Check Out Station</u>. We will start using this on Feb 15th
      B. Most families have completed Step 1 of <u>Tuition Express Payment System.</u>
         a. Most families have *not* completed Step 2 of <u>Tuition Express Payment System</u>
      C. Most families have *not* completed the step of registering for <u>MyProcare Family Portal</u>

<u>We will have an open house to discuss this and help people sign up for the various systems from 3:30pm-7pm on Monday Feb 13th 3:30pm-7pm.</u>

Please open the attached file for more detailed tips for using Procare.

Thank you everyone for your patience!
Saundra Bishop

Procare Cheat Sheet

<u>AT A GLANCE:</u>
There are three different logins for the new system:
      A. Procare Check Out Station at the school
      B. Tuition Express Payment System
      C. MyProcare Family Portal

t the school _____

Using the Beyond the BASICS Computer at Bridges
Registering with Temporary Registration Number
1. Click Register to the right of the "Start Here" button.
2. Enter your Temporary Registration Number provided by Beyond the Basics Staff Person.
3. You will then be prompted to create a 4-8 digit Personal ID and a separate Password.
   a. The ID and Password cannot be sequential or have repetitive number.
   b. ID and Password also can not be the same number.
4. Please record your ID and Password in a secure location. You will need this daily for checking students out.

Using the Beyond the BASICS Computer
Checking a Student Out
1. Click "Start Here."
2. Enter Personal ID
3. Enter Password
4. Click on child's name
5. Click Finish
6. Take printed receipt to classroom to pick up student.

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From any computer, tablet or smartphone
There are 2 steps:
1. Fill out the payment form that will be emailed to you
2. Login and register in Tuition Express
   a. This link is emailed to you after you fill out the payment form and then you log in and create a profile
      i. Once this is done, you will get an email whenever a payment is processed
      ii. You can login to see all payment and billing history.

On the 1st of the month, payment will be deducted from your account.

There are 3 options to pay:
1. Voided check: No fee
2. Credit card: 2.3% fee
3. Debit card: 1.3% fee

If you do not have a bank account, please email Jamilah@basicsaba.com to set up another arrangement

Please remember payment is due the 1st of the month by 2:30pm.

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From any computer, tablet & phone

To register for MyProcare use this link:
https://www.myprocare.com/Default/Index?aWtuPTE4Nzc1MTQxMDY=

At the end of the registration process you will need to save the website link to access MyProcare in the future. Then, you can access it anytime with your unique user-name and password (This is different than your login you use to sign your child out)

Families can view and update their contact information, access to child immunization status, and easy access for parents to view child information.