



Parent Portal QuickStart



How to Register and Log In to the Parent Portal

1. Go to ezcaresoftware.com/parent-portal.
2. Click **Register Here**.
3. Enter your email, then click **Register**. A secure four-digit pin number will be emailed to that address. Check your spam folder if it's not in your inbox.

Note: If you receive an error message, the email may not match what is on file at your center. Email us at: Info@scr-upperroom.org for assistance.

4. Enter the **Registration Pin** on the registration screen.
5. Enter and confirm a password, then click the link to return to login page.

Note: Passwords must be at least 8 characters long, with one uppercase letter, one lowercase letter, and one number.

6. Enter your email and password to start using the Parent Portal!



How to Make Payments Online

1. Log in and click **Ledger** to view a listing of all payments, credits, and charges to your family's account.
2. Click **Pay Now**. Complete the payment account information and amount. Don't forget to specify the type of receipt you would like to receive.

Tip: Click **Payment Accounts** to enter and save payment info for future use.

3. After you enter your information, click **Submit** to process your payment.
4. A payment confirmation window will appear. Click **Close**. If your preferences are set to receive receipts via email, you'll find a receipt in your inbox right away.