

GREAT FUTURES START HERE.




BOYS & GIRLS CLUB
OF GREATER BILLERICA

Getting Started Using MyProcure:

1. To access MyProcure 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

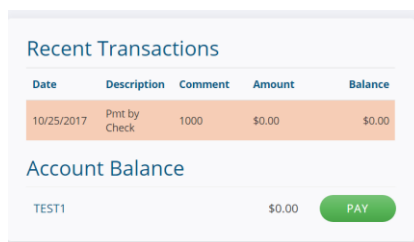
5. Verify that each contact listed on your child's account has been assigned the correct authorization.

A screenshot of a contact profile for 'Kaitlyn TEST'. On the left is a black silhouette of a person. To the right of the silhouette, the name 'Kaitlyn TEST' is displayed in blue, with 'Relation' below it in grey. Below the name are three icons: a house, an exclamation mark, and two people. To the right of these icons is a list of three roles: 'Live with Child' (with a house icon), 'Emergency Contact for Child' (with an exclamation mark icon), and 'Authorized to Pick Up Child' (with a two-people icon).

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.

A screenshot of a mobile application interface. At the top, it says 'Recent Transactions'. Below this is a table with columns: Date, Description, Comment, Amount, and Balance. The table has one row: 10/25/2017, Pmt by Check, 1000, \$0.00, \$0.00. Below the table, it says 'Account Balance'. At the bottom, it shows 'TEST1' with a balance of '\$0.00' and a green 'PAY' button.

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