

ONLINE REGISTRATION INSTRUCTIONS

We are pleased to offer **MyProcure**, a free online portal for you to register for classes and camps, access account information, and easily pay tuition. MyProcure is safe, secure and convenient. See registration instructions below for:

- New Families
- Currently Enrolled Families
- Previously Enrolled Families (who have not created a ProCare account)

NEW FAMILIES, please complete the following to create your MyProcure account.

1. Go to

<https://www.myprocure.com/Default/Index?aWtuPTUxNDUwNTMyNDEmc2NoSWQ9MQ==>

2. Enter your email address and choose **Go**. You will receive a confirmation number within a few minutes.

3. Enter the confirmation number sent to your email and choose **Go**.

4. Follow instructions below for "CURRENTLY ENROLLED FAMILIES" to continue the registration process.

CURRENTLY ENROLLED FAMILIES, follow the steps below to verify student information, register for classes and camps, and view your account balance.

1. Login to your account at [MyProcure.com](https://www.myprocure.com).

2. You may:

- a. **Register for Preschool** (note, after you click the green "Register" button, you must click "Review Child Information" at the bottom of the page to proceed.)
- b. **View/update** your child's account information. *Note, for security purposes changes to your child's emergency contact/pick up list cannot be made online and must be made by contacting the preschool office.*
- c. Use the **Pay** button to make a payment with your credit card (transaction fee applies) Note, as always, you continue to have the option to pay by ACH, check or cash.

3. Note, if you have an additional child you want to register, you must notify us first so we can add that child to your account before you begin the registration process.

4. After you submit your registration you will receive an email from MyProcure summarizing the information you submitted and confirming your request to register.

5. Once the preschool receives your request to register, we will email you an invoice for the registration fee (note, the system will initially show you owe \$0.00). You are expected to pay the registration fee at that time in order to secure your child's spot in the class. ***Please note, your child is not considered enrolled in our program until the registration fee is paid.***

PREVIOUSLY ENROLLED FAMILIES (who have not created a ProCare account), complete the following steps to create your MyProcure account.

1. Go to [MyProcure.com](https://www.myprocure.com).

2. Enter your email address (the email you have on file with us) and choose **Go**.

3. Enter the confirmation number sent to your email, choose a password, and press **Go**.

4. Follow instructions above for CURRENTLY ENROLLED FAMILIES to continue the registration process.