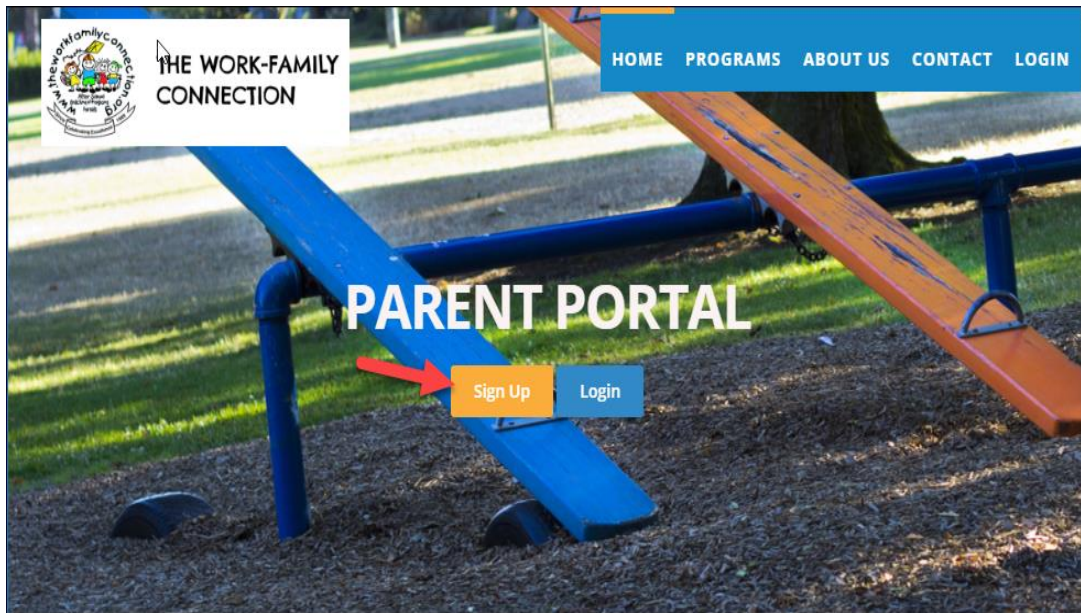


The following link will enable you to **Sign Up, Register** and **Create** program WFC registrations:
<https://parentportal.workfamilyconnection.com>

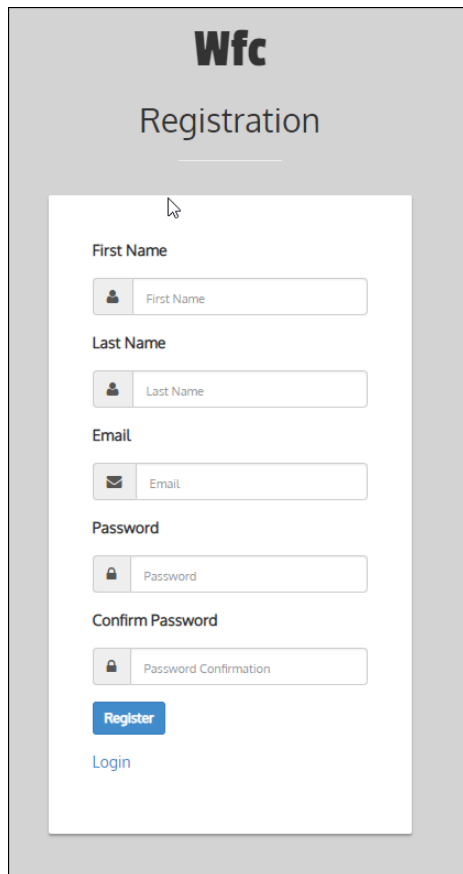
If this is your first use of the Parent Portal you will need to register – start at **STEP 1**.

If you have previously registered go to **STEP 5**.

STEP 1: You'll arrive at the following screen, where you will click on **Sign Up** (red arrow).

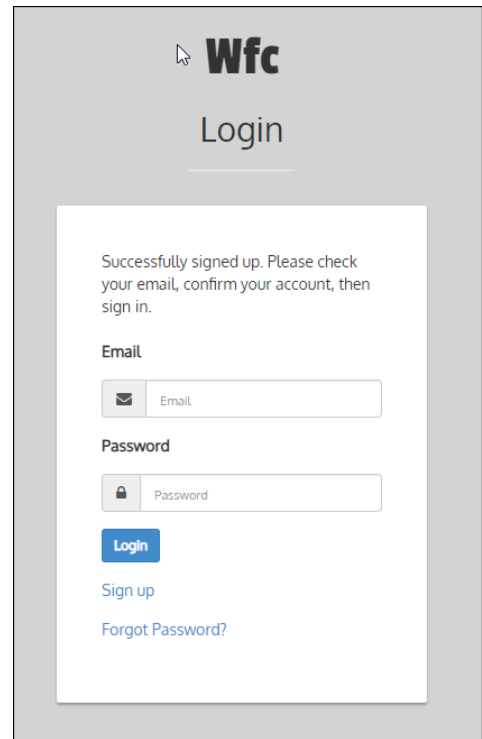


STEP 2: You will arrive at a registration screen (shown below) where you will complete each field and click on **Register**.



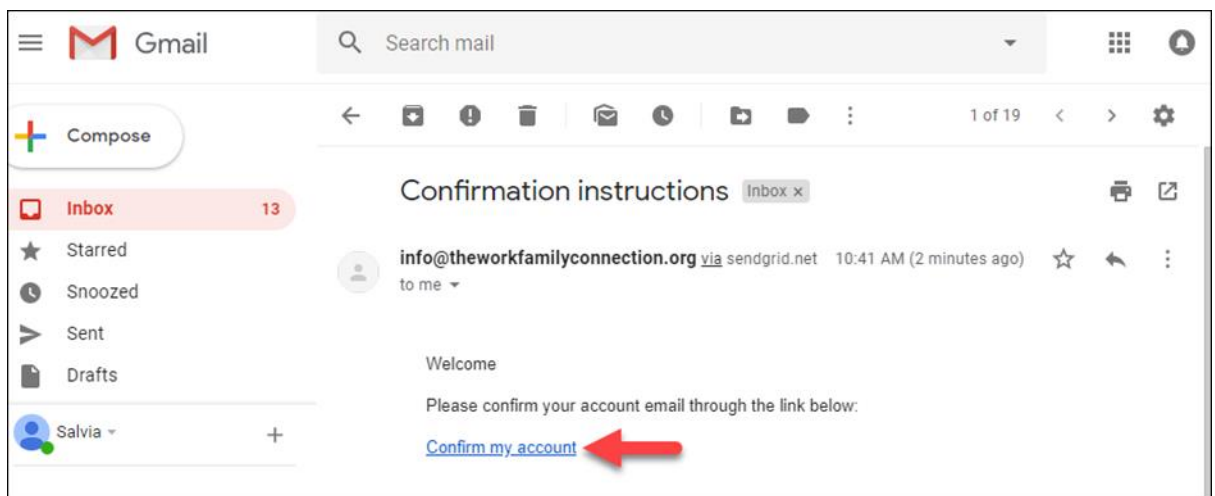
The registration screen for Wfc features a white form on a grey background. The form includes fields for First Name, Last Name, Email, Password, and Confirm Password, each with a corresponding icon (person, envelope, or lock). A blue 'Register' button is at the bottom of the form, and a 'Login' link is below it.

STEP 3: You will then arrive at the login screen below, where you will see an acknowledgement that a confirmation email has been sent to your account.

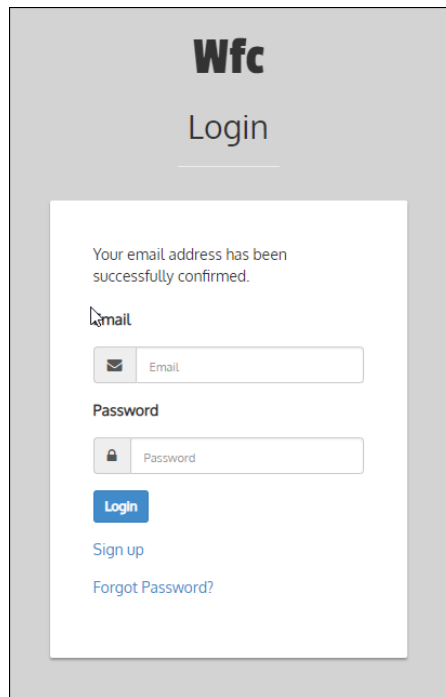


The login screen for Wfc features a white form on a grey background. It displays a message: 'Successfully signed up. Please check your email, confirm your account, then sign in.' Below this are fields for Email and Password, each with a corresponding icon (envelope or lock). A blue 'Login' button is present, along with 'Sign up' and 'Forgot Password?' links.

STEP 4: Your email confirmation will have a live link **Confirm my account**. Click on this (red arrow).



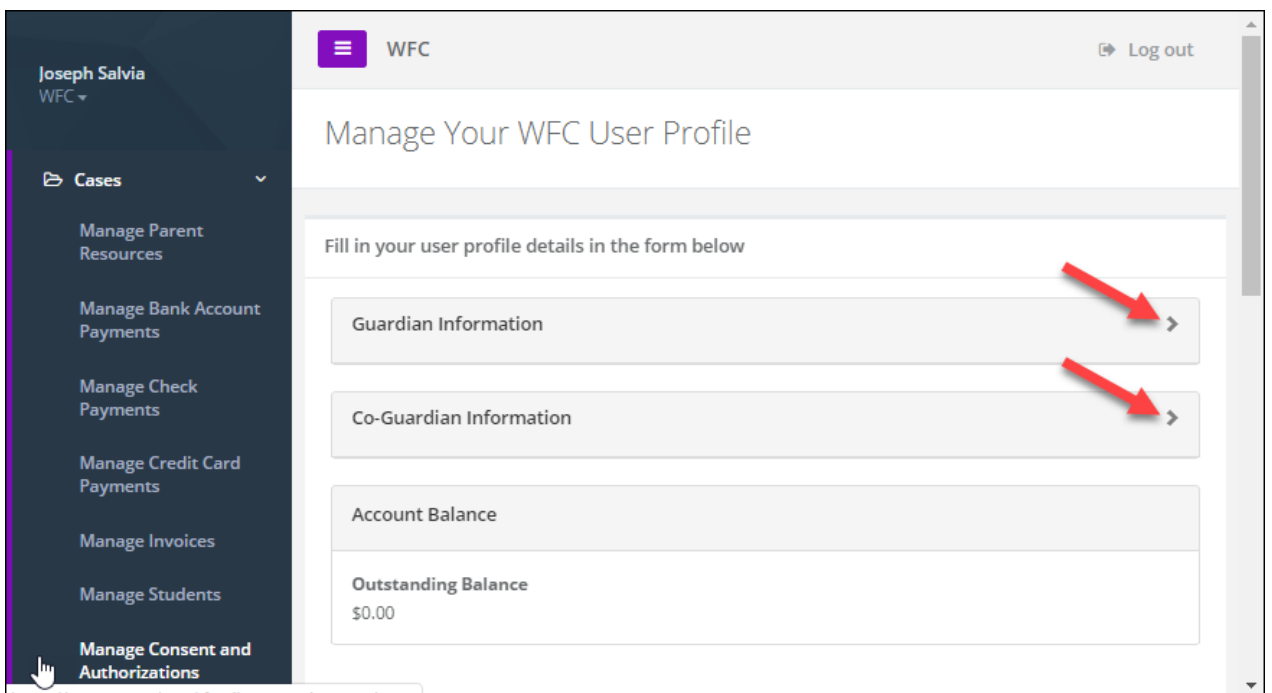
STEP 5: You will then be taken back to the WFC login screen where you login with your credentials you previously created.



The image shows the WFC Login screen. At the top, the text "Wfc" is displayed in a large, bold, black font, followed by "Login" in a smaller, regular black font. Below this, a message states: "Your email address has been successfully confirmed." There are two input fields: "Email" with an envelope icon and "Password" with a lock icon. A blue "Login" button is positioned below the password field. At the bottom, there are two links: "Sign up" and "Forgot Password?".

STEP 6: You will arrive at the **Manage Your WFC User Profile Screen** where you will initially complete the **Guardian Information, Co-Guardian Information and Payment** sections

Click on the ➤ symbol (red arrows) on the right side of both **Guardian Information and Co-Guardian Information** the > will open and close each section.



The image shows the "Manage Your WFC User Profile" screen. On the left is a dark sidebar with the user's name "Joseph Salvia" and "WFC" below it. A list of menu items includes "Cases", "Manage Parent Resources", "Manage Bank Account Payments", "Manage Check Payments", "Manage Credit Card Payments", "Manage Invoices", "Manage Students", and "Manage Consent and Authorizations". The main content area has a header "WFC" and a "Log out" link. Below the header, the title "Manage Your WFC User Profile" is displayed. A message says "Fill in your user profile details in the form below". There are three sections: "Guardian Information", "Co-Guardian Information", and "Account Balance". The "Guardian Information" and "Co-Guardian Information" sections have a right-pointing chevron (➤) on their right side, with red arrows pointing to them. The "Account Balance" section shows an "Outstanding Balance" of "\$0.00".

When you click the ➤ symbol, you will see the following frames; complete the information requested in each field. Those that are highlighted or have an * next to it, are required.

Fill in your user profile details in the form below

Guardian Information

ID

First Name *

Last Name *

Email

Address *

City *

State *

Zipcode *

Home Phone

Cell Phone *

Marital Status *

Parent Type *

Ethnicity *

Employed? *

Co-Guardian Information

First Name

Last Name

Email

Address

City

State

Zipcode

Home Phone

Cell Phone

Marital Status

Parent Type

Ethnicity

Employed?

Scroll down in this window and you will see the payment option frame, where you can select the options of: **Pay by Mail (personal check); Credit Card; Bank Account (ACH)**. Make your payment choice by clicking on the corresponding purple button.

Add Check Information (Pay by Mail)

Add Credit Card

Add ACH (Bank Account)

Check Information (Pay by Mail)s

Credit Cards

ACH (Bank Account)s

You must select your payment method by clicking on any of the purple buttons shown below.

If you are splitting the program costs between parents (or relatives) you must each **add a payment field** based on the method each responsible party uses.

As each payer selects a payment method of their choice, they must input, in the **Percent Allocation field**, their agreed upon percentage. These **percentages must total 100%**

Separate invoices will be generated based on your payment selections.

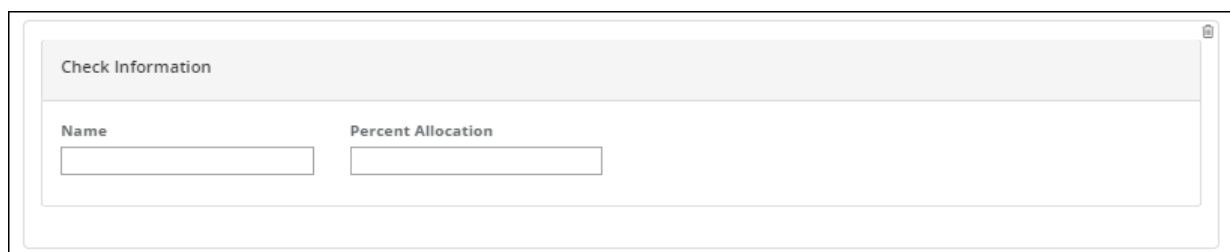
Add Check Information (Pay by Mail)

Add Credit Card

Add ACH (Bank Account)

To Pay by Mail – click on the **Add Check Information (Pay by Mail)** button and complete the requested information.

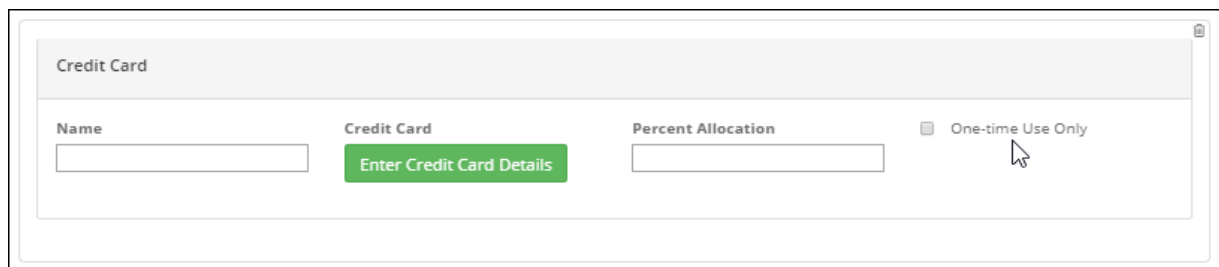
Add Check Information (Pay by Mail)



The screenshot shows a form titled "Check Information". It contains two input fields: "Name" and "Percent Allocation".

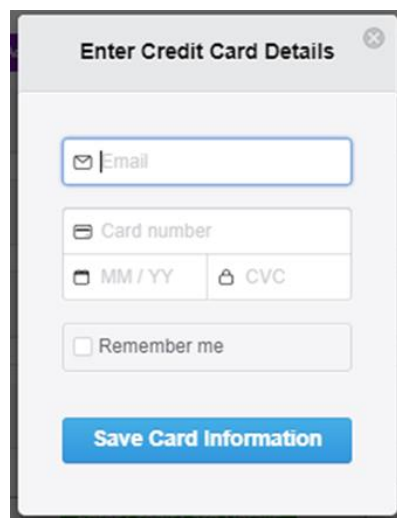
To Pay by Credit Card – click on **Add Credit Card** button and complete the requested information

Add Credit Card



The screenshot shows a form titled "Credit Card". It contains three input fields: "Name", "Credit Card", and "Percent Allocation". There is a green button labeled "Enter Credit Card Details" next to the "Credit Card" field. To the right of the "Percent Allocation" field is a checkbox labeled "One-time Use Only".

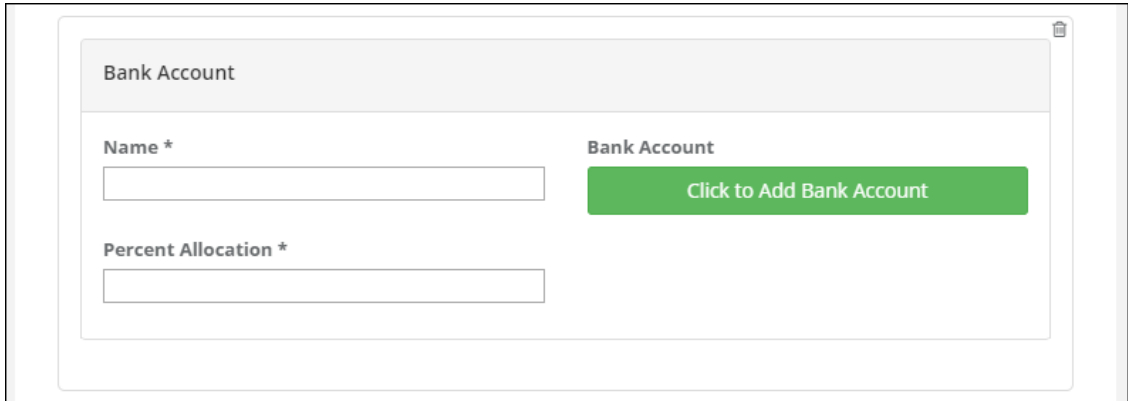
Then click on **Enter Credit Card Details** and provide the information requested in the fields shown to the right, then click **Save Credit Card Information**



The screenshot shows a form titled "Enter Credit Card Details". It contains several input fields: "Email", "Card number", "MM / YY", and "CVC". There is a checkbox labeled "Remember me". At the bottom is a blue button labeled "Save Card Information".

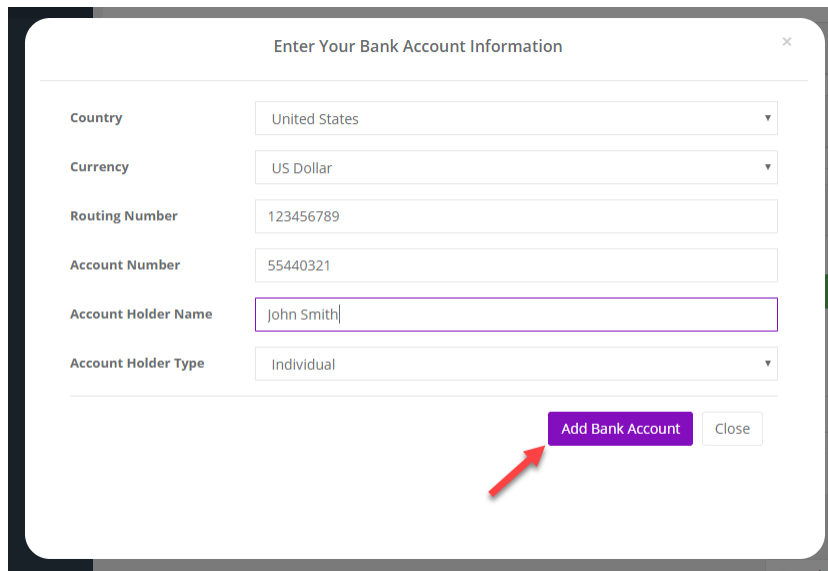
To Pay from your Bank Account – click on **Add ACH (Bank Account) button** and complete the requested information. Then click on **Add Bank Account**

Add ACH (Bank Account)



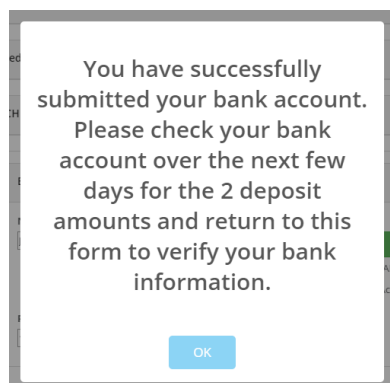
The screenshot shows a web form titled "Bank Account" with a light gray header. Below the header, there are two input fields: "Name *" and "Percent Allocation *". To the right of these fields, there is a green button labeled "Click to Add Bank Account".

Complete the fields in the screen below and then click on the purple button **Add Bank Account**



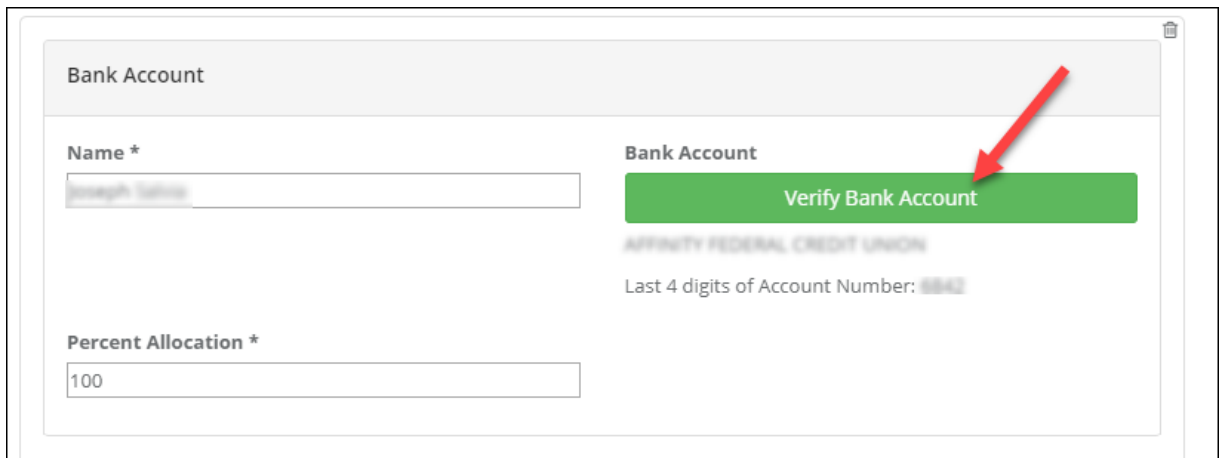
The screenshot shows a modal form titled "Enter Your Bank Account Information" with a close button (X) in the top right corner. The form contains several fields: "Country" (dropdown menu showing "United States"), "Currency" (dropdown menu showing "US Dollar"), "Routing Number" (text input showing "123456789"), "Account Number" (text input showing "55440321"), "Account Holder Name" (text input showing "John Smith"), and "Account Holder Type" (dropdown menu showing "Individual"). At the bottom right, there is a purple button labeled "Add Bank Account" and a "Close" button. A red arrow points to the "Add Bank Account" button.

You will get the following notification screen, explaining that you will receive 2 micro deposits from the Work Family Connection which are made to insure that the transaction between WFC and your account has been established.

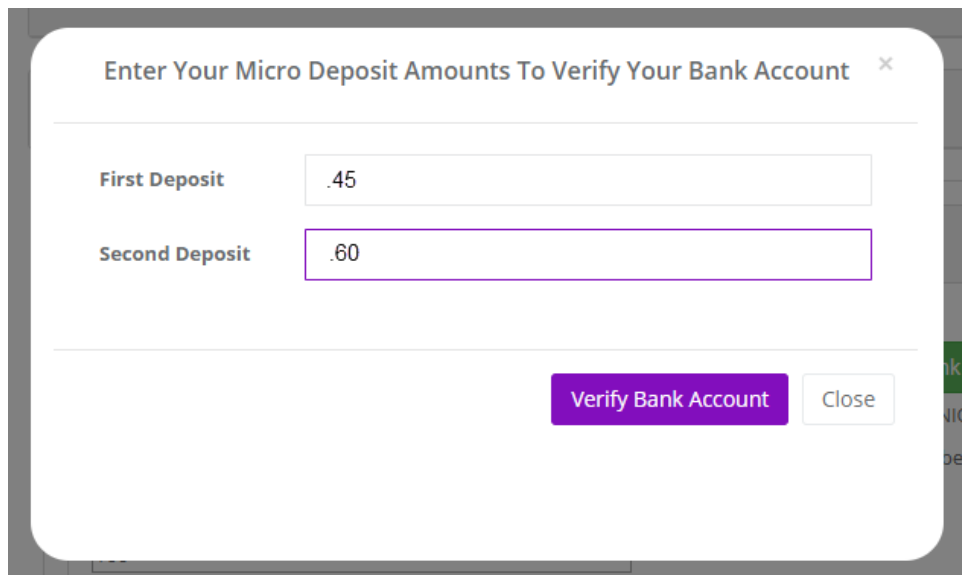


The screenshot shows a notification screen with a white background and a gray border. The text on the screen reads: "You have successfully submitted your bank account. Please check your bank account over the next few days for the 2 deposit amounts and return to this form to verify your bank information." At the bottom center, there is a blue button labeled "OK".

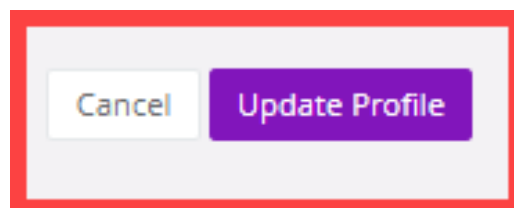
Click on the OK button and you will get the following screen.

A screenshot of a web form titled "Bank Account". It contains two input fields: "Name *" with the value "Joseph Talar" and "Percent Allocation *" with the value "100". To the right, there is a green button labeled "Verify Bank Account" with a red arrow pointing to it. Below the button, the text "AFFINITY FEDERAL CREDIT UNION" and "Last 4 digits of Account Number: 6842" are displayed.

When you see the micro deposits in your account you will need to enter them. Click on the green **Verify Bank Account** button shown above (red arrow). The screen below will appear where you enter the **Micro Deposit amounts** and click on the purple **Verify Bank Account Button**

A screenshot of a modal window titled "Enter Your Micro Deposit Amounts To Verify Your Bank Account". It has two input fields: "First Deposit" with the value ".45" and "Second Deposit" with the value ".60". At the bottom right, there are two buttons: a purple "Verify Bank Account" button and a grey "Close" button.

!! NOTE: Next step is most important – Click on Update Profile !!

A screenshot of two buttons, "Cancel" and "Update Profile", enclosed in a red rectangular border. The "Update Profile" button is purple, while the "Cancel" button is grey.

Your information will not be saved until you click Update Profile.

STEP 7: Adding Students – click on the + New Student button

The screenshot shows the WFC (Workforce Connect) interface. On the left is a dark sidebar with a user profile for John Smith and a list of navigation items under 'Cases', including 'Manage Parent Resources', 'Manage Bank Account Payments', 'Manage Check Payments', 'Manage Credit Card Payments', 'Manage Invoices', 'Manage Students', 'Manage Consent and Authorizations', 'Manage Camp Enrollments', and 'Manage Program Enrollments'. At the bottom of the sidebar is a 'Calendar' icon. The main content area has a header with a menu icon, 'WFC', and a 'Log out' link. Below the header is a yellow notification bar stating: 'You must complete all student information before enrolling. Please select "New Student" to begin the process.' The main section is titled 'Students' and contains a search bar with a 'Go' button and a link for 'Advanced search'. Below the search bar are three green buttons: '+ New Student', '+ New Camp Enrollment', and '+ New Program Enrollment'. A red arrow points to the '+ New Student' button. Below these buttons is a table with the following headers: 'First Name', 'Last Name', 'Birth Date', 'Status', and 'Commands'. The table is currently empty.

You arrive at the following **Create a New Student** screen. Open each of the student information sections by clicking on the > symbol at the right side of each section. Open each section and complete all the required information. To add additional authorized pickups (3+), Restricted Pickup and/or any Documents sections by clicking on each purple buttons.

The screenshot shows the 'Create a New Student' form. At the top, it says 'Create a New Student'. Below that is a section titled 'Fill out the Student details in the form below'. This section contains five expandable panels, each with a red arrow pointing to a right-pointing chevron (>) on the right side: 'Student Information', 'Medical Information', 'Physician Information', 'Authorized Pickup's, two are required below. Additional authorized pickups can be added by clicking add additional authorized pickups.', and 'Records'. Below these panels are three purple buttons: 'Add Additional Authorized Pickup', 'Add Restricted Pickup', and 'Add Additional Documentation'. A red arrow points to the 'Add Additional Documentation' button. Below these buttons are three input fields: 'Additional Authorized Pickups', 'Restricted Pickups', and 'Additional Documentations'. At the bottom of the form are three buttons: 'Cancel', 'Create & Done', and 'Create & Add Another'. A red arrow points to the 'Create & Add Another' button.

Complete the information requested in each field.

Those that are highlighted or have an * next to it, are required.

Complete the **Student Information** Section:

Student Information			
First Name *	Last Name *	Birth Date *	Gender *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ethnicity *	Address *	City *	State *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Zipcode *	Home Phone		
<input type="text"/>	<input type="text"/>		

Select the **Medical Information** Section options

Medical Information			
Does the Student have any Chronic Medical Conditions? *	Does the Student Take Any Medications? *	Does the Student Have Any Allergies? *	Any conditions or special needs that may require special accommodations? *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is your child in good health and can participate in the normal activities of the program? *			
<input type="text"/>			

Complete the **Physician Information** Section

Physician Information				
Physician's Name *	Physician's Phone *	Physician's Address *	City *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
State *	Zipcode *	Preferred Hospital *	Health Insurance *	Policy #/Member ID *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Group #				
<input type="text"/>				

Complete the **Student Information** Section

Authorized Pickup's, two are required below. Additional authorized pickups can be added by clicking add additional authorized pickup.			
1st Authorized Pickup First Name *	1st Authorized Pickup Last Name *	1st Authorized Pickup Photo (optional)	1st Authorized Pickup Relation to Student *
<input type="text"/>	<input type="text"/>	File: <input type="button" value="Choose File"/> No file chosen	<input type="text"/>
1st Authorized Pickup Home Phone	1st Authorized Pickup Cell Phone *	1st Authorized Pickup Work Phone	2nd Authorized Pickup First Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd Authorized Pickup Last Name *	2nd Authorized Pickup Photo (optional)	2nd Authorized Pickup Relation to Student *	2nd Authorized Pickup Home Phone
<input type="text"/>	File: <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>
2nd Authorized Pickup Cell Phone *	2nd Authorized Pickup Work Phone		
<input type="text"/>	<input type="text"/>		

Upload any **Records** which are pertinent to the Student

Records

Open the each of the following sections Add **Additional Authorized Pickups**, **Restricted Pickups** and **Documents** sections by clicking on each purple buttons, and complete the required fields.

Add Additional Authorized Pickup

You can add pictures of **Additional Authorized Pickups** here – for additional security

Pickup Information

First Name

Last Name

Photo (optional)

File:
Choose File No file chosen

Relation to Student

Home Phone

Cell Phone

Work Phone

Add Restricted Pickup

You can add restricted pickups here and upload **Custody Documents** if a biological parent.

Information

First Name

Last Name

Photo (optional)

File:
Choose File No file chosen

Relation To Student

Custody Document (if applicable)

File:
Choose File No file chosen

Days Restricted

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Select All

Add Additional Documentation

Upload any important information that will help us care for your child including: **medication authorizations**; or child **medical plans** if your child has **special health requirements**; and if your child has any **special needs** upload any pertinent documents (i.e. **IEP's**, etc.).

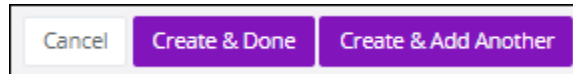
Please upload your custody document in the event that a parent is a restricted pickup. If your child has special health requirements, please upload any medication authorization or child medical plan. In addition, if your child has any special needs, you may also upload any pertinent documents including IEP's, etc...

Description

Document

File:
Choose File No file chosen

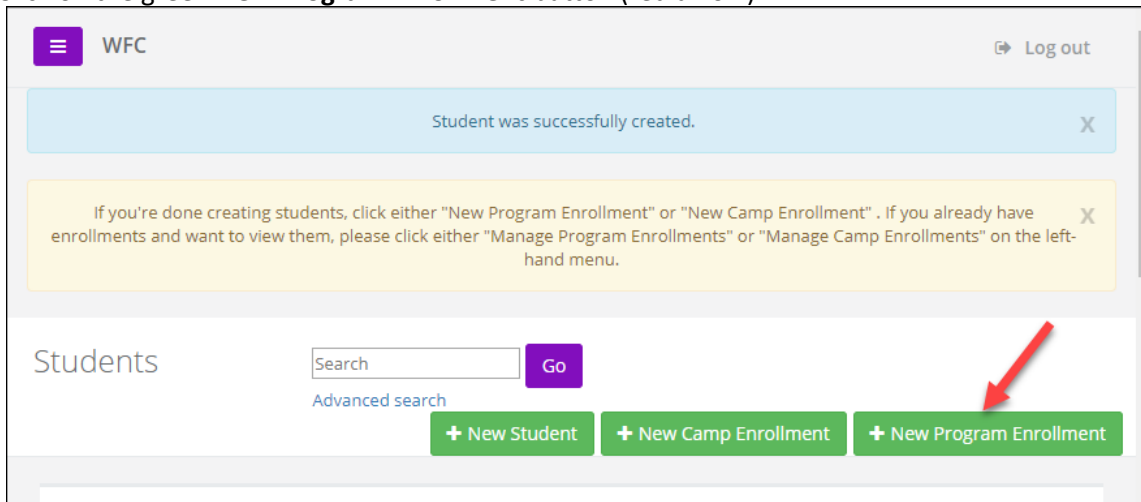
If you have more than one student to add, click **Create & Add Another**. If you are done adding students select **Create & Done**



STEP 8: Creating a New Program Enrollment

Once you complete entering the all the student information you will arrive at the following screen where you can create a + **New Program Enrollment** or + **New Camp Enrollment** (**proceed to Step 10 for + New Camp Enrollment**) .

Click on the green **New Program Enrollment** button (red arrow).



At the **Create a New Program Enrollment** screen, click the purple **Add Program Enrollment Entry** button

A screenshot of a web form titled 'Create a New Program Enrollment'. Below the title is a light gray bar with the text 'Fill out the Program Enrollment details in the form below'. The form contains several sections: 'Program Enrollment Entries', 'Change Requests', 'Add Program Enrollment Entry' (a purple button with a red arrow pointing to it), 'Enrollment Information', and 'Tuition Calculator'. At the bottom of the 'Tuition Calculator' section is a teal button labeled 'Calculate Total Tuition'.

Complete the information on the **Create a New Program Enrollment** page. All fields with an * asterisk are required

Information

Student *
James Smith

Grade *
3

Homeroom *
321

County *
Hunterdon County

District *
Califon District

School *
Califon School

Program *
2018-2019 Califon School - After School Program

Enrollment Days
Sun Mon Tue Wed Thu Fri Sat

☐ Drop-in Only

Waitlist Days
Sun Mon Tue Wed Thu Fri Sat

Drop Off/Pick-up Time (Leave blank if Drop-in only)
06:30 PM

Payment Method *
Invoiced

Start Date *
02/08/2019

Please see the note regarding Drop-Ins on the next page.

Then Click on Calculate **Total Costs for this Enrollment**; a window will open with a summary of your charges.

Expected Payment Information

Calculate Costs For This Enrollment

You will see a pop up in the lower right corner of your screen with **Expected Payment Information** and **Tuition Calculator**

Expected Payment Information

Total due today for James Smith for the 2018-2019 Califon School - After School Program is \$810.00
Total due monthly for James Smith for the 2018-2019 Califon School - After School Program is \$385.00
Cost Breakdown: Monthly Tuition Total: \$385.00; Security Deposit Due Today: \$385.00; First Month Tuition Due Today: \$385.00; Registration Fee Due Today: \$40.00;

Tuition Calculator

Total due today for ALL Program Enrollment Entries: \$810.00
Total due monthly for ALL Program Enrollment Entries: \$385.00
Total due today for James Smith for the 2018-2019 Califon School - After School Program is \$810.00
Total due monthly for James Smith for the 2018-2019 Califon School - After School Program is \$385.00
Cost Breakdown: Monthly Tuition Total: \$385.00; Security Deposit Due Today: \$385.00; First Month Tuition Due Today: \$385.00; Registration Fee Due Today: \$40.00;

Enrollment information is displayed at the bottom of the screen, and identical information to the previous **Expected Payment Information** and **Tuition** Calculator will display in the lower right corner when you click on **Calculate Tuition Total**.

Enrollment Information

Tuition Calculator

- Total due today for ALL Program Enrollment Entries: \$810.00
- Total due monthly for ALL Program Enrollment Entries: \$385.00
- Total due today for James Smith for the 2018-2019 Califon School - After School Program is \$810.00
- Total due monthly for James Smith for the 2018-2019 Califon School - After School Program is \$385.00
- Cost Breakdown: Monthly Tuition Total: \$385.00; Security Deposit Due Today: \$385.00; First Month Tuition Due Today: \$385.00; Registration Fee Due Today: \$40.00;

Calculate Total Tuition

PLEASE NOTE: Although you may have only created an **After School Program** in your enrollment, we strongly encourage, if your School District offers, that you to click on the purple button (shown below) **Add Program Enrollment Entry** and add a **Before School Program** – or vice versa.

Create a duplicate enrollment to the initial one you made, however select the program on the opposite end of the school day to the one which you selected in your initial enrollment. Most importantly select **Drop-In Only** (shown below).

Add Program Enrollment Entry

☒ Drop-in Only

When you create the additional **Enrollment for Drop-In**, you will see both of the following at the bottom of the screen. Drop-In fees - Before School \$20.00 and After School is \$30.00.

Expected Payment Information

- Total due today for James Smith for the 2018-2019 Califon School - Before School Program is \$0.00
- Cost Breakdown: Monthly Tuition Total: \$0.00; Security Deposit Due Today: \$0.00;

Calculate Costs For This Enrollment

Most importantly click on the purple Create Program Enrollment button

Cancel

Create Program Enrollment

When you click **Create Program Enrollment**, you will see a summary of your Program Enrollment(s). Click on the ballot box above the acknowledgement statement.

Please review your Program Enrollment

Program Enrollment Entries

Enrollment ID: Student: James Smith **Grade:** 3 **Homeroom:** 321 **County:** Hunterdon County **District:** Califon District **School:** Califon School **Program:** 2018-2019 Califon School - After School Program **Enrollment Days:** **Drop-in Only:** ☐ **Waitlist Days:** **Drop Off/Pick-up Time (Leave blank if Drop-in only):** 06:30 PM
Payment Method: Invoiced **Start Date:** 02/08/2019 **Expected Payment Information:**
Total due today for James Smith for the 2018-2019 Califon School - After School Program is \$810.00
Total due monthly for James Smith for the 2018-2019 Califon School - After School Program is \$385.00
Cost Breakdown: Monthly Tuition Total: \$385.00; Security Deposit Due Today: \$385.00; First Month Tuition Due Today: \$385.00; Registration Fee Due Today: \$40.00;

Enrollment ID: Student: James Smith **Grade:** 3 **Homeroom:** 321 **County:** Hunterdon County **District:** Califon District **School:** Califon School **Program:** 2018-2019 Califon School - Before School Program **Enrollment Days:** **Drop-in Only:** ☒ **Waitlist Days:** **Drop Off/Pick-up Time (Leave blank if Drop-in only):** 07:00 AM
Payment Method: Invoiced **Start Date:** 02/08/2019 **Expected Payment Information:**
Total due today for James Smith for the 2018-2019 Califon School - Before School Program is \$0.00
Cost Breakdown: Monthly Tuition Total: \$0.00; Security Deposit Due Today: \$0.00;

ID: Students: James Smith, 2018-2019 Califon School - After School Program, James Smith, 2018-2019 Califon School - Before School Program **Tuition Calculator:**
Total due today for ALL Program Enrollment Entries: \$810.00 Total due monthly for ALL Program Enrollment Entries: \$385.00
Total due today for James Smith for the 2018-2019 Califon School - After School Program is \$810.00
Total due monthly for James Smith for the 2018-2019 Califon School - After School Program is \$385.00
Cost Breakdown: Monthly Tuition Total: \$385.00; Security Deposit Due Today: \$385.00; First Month Tuition Due Today: \$385.00; Registration Fee Due Today: \$40.00;
Total due today for James Smith for the 2018-2019 Califon School - Before School Program is \$0.00
Cost Breakdown: Monthly Tuition Total: \$0.00; Security Deposit Due Today: \$0.00;

☒ I have reviewed my Billing and Payment information and agree that the amount is correct and I will be charged accordingly. If I think there is a discrepancy, I will contact the main office immediately by emailing info@theworkfamilyconnection.org. If I selected pay by invoice then I will submit my payment by the due dates.

You won't be able to advance to the next screen unless you click on the acknowledgement box

☐ I have reviewed my Billing and Payment information and agree that the amount is correct and I will be charged accordingly. I understand that once the enrollment is submitted, invoices are generated overnight, and I will be charged accordingly. If I think there is a discrepancy, I will contact the main office immediately by emailing info@theworkfamilyconnection.org. If I selected pay by invoice, then I will submit my payment by the due dates.

Click on Create Program Enrollment again. The purple button will spin until it submits your enrollment and then it brings you to the next screen – Consent and Authorization.

Cancel

Create Program Enrollment

STEP 9: You will arrive at the **Consent and Authorization** screen, complete each or these entries and electronically sign (**typing in your full legal name twice**) at the bottom.

PLEASE NOTE: New Consent and Authorization forms are required on an Annual basis.

Consent Information

I __ permission for my student to appear in any news coverage, brochures or website as approved by WFC. *

I __ permission for the school to release to The Work-Family Connection Programs information about my student's school performance, including but not limited to IEP's, grades and test results. *

☐ I have reviewed all of my information and confirmed that it is correct. *

☐ I have reviewed my Billing and Payment information and agree that the amount is correct and I will be charged accordingly. If I think there is a discrepancy, I will contact the main office immediately by emailing info@theworkfamilyconnection.org or call (908)534-5935 ext. 2010. *

☐ I give permission for my student to participate in all program activities, unless otherwise noted. I give my student permission to be transported to all programs, trips and events for the programs that I have registered. In the event that the students parents cannot be reached in an emergency, I give permission to the physician selected by the program or hospital to hospitalize, secure treatment for and to order injection, anesthesia or surgery for my student. *

☐ I have received a copy of the Parent Handbook, and the Information to Parents document. Clinton Public families have received a copy of Clinton Public School District Child Care Handbook. These documents are linked below in the Resource section of this form and are also accessible in the Parent Resources section of my Parent Portal account. I understand and will comply with these documents. *

☐ Please do not ask our staff to work for you in any capacity. They are prohibited from accepting any employment from past or current WFC families during their employment with us, and up to 6 months following their WFC employment termination. *

☐ I understand that I am responsible to notify WFC immediately of any changes to my information and/or my students enrollment. Any changes to the 2018-2019 school year must be sent in writing to info@theworkfamilyconnection.org. Any changes for 2019 summer and 2019-2020 school year please follow these instructions: All informational changes will be immediate, and you can log into the parent portal and update your information. All schedule changes that effect billing will require 30 days notice and must be requested through the parent portal via a request for schedule change. *

☐ I understand that if I am opting to pay by check, my check must be received in the WFC office by the 20th of the month, for the following months tuition. If I am opting to pay by automatic monthly credit card payments or ACH payments, I understand that my payment will be collected on the 20th of the month, for the following month's tuition. Checks, credit card and ACH payments that are rejected will result in a \$35 decline fee. Accounts not current as of the due date will be assessed a \$25 late payment fee. Services will be terminated until the entire balance plus a \$40 reinstatement fee is paid in full. *

☐ I understand that both primary and secondary guardians listed on my registration will have full access to all information about the registered student(s) including all enrollments, scheduling, billing and all account information. Both guardians listed will have the ability to make changes if they have access to log into the parent portal. WFC will NOT release any login information. *

☐ I understand that I am responsible for updating a Consent and Authorization Form annually for all of my students enrolled. *

Please electronically sign this form below by typing your name twice and click "Create Consent and Authorization".

Print Full Legal Name *

Print Full Legal Name Again *

Then click the purple **Create Consent and Authorization** button.

Cancel

Create Consent and Authorization

You will land at the Consent and Authorizations page – here you can print your Authorization(s).

Consent And Authorization was successfully created.

You're all set for now. If you enrolled today, your invoice will be created tonight and your credit card will be charged. You can log back in tomorrow to view your invoice and confirm your enrollment. If you need to change your enrollment, please click the appropriate "Manage Enrollments" menu.

Consent and Authorizations

Search Go [Advanced search](#) [+ New Consent and Authorization](#) [Batch Print PDFs](#)

Print Full Legal Name	Date	Students	Guardians	Status	
John Smith	Mon 01/28/19 03:46:42 PM	James Smith	John Smith, Jane Smith	Active	Print

STEP 10: Creating a New Camp Enrollment

Once you complete entering the all the student information you can also can create a **New Camp Enrollment**. Click on the green Select **New Camp Enrollment** (red arrow).

WFC [Log out](#)

Signed in successfully.

Your enrollments and consents are up to date. If you'd like to enroll in any additional Programs or Camps, please click the "New Camp Enrollment" or "New Program Enrollment" buttons.

Program Enrollments

Search Go [Advanced search](#) [+ New Program Enrollment](#) [+ New Camp Enrollment](#)

At the following screen click on **Add Camp Enrollment Entry**

Create a New Camp Enrollment

Fill out the Camp Enrollment details in the form below

Camp Enrollment Entries

Change Requests

T-Shirts

[Add Camp Enrollment Entry](#) [Add T-Shirt](#)

Camp Information

Tuition Calculator

[Calculate Total Enrollment Costs](#)

At the following screen enter all the **Enrollment Information** for your Student

Enrollment Information

Student

James Smith

Grade

3

County

Hunterdon County

Camp

2019 Clinton Towns...

Camp Week

Week 1 06/24/2019 ...

Drop-off/Pick-up Times

07:00 AM 06:00 PM

Enrollment Days

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Waitlist Days

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Select All

Select All

T-Shirt Size

Youth Medium (size...

Expected Payment Information

Calculate Costs For This Enrollment

After you complete all of the fields on the **Enrollment Information** screen click on the **Calculate Costs For This Enrollment** button (red arrow).

You will get a pop-up (shown to the right) in the lower right corner of your screen **Expected Payment Information**. This is a summary of your charges for this specific **Camp Enrollment** for **James Smith** only.

You can also see the same summary (shown below) of your Expected Payment Information when you click on **Calculate Costs For This Enrollment**.

Expected Payment Information

Total due today for James Smith for the 2019 Clinton Township Summer Camp - Week 1 is \$100.00
\$117.33 due on 2019-04-01 for James Smith for the 2019 Clinton Township Summer Camp - Week 1
\$117.33 due on 2019-05-01 for James Smith for the 2019 Clinton Township Summer Camp - Week 1
\$117.34 due on 2019-06-01 for James Smith for the 2019 Clinton Township Summer Camp - Week 1
Cost Breakdown: Facility Fee: \$10.00; Tuition: \$380.00; Discounts: -\$38.00

Expected Payment Information

- Total due today for James Smith for the 2019 Clinton Township Summer Camp - Week 1 is \$100.00
- \$117.33 due on 2019-04-01 for James Smith for the 2019 Clinton Township Summer Camp - Week 1
- \$117.33 due on 2019-05-01 for James Smith for the 2019 Clinton Township Summer Camp - Week 1
- \$117.34 due on 2019-06-01 for James Smith for the 2019 Clinton Township Summer Camp - Week 1
- Cost Breakdown: Facility Fee: \$10.00; Tuition: \$380.00; Discounts: -\$38.00

Calculate Costs For This Enrollment

To complete your enrollment, click on the purple Create Camp Enrollment in the lower right hand side of your screen. The button will spin.

Cancel

Create Camp Enrollment

When the purple button stops spinning you will land at an Acknowledgement screen

Please review your Camp Enrollment

Camp Enrollment Entries

Enrollment ID: Student: James Smith Grade: 3 County: Hunterdon County Camp: 2019 Clinton Township Summer Camp Camp Week: Week 1 06/24/2019 - 06/28/2019 Drop-off/Pick-up Times: 07:00 AM 06:00 PM Enrollment Days: Waitlist Days: T-Shirt Size: Youth Medium (size 10-12) Expected Payment Information:
Total due today for James Smith for the 2019 Clinton Township Summer Camp - Week 1 is \$100.00
\$117.33 due on 2019-04-01 for James Smith for the 2019 Clinton Township Summer Camp - Week 1
\$117.33 due on 2019-05-01 for James Smith for the 2019 Clinton Township Summer Camp - Week 1
\$117.34 due on 2019-06-01 for James Smith for the 2019 Clinton Township Summer Camp - Week 1 Cost Breakdown: Facility Fee: \$10.00; Tuition: \$380.00; Discounts: -\$38.00

ID: Enrollments: James Smith Week 1 06/24/2019 - 06/28/2019 Total Tuition: \$0.00 Total T-Shirt Cost: \$0.00 Tuition Calculator:
Total due today for ALL Camp Enrollment Entries: \$100.00

☐ I have reviewed my Billing and Payment information and agree that the amount is correct and I will be charged accordingly. If I think there is a discrepancy, I will contact the main office immediately by emailing info@theworkfamilyconnection.org. If I selected pay by invoice then I will submit my payment by the due dates.

You will not be able to advance to the next screen unless you click on the acknowledgement box

☐ I have reviewed my Billing and Payment information and agree that the amount is correct and I will be charged accordingly. I understand that once the enrollment is submitted, invoices are generated overnight, and I will be charged accordingly. If I think there is a discrepancy, I will contact the main office immediately by emailing info@theworkfamilyconnection.org. If I selected pay by invoice, then I will submit my payment by the due dates.

You will need to click in the purple Create Camp Enrollment button

Cancel

Create Camp Enrollment

You will arrive at the **Camp Enrollments** screen, if you have previously completed your consent and authorization. Your Enrollment is now completed and waiting for approval. If you haven't completed your consent and authorization, you will be immediately directed to **Step 9 for Consent and Authorization**.

Camp Enrollments

Search

Go

Advanced search

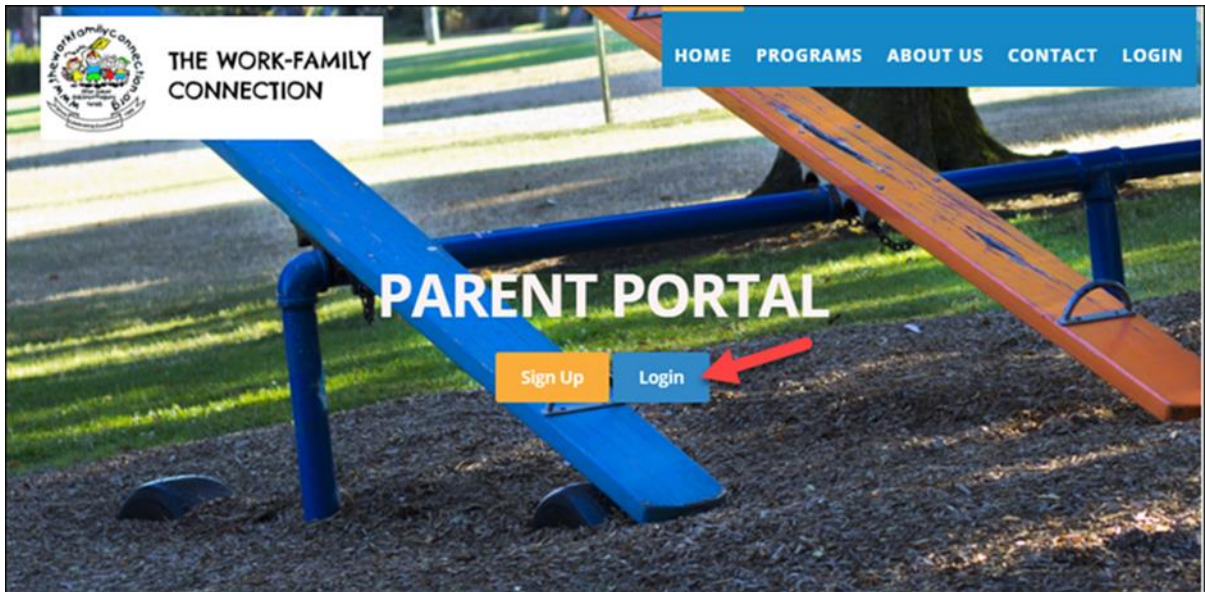
+ New Camp Enrollment

+ New Program Enrollment

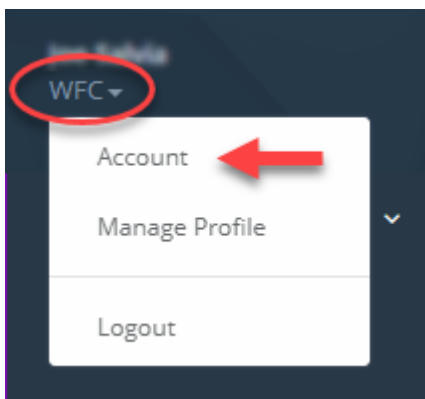
Camp Enrollments

ID	Enrollments	Created at	Total Tuition	Total T-Shirt Cost	Status
0129-EFJ	James Smith Week 1 06/24/2019 - 06/28/2019	Tue 01/29/19 10:55:10 AM	\$0.00	\$0.00	Active

If you have already **Registered**, established your **Profile Information, Payment Option(s), Program and/or Camp Enrollments** you can login to the Parent Portal from the following Link (**Place web address here**) by clicking on the **Login** Button (red arrow).



By clicking in the down arrow under your name and next to **WFC** (in the red circle) will let you see your **Account** Information and **Manage your Profile**



When you click on **Account** (red arrow above) you see a screen of your **Account Information** which you can update as needed

Account Information

Here you are able to modify your account information.

Email

joe.salvia+1@gmail.com

First name

Joe

Last name

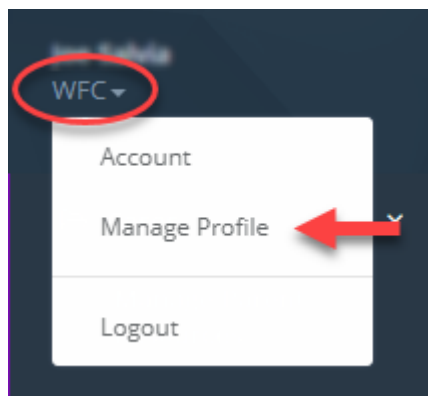
Salvia

Password (leave blank if you don't want to change it)

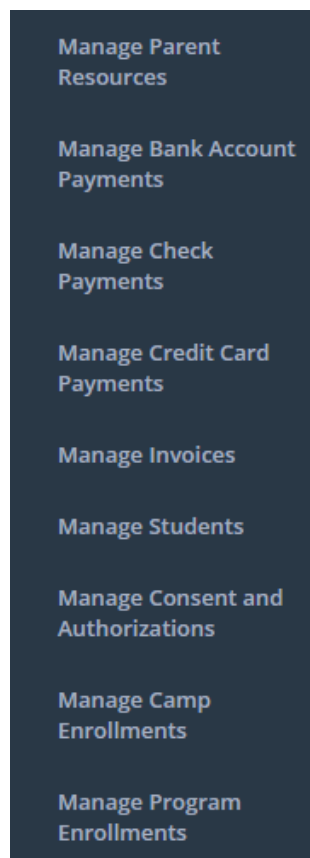
Password confirmation

Update User

When you click on **Manage Profile** (red arrow below) you see a screen of your you can manage and update your WFC User Profile as needed

A screenshot of the 'Manage Your WFC User Profile' page. The page has a light gray header with a purple 'WFC' logo. Below the header, the title 'Manage Your WFC User Profile' is displayed. A instruction 'Fill in your user profile details in the form below' is followed by several form sections: 'Guardian Information', 'Co-Guardian Information', 'Account Balance', and 'Outstanding Balance' (showing \$0.00). At the bottom, there are three purple buttons: 'Add Check Information (Pay by Mail)', 'Add Credit Card', and 'Add ACH (Bank Account)'. Below these buttons are sections for 'Check Information (Pay by Mail)s' and 'Credit Cards'.

There is also a variety of other options which you can address by clicking on any of the items in the left hand frame.



Manage Parent Resources: Information documents to include; The Parent Handbook, emergency closings, medication authorizations, walk/ride/drop-off authorizations, program phone lists, payments, Anti-Bullying pledge, etc.

Manage Bank Account payments, Manage Check payments, Manage Credit Card payments: you can view and/or make payment methods for your child(ren)'s WFC programs and camps.

Manage Invoices: view your invoices from WFC for your child(ren)'s WFC programs and camps.

Manage Students: Maintain and update specific information pertaining to your individual child(ren) to include medical and physician(s), authorized and restricted pick-ups, and any additional documents (e.g. legal papers).

Manage Consent and Authorizations: Maintain, modify and annually update these forms.

Manage Camp Enrollments: Enroll, maintain, modify and make any adjustments to these enrollments.

Manage Program Enrollments: Enroll, maintain, modify and make any adjustments to these enrollments.