

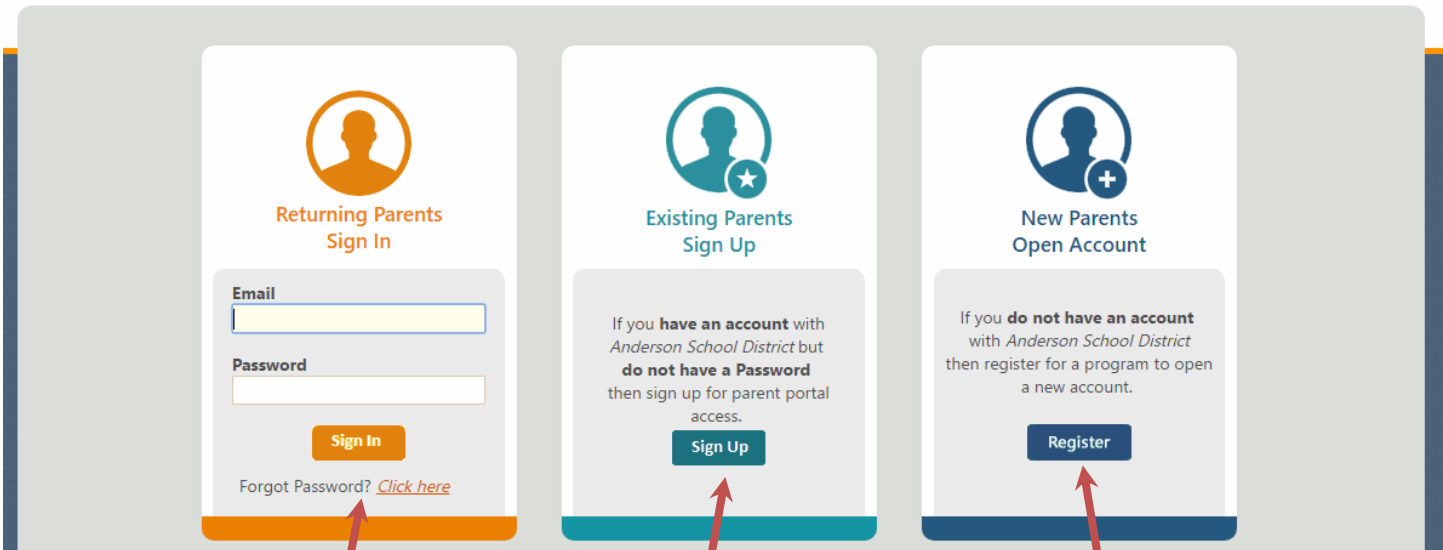
EZChildTrack Parent Portal – Quick Start

1. Accessing the Parent Portal

You can access the Parent Portal using the web address given below:

<https://ca.ezchildtrack.com/Excel/parent/>

The Login Page is displayed as follows, except on cell phones (see section 3 for more information):



This screen has 3 boxes:

Sign In:

Returning parents who already have a password can login here to register or view Account information. If you have forgotten your password, please click the link "[Click here](#)".

Sign Up:

If you have an account but do not yet have a password, select the [Sign Up] button to receive a temporary password by email.

Next, follow the instructions provided in the email to begin using the Parent Portal.

New Parents:

This box is for families who are new to the program. They must click the [Register] button to register. If your registration is approved, then an account will be created and you will receive your password by email.

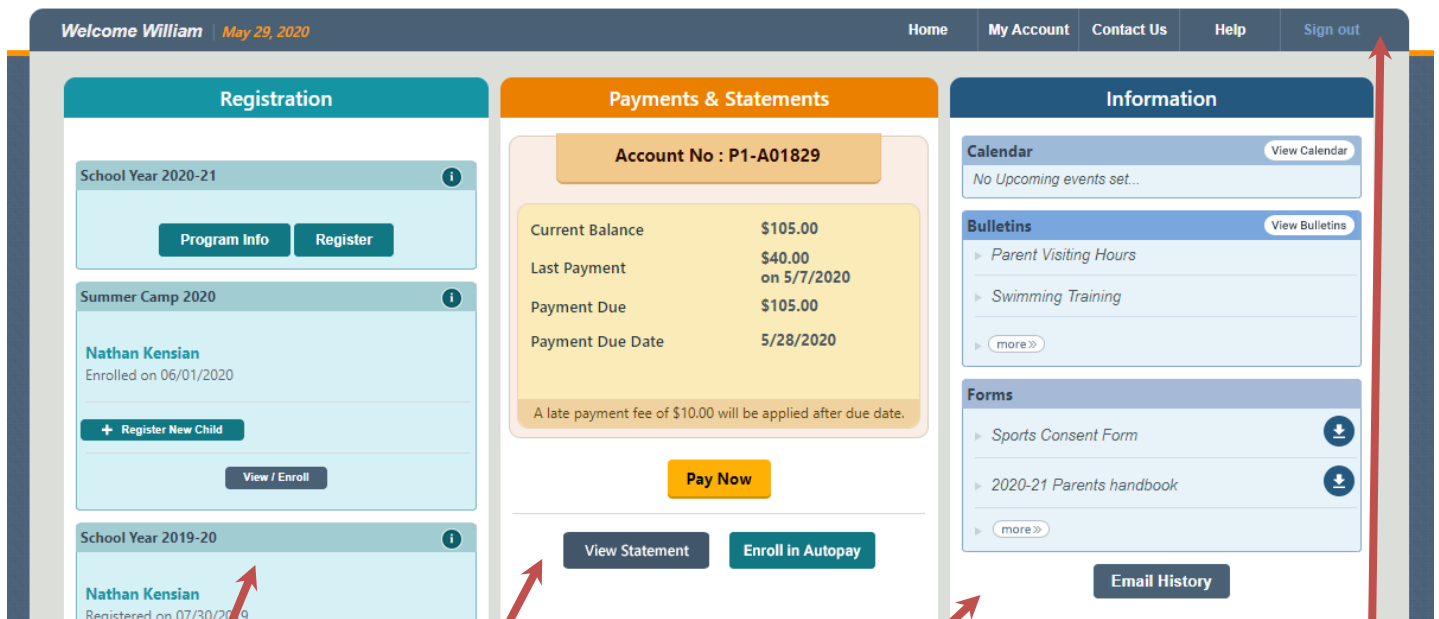
Note: Families with an account number should not click this link as it may create a duplicate account.

New Parents Submitting an Application for 2 Programs (e.g, EXCEL 2021-22 - Unit 1 and EXCEL 2021-22 - Unit 3):

After clicking the [Close] button on the last page of the Parent Application, you will be redirected to the Parent Portal Login Page.

Click the [Register] button on the right (just as before), and select the desired Program. Enter your email address, and this time, there will be a popup informing you of an email. Copy the Validation Code from the email just received, and enter the Validation Code and click the [Continue] button to enter the pre-populated Parent Application.

2. The Parent Portal Home Screen



Registration	Payments & Statements	Information	Toolbar Options
<p>Click the Register button to register your child into a new program.</p> <p>You can view enrollment details by clicking the View/Enroll button.</p>	<p>Your account balance and payment due date are displayed at the top.</p> <p>Click the Pay Now button to pay with credit card, or Signup for Autopay.</p> <p>Click View Statement to view statements, payment history, receipts, and tax receipts.</p>	<p>You can view the events and bulletins in the top two sections.</p> <p>Toward the bottom, you can download any forms provided by your child care provider.</p> <p>Click the Email History button to view previous email communication.</p>	<p>My Account – View or edit contact information.</p> <p>Help – View an online Parent Portal User Guide.</p> <p>Contact Us – Email your program’s main office.</p> <p>Sign Out – Logout from the Parent Portal.</p>

3. Mobile Parent Portal Overview

Now, parents can use their cell phones to view the Mobile Parent Portal. The Mobile Parent Portal does not include views of Registration, Account information, or Email History.

Navigation Bar (at the bottom of every screen)

- View Account Balance & Make Payments
- View Calendar events
- View Bulletins
- Logout

