



## How to Register and Log In to the PAYMENT PORTAL

- Go to PIC's website at [parentinfantcenter.org](http://parentinfantcenter.org)
- Click **PIC Families** in the main menu
- Select **Pay Tuition Now** (first option)

A screenshot of the 'Parent Portal' login and registration interface. The page has a blue header with the text 'Parent Portal' and a green user icon. Below the header is a white content area divided into two sections: 'Login' and 'Register'. The 'Login' section includes a 'Forgot your password?' link and a 'LOG IN' button. The 'Register' section includes an 'Email' input field and a 'REGISTER' button. At the bottom of the page, there is a white box containing the 'ez care' logo and a security disclaimer: 'Our data management, payment processing and data security are powered by EZCare. EZCare protects the information we collect and prevent unauthorized access or disclosure through layered security measures including SSL, TLS, encryption, PCI DSS, and more. For more information on what that means, [CLICK HERE](#)'.

- Click **Register Here**.
- 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.*

**ALERT: If you receive an error message, your email may not match what we have on file.**

**Contact:** Assistant Enrollment Coordinator Shanaya Shoats at [sshoats@parentinfantcenter.org](mailto:sshoats@parentinfantcenter.org).

- Enter your **Registration Pin** on the registration screen.
- Enter and confirm a **Password**, then return to the login page.

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

## How to PAY TUITION ONLINE

- Return to the [Log In Screen](#).
- You will see your family's **Ledger** of payments, credits, and charges.

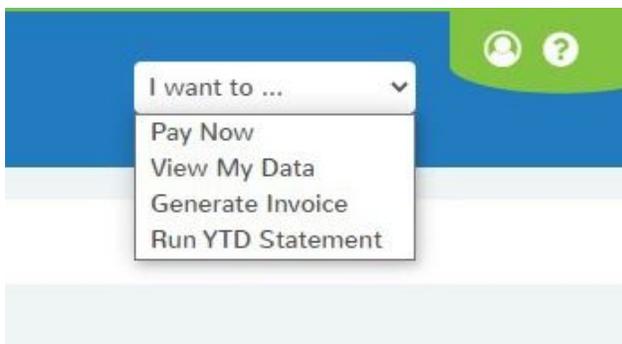
**NOTE:** The first time you login you may see a pop up showing you all the actions you can take. Select an item or **click X** to bypass.

Date	Category	Child	Class	Site	Comment	Type	Amount	Running Balance	Payment Type
07/01/2020	Tuition 5 day monthly			Parent Infant Center	7/1/2020- 7/31/2020	Amount			
07/01/2020	Tuition 5 day monthly			Parent Infant Center	7/1/2020- 7/31/2020	Amount			
07/01/2020	Diaper Service- PT			Parent Infant Center	7/1/2020- 7/31/2020	Amount			
07/15/2020	Misc. Credit			Parent Infant Center	Payroll 7/15	Amount			

- Click **Pay Now** beneath **Ledger Transactions**. *Family information will be pre-populated.*

**NOTE: Payment Accounts** (beneath **Ledger Transactions**) will show you the payment methods you have previously used, or you can enter new payment info and save for future use.

**NOTE:** You can also **Pay Now** and access other payment features by selecting the **I Want To** drop down menu in the upper right corner of the screen.



**Make a Payment**

Family of

Select Parent

Site Name\*

Credit Card  Bank Account

Save Account For Future Use

**Billing Information**

First Name\*

Address\*

State\*

Country

Last Name\*

City\*

Postal Code\*

Email

Amount

Conv. Fee:

Total:

Receipt Type

- Complete the payment account information and amount.

**NOTE:** To make paying quicker next month, click **Save Account for Future Use**.

**NOTE:** Your account information will pre-populate.

**ALERT:** A convenience fee of 2% is added to all payments made with a credit card. If you choose to make your payment directly from your bank account, there is no additional charge.

- Specify the type of **receipt** you would like to receive.
- After you enter your information, click **Submit** to process your payment.
- A payment confirmation window will appear.
- Click **Close**.

**NEED HELP MAKING YOUR PAYMENT ONLINE?**

***Our Early Learning Program Coordinators is here for you!***

- Infant / Toddler and School Age families can contact **Kharma Hicks**  
[khicks@parentinfantcenter.org](mailto:khicks@parentinfantcenter.org)
- Preschool families can contact **Jacob Kerner**  
[jkerner@parentinfantcenter.org](mailto:jkerner@parentinfantcenter.org)

**ANY QUESTIONS ABOUT YOUR CHARGES?**

Contact Safia at [safiaa@parentinfantcenter.org](mailto:safiaa@parentinfantcenter.org) or by phone at 215.222.5480.