GREAT FUTURES START HERE.

BOYS & GIRLS CLUB
OF GREATER BILLERICA

<u>Getting Started Using MyProcare</u>:

1. To access MyProcare for the first time, you will need to visit: **https://www.myprocare.com/**
2. Enter the email address that you currently have on file.
3. A personal confirmation number will be sent to your email to complete your registration.

> *If you are unsure of what email you have listed, or would like to update the email on file, please contact Yeli Ruiz: childcarebilling@billericabgc.com*

4. Verify that all contact information is accurate.

> *Select "Contact" from the top menu to see who is listed as a contact for your child. By clicking on each contact individually, you can verify their information. To make any necessary changes to your own profile, click on the edit icon.* ✏️ *If you need to make changes to any other contacts listed on your account, email changes to Yeli Ruiz: childcarebilling@billericabgc.com*
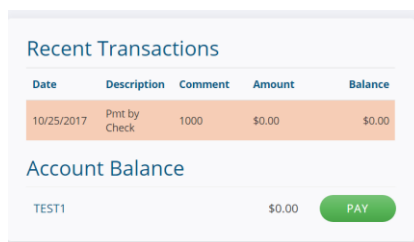
5. Verify that each contact listed on your child's account has been assigned the correct authorization.

🏠 Live with Child
❗ Emergency Contact for Child
👫 Authorized to Pick Up Child

5. OPTIONAL: Sign up to receive text message alerts for important information regarding emergency closures, etc.

> *Use the edit icon* ✏️ *found next to your name to update your cell phone number. You MUST provide the cell phone carrier under Mobile Phone in order to receive text message alerts.*

6. Your account balance and option to pay is easily accessible from your home screen after logging in. You can view statements by clicking the 'Report' tab and view emergency contacts too.

Recent Transactions

Date	Description	Comment	Amount	Balance
10/25/2017	Pmt by Check	1000	$0.00	$0.00

Account Balance

TEST1	$0.00	PAY

Once you have created your account, you can login anytime by visiting:
https://www.myprocare.com/