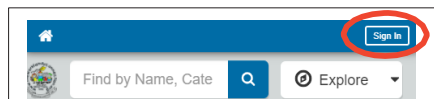


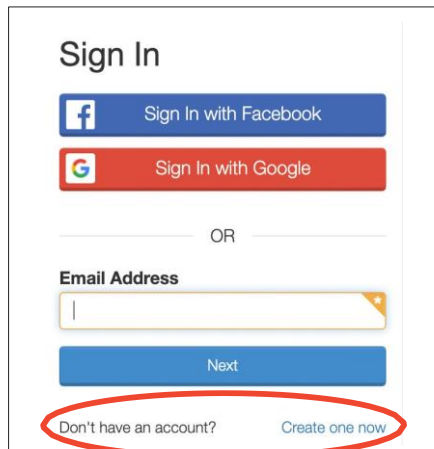
New and Improved Parent Registration System!

Dear Valued Parents,

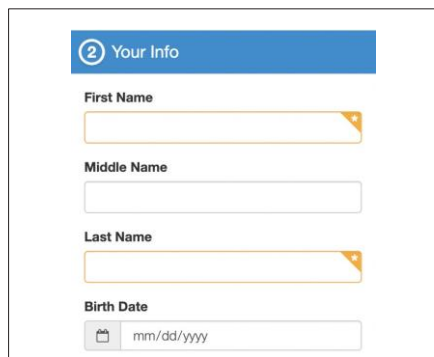
We are pleased to introduce our brand new registration system called Eleyo (pronounced L.E.O.). We would like to make this transition as easy as possible. Please follow the instructions below to create an account for your family and begin registering.



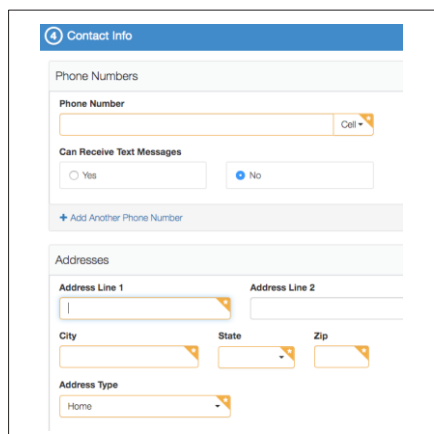
1. Please visit:
theworkfamilyconnection.ce.eleyo.com
2. To Create a New Account – Click Sign in



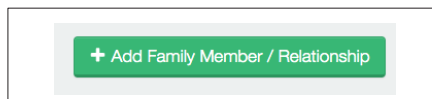
3. Click on "Create one now" or Sign In with Facebook or Google



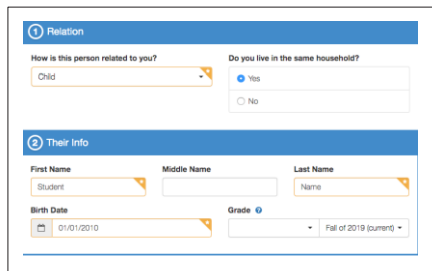
4. "Your Info" – Enter parent information here



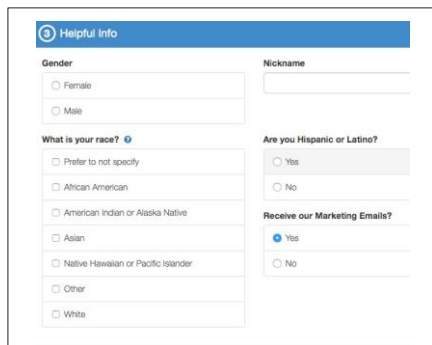
5. Please complete this section



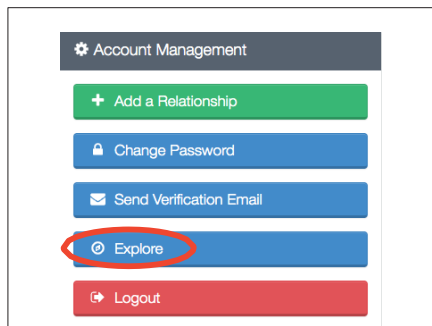
6. Click "Add Family Member/Relationship" to add child



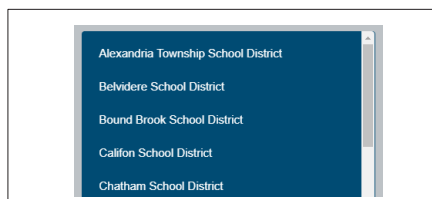
7. Add your child's information here



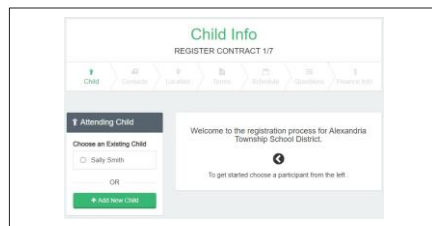
8. Helpful information section




9. After creating account you are now able to register. Click "Explore"



10. Click on "Explore All Programs", then select your district. Click "Learn More" for program information or click "Registration" to sign up.



11. Begin registration by selecting your student and continuing to follow the prompts for each section. Please be sure to complete all required fields.



12. Once your enrollment is submitted, you will receive an email letting you know that it is awaiting review.

You will receive a confirmation email once your contract request has been approved. Any money due will be charged upon contract approval.

To access your enrollment Dashboard the next time you log in, click on **Explore All Programs** at the top of the welcome page, then click **View Your Dashboard**.

Thank you for being a part of WFC! We look forward to seeing you at the programs!

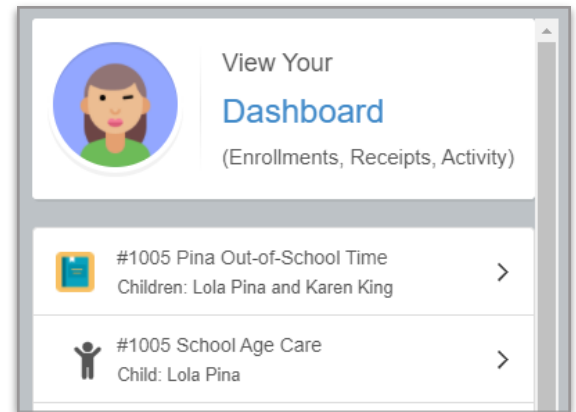
To see our frequently asked questions regarding Account Management, visit:
theworkfamilyconnection.help.eleyo.com



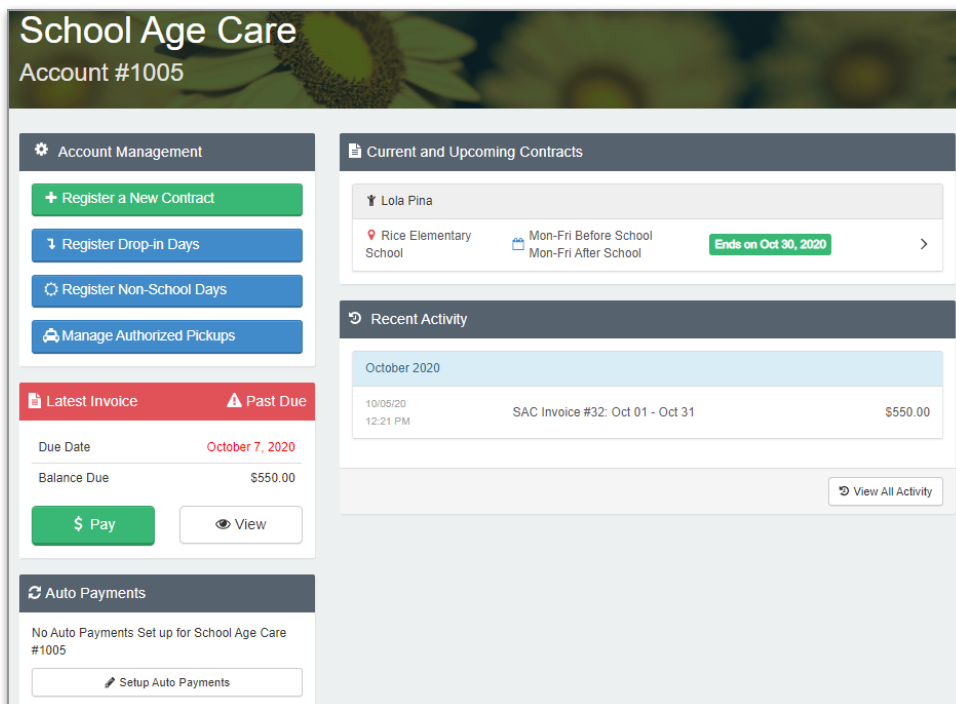
Managing Your Online Account

Browse to <https://theworkfamilyconnection.ce.eleyo.com/> and login with your email address and password by selecting the *Sign In* button. Use the *Forgot Password* link to initiate a set-password email if you cannot remember your password.

1. Access your Dashboard by selecting *Explore all Programs* at top, right side of the screen.
2. Select the link *View Your Dashboard*
— or —
Select the account you wish to view.



Below is an example of how a Dashboard may appear. This is where families can manage Contracts, pay Invoices, manage Auto-Pay and Authorized Pick Ups, and download receipts or end of year tax statements.



Account Tools

Select & Manage Contracts

View & Print Recent Activity

View & Pay Invoices

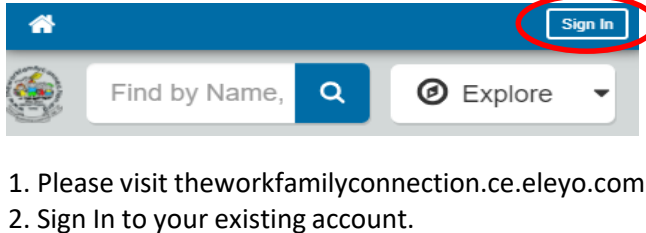
Manage Auto Pay

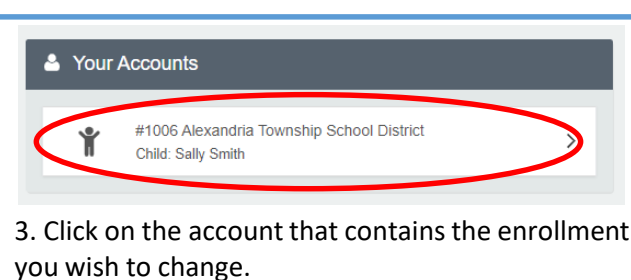
If you have any questions, please contact us at info@theworkfamilyconnection.org

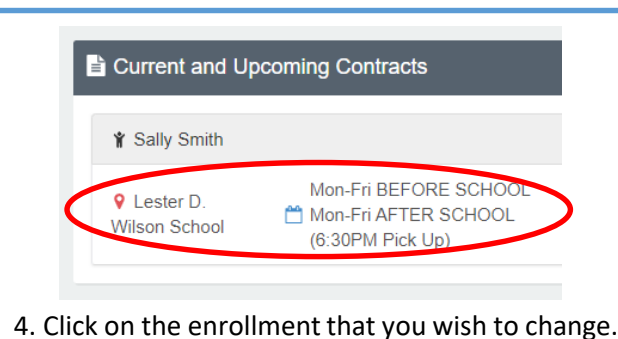
Powered by 

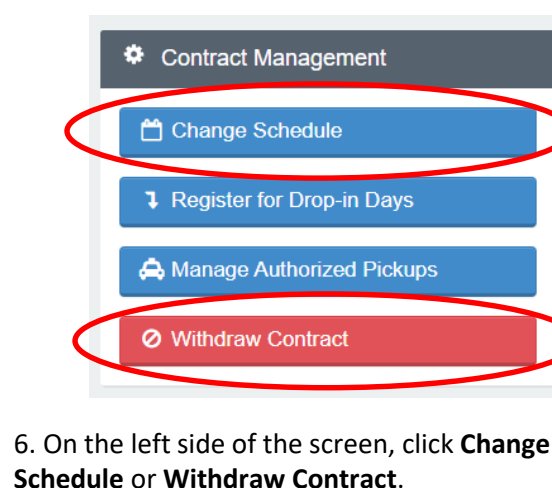


Submitting A Schedule Change

- 
1. Please visit theworkfamilyconnection.ce.eleyo.com
 2. Sign In to your existing account.

- 
3. Click on the account that contains the enrollment you wish to change.

- 
4. Click on the enrollment that you wish to change.

- 
6. On the left side of the screen, click **Change Schedule** or **Withdraw Contract**.

Lester D. Wilson School - BEFORE SCHOOL

7:00 - 8:30 AM

Choose Days of the Week *

All None Invert

Mon	Tue	Wed	Thu	Fri
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

✓ Submit Contract Schedule Changes

7. Use the schedule picker to reflect your new schedule and hit Submit.

Your change request has been submitted for review!

The WFC Main Office will review and process your change accordingly. You will receive a confirmation email after the change has been approved.

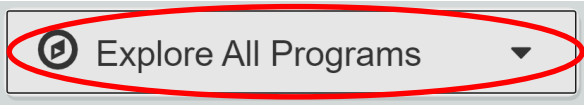
Please Note: Withdrawals from the program or any reductions in the child's schedule require 30 days notice and will be processed accordingly. WFC will allow three schedule changes per school year. Any additional changes will incur a \$35 schedule change fee.



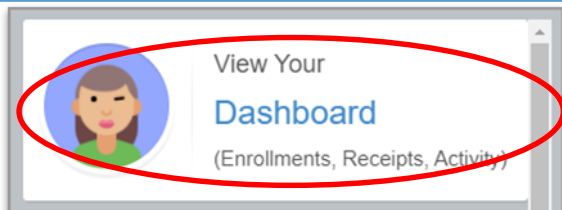


Making A Payment (Two Ways)

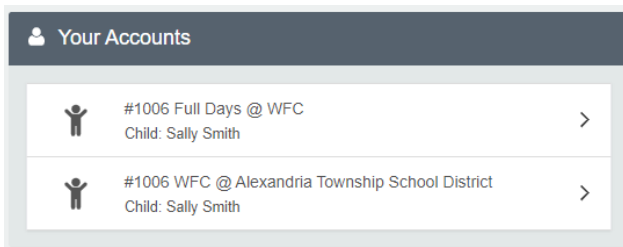
Manual Payment Through Your Account



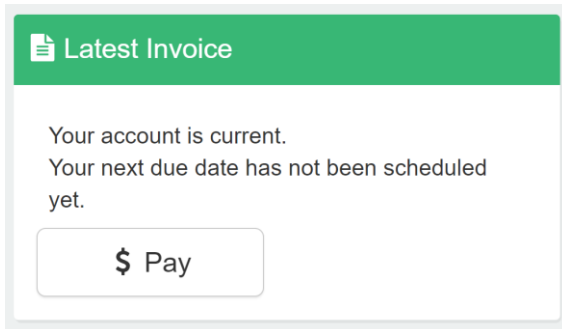
1. Please visit theworkfamilyconnection.ce.eleyo.com
2. Sign In to your existing account.
3. Click Explore All Programs



4. Click on View Your Dashboard



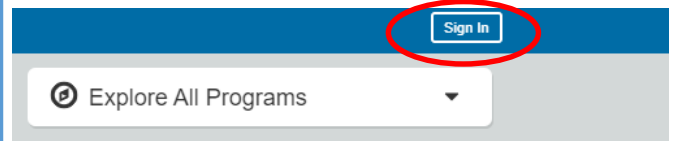
5. On your dashboard, select the Account you would like to make a payment towards.



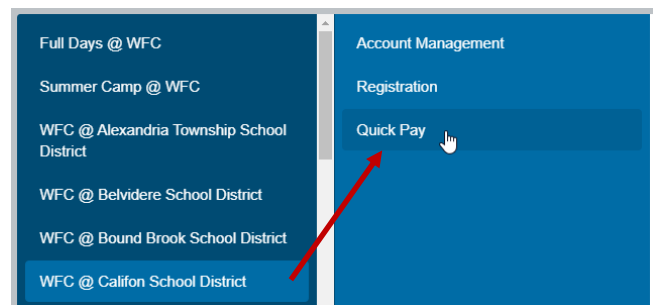
6. Use the Pay button to make a payment.

Quick Pay Feature

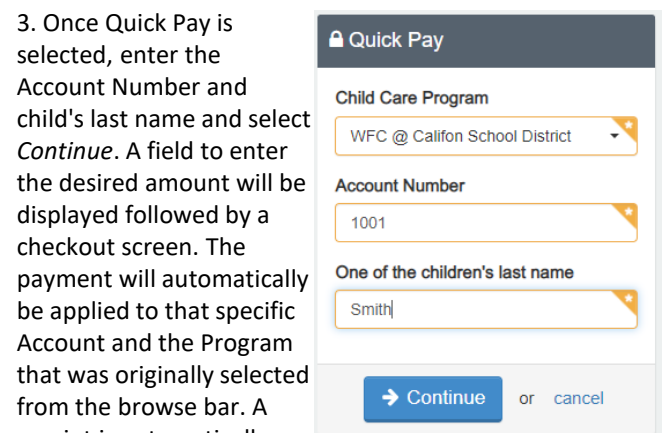
Quick Pay is a feature that allows anyone to make a payment without being an owner on a particular account. Quick pay does not give the payer access to any account details.



1. In order to use Quick Pay, the user must create an account using the sign in button in the top right corner.



2. Once logged in, you access Quick Pay by selecting *Explore All Programs* the Program name. *Quick Pay* is displayed in the explore. If using a mobile device, it is accessed by selecting the *Menu* (with the compass icon) on the left then *Explore Programs*. Next, select the Program name then Quick Pay from the explore bar.



3. Once Quick Pay is selected, enter the Account Number and child's last name and select *Continue*. A field to enter the desired amount will be displayed followed by a checkout screen. The payment will automatically be applied to that specific Account and the Program that was originally selected from the browse bar. A receipt is automatically emailed to the payer. Receipts for payments can also be found online under the *Your History* section.



Managing Saved Payment Methods

1. Upon logging in, scroll to the very bottom of the page, and select **Saved Payment Methods** under the Accounts title in the page footer, on the right.

ACCOUNT

[Your Dashboard](#)

[Your Family](#)

[Your History](#)

[Saved Payment Methods](#)

2. Remove – this will remove the payment method. Any autopay enrollments will be changed to manual pay immediately.

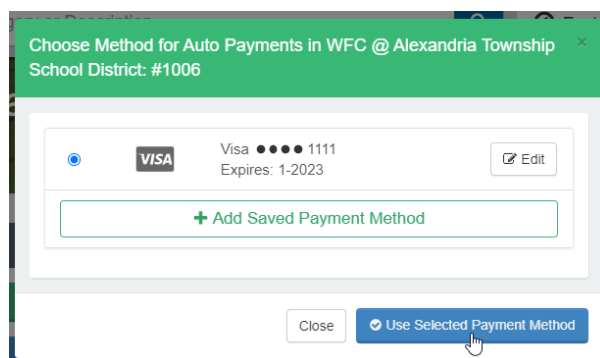
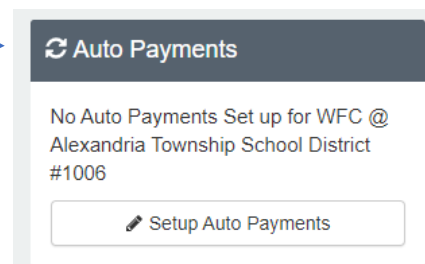
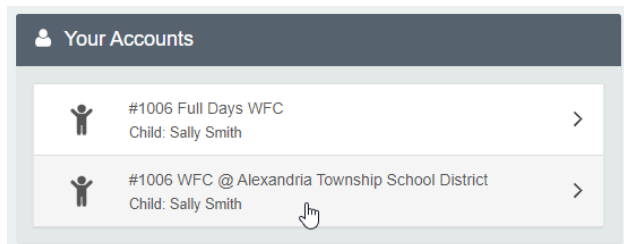
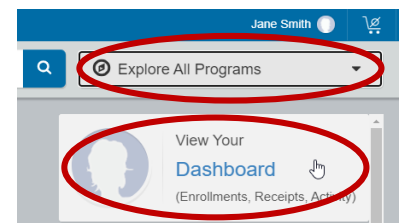
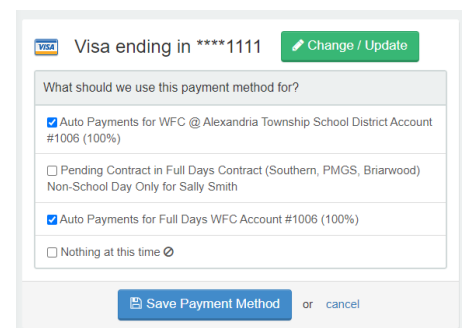
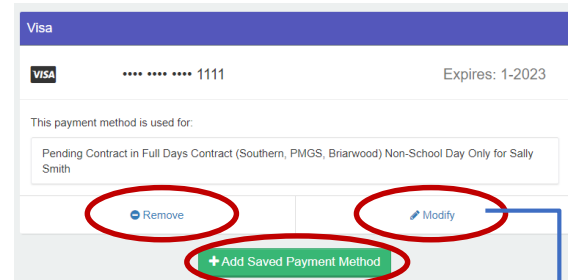
Modify – here you can choose which enrollments your payment method is linked to.

Add Saved Payment Method – here you can add a new payment method and assign which enrollments you'd like it to be linked to.

NOTE: If you would like to setup a partial payment allocation, please email us at info@theworkfamilyconnection.org

3. To update your auto-pay or recurring payments for an account or an enrollment, after logging in, select Explore all Programs and Your Dashboard.

Browse to the enrollment under “Your Accounts” and look for the Auto Payments. Select Change or Setup to update. Select your payment method and click “Use Selected Method”.



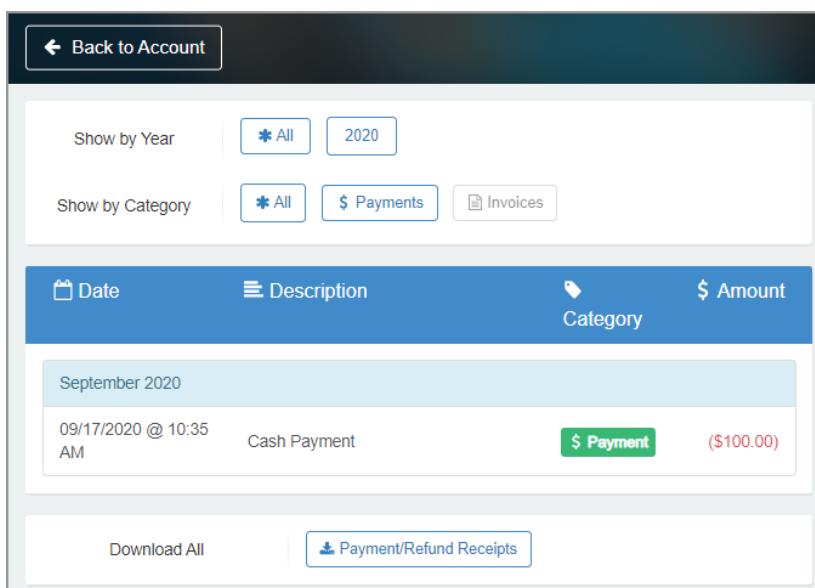
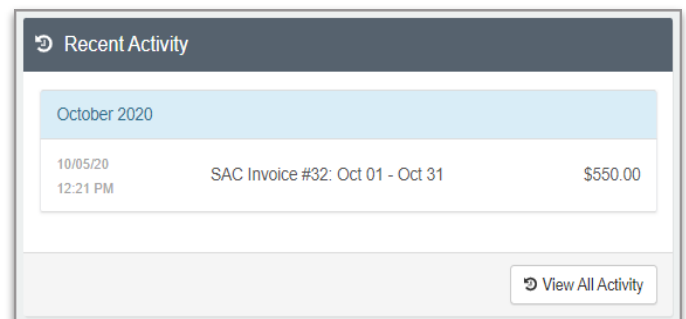
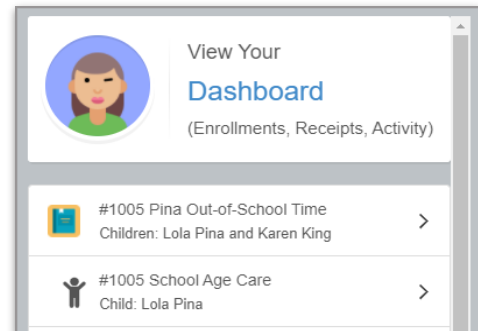
If you have any questions, please contact us at info@theworkfamilyconnection.org



Downloading Child Care Receipts and Tax Statements

Browse to <https://theworkfamilyconnection.ce.eleyo.com/> and login with your email address and password by selecting the *Sign In* button. Use the *Forgot Password* link to initiate a set-password email if you cannot remember your password.

1. Access your Dashboard by selecting *Explore all Programs* at top, right side of the screen.
2. Select the link *View Your Dashboard* OR Select the account you wish to view.
3. Select *View All Activity* button in the Recent Activity section.
4. Select the Payment to view and download the receipt.
5. To download the **year end tax statement**, select the button on the left (all).



Tax Statements for the previous calendar year are ready to download every January and may be accessed while reviewing your account online. The statements reflect line items for payments made on the account and include the name of the payer, dates and amounts of the payments plus the Federal Tax ID number for the Program.

