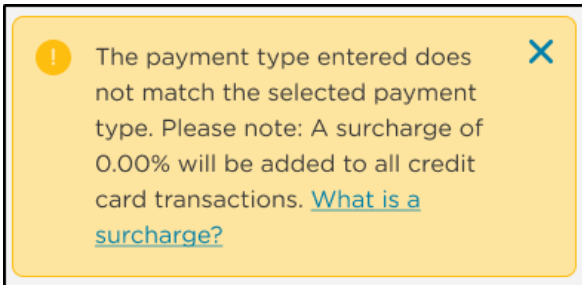


Add, Change, or Remove your Online Payment Method

📅 Updated on 18 Apr 2024 • ⌚ 1 Minute to read

Adding, changing or removing your online payment method is quick and easy via the Procure Child Care Mobile app or via our Procure Parent Website.

Important: Upon adding a payment method, Procure verifies if the card entered was classified (debit or credit) correctly. For example, if Add Debit Card is selected, then credit card details were entered, this is a misclassified payment method. If the card was classified incorrectly, you will receive the following alert at the bottom of the screen.

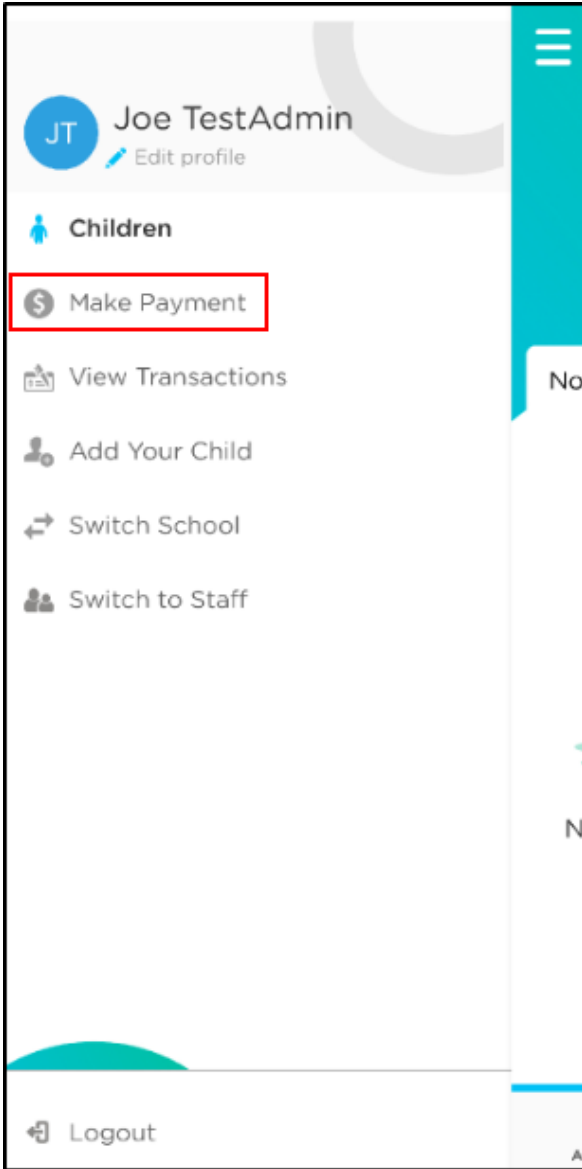


Adding a Payment Method

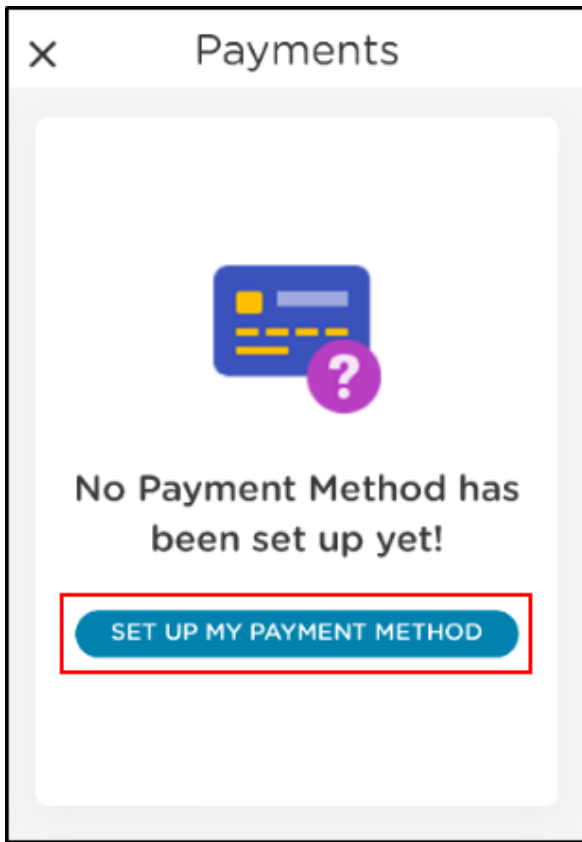
Follow the steps below to set up your initial payment method:

Via the Procure Child Care Mobile app

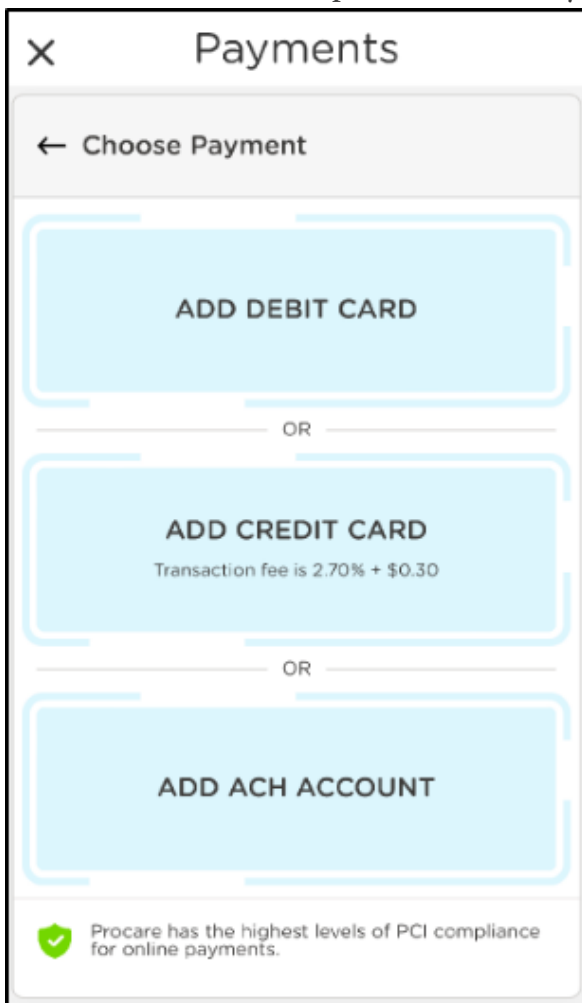
1. Click the menu icon in the top left corner, then select **Make Payment**.



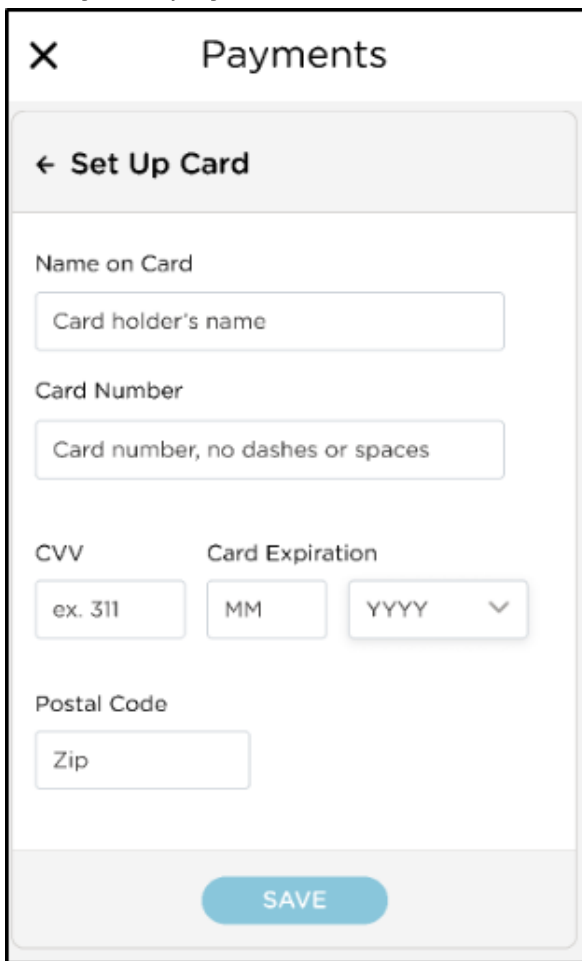
2. Select **Set Up My Payment Method**.



3. Choose add ACH account. **Please Note** not all options available and choosing anything other than ACH will result in a fee of \$18.50 per transaction if you use the debit or credit card option!



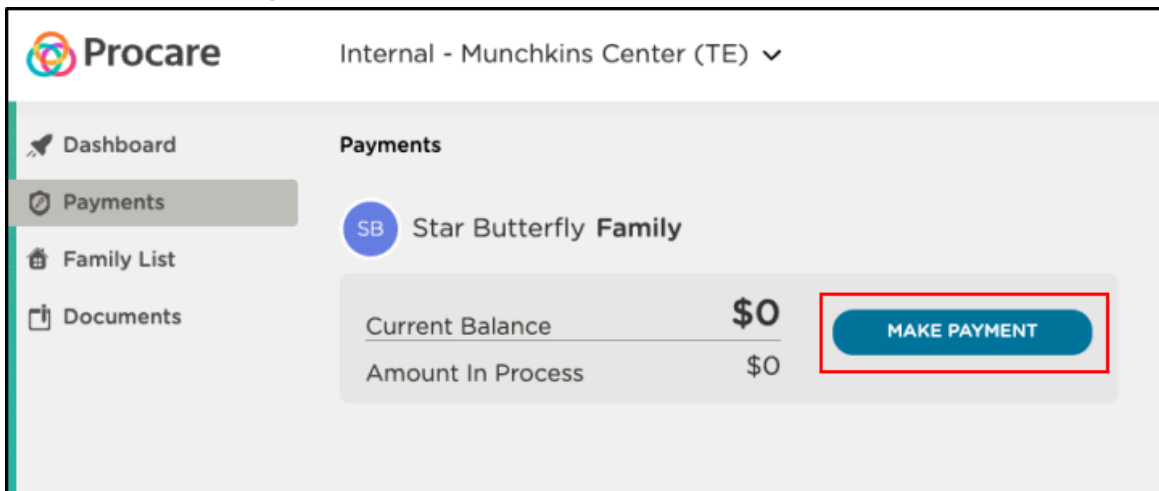
4. Add your payment method details, then click **Save**.



The screenshot shows a mobile application interface for setting up a payment card. At the top, there is a close button (X) and the title 'Payments'. Below this is a header with a back arrow and the text 'Set Up Card'. The form contains several input fields: 'Name on Card' with a placeholder 'Card holder's name', 'Card Number' with a placeholder 'Card number, no dashes or spaces', 'CVV' with a placeholder 'ex. 311', 'Card Expiration' with two dropdown menus for 'MM' and 'YYYY', and 'Postal Code' with a placeholder 'Zip'. At the bottom of the form is a blue 'SAVE' button.

Via the Procure Parent Website

1. Navigate to **Payments** from the left menu options.
2. Select **Make Payment**.

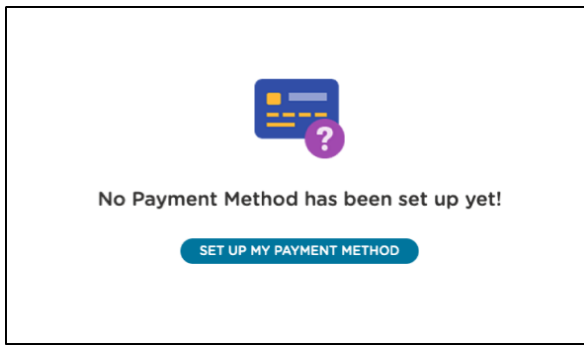


The screenshot shows the Procure Parent Website interface. The top left features the Procure logo. The top right shows the user's location: 'Internal - Munchkins Center (TE)'. A left sidebar menu includes 'Dashboard', 'Payments', 'Family List', and 'Documents'. The main content area is titled 'Payments' and displays the family name 'Star Butterfly Family' with a blue circular icon containing 'SB'. Below this, there is a table showing financial information:

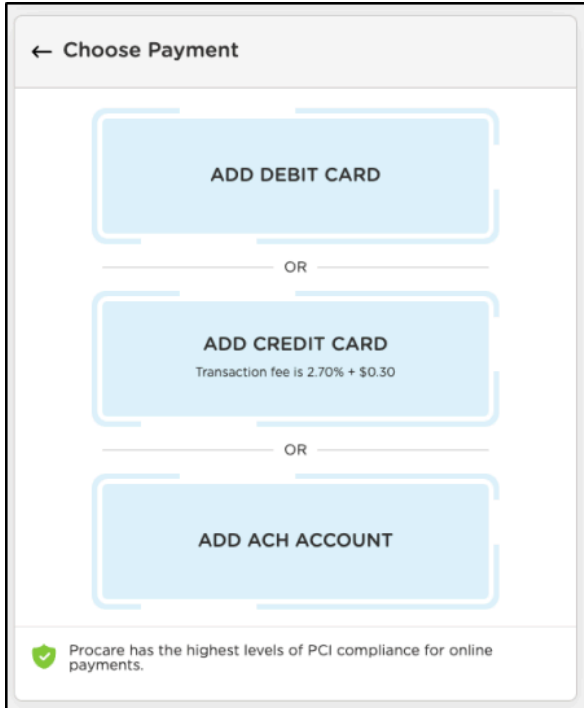
Current Balance	\$0
Amount In Process	\$0

To the right of the table is a blue 'MAKE PAYMENT' button, which is highlighted with a red rectangular border.

3. Click **Set Up My Payment Method.**



4. Choose to add ACH account **Please Note** not all options available and choosing anything other than ACH will result in a fee of \$18.50 per transaction if you use the debit or credit card option!



5. Add your payment method details, then click **Save.**

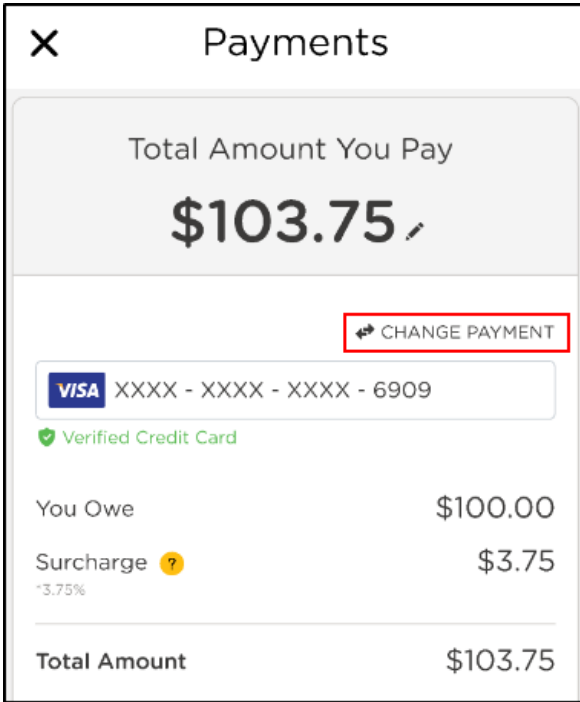
A screenshot of a mobile application screen titled "Set Up Debit Card" with a back arrow icon. The screen contains several input fields: "Name on Card" with a text box containing "Card holder's name"; "Card Number" with a text box containing "Card number, no dashes or spaces"; "CVV" with a text box containing "ex. 311"; "Card Expiration" with two dropdown menus, the first containing "MM" and the second containing "YYYY" with a downward arrow; and "Postal Code" with a text box containing "Zip". At the bottom center, there is a blue button with white text that says "SAVE".

Change or Remove Your Payment Method

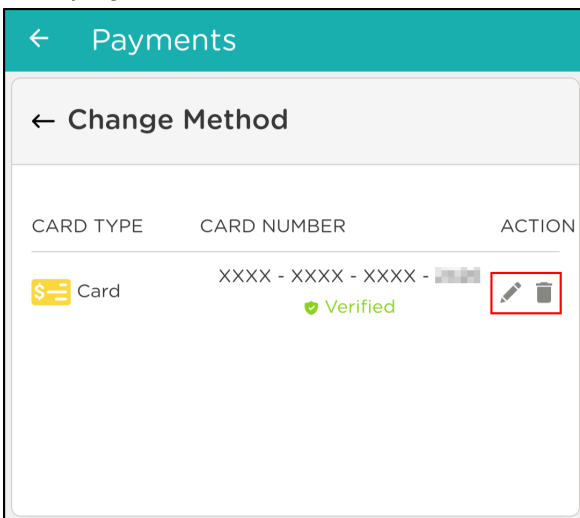
Your payment method(s) on file can be changed or removed via the Procare Child Care Mobile app or our Procare Parent Website.

Via the Procare Child Care Mobile app

1. Click the menu icon in the top left, then select **Make Payment**.
2. Above your current payment method on file, click **Change Payment**.



3. Click the pencil icon to add a new payment method or click the trash can icon to delete the payment method.

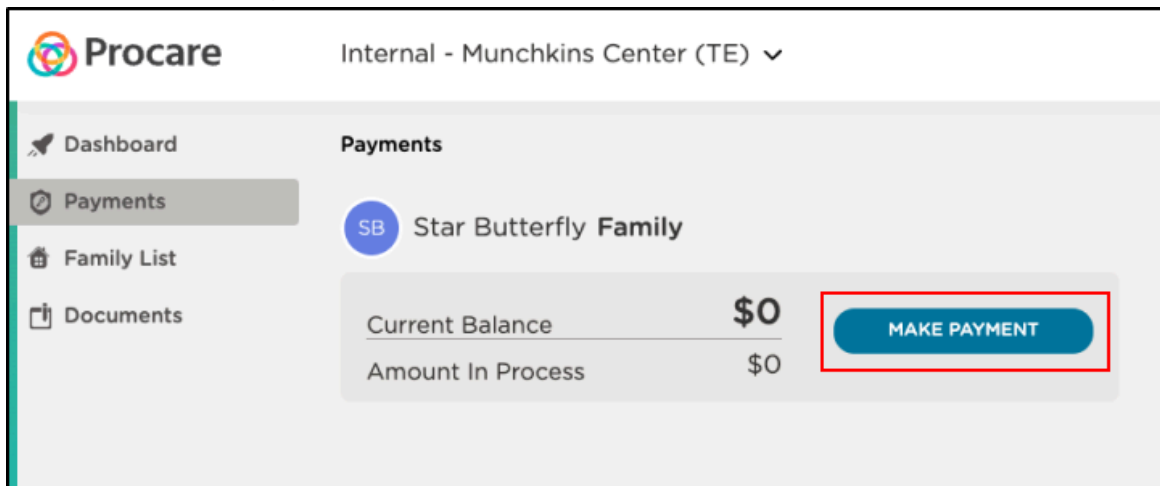


- a. When adding a new payment method, select the payment type, then enter the payment details.
- b. If deleting the current payment method, click **Yes** on the Delete Payment Method popup.

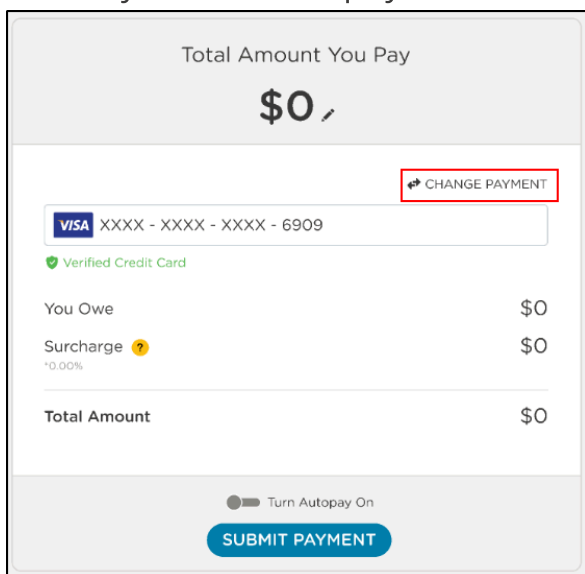
Via the Procure Parent Website

1. Navigate to **Payments** from the left menu options.

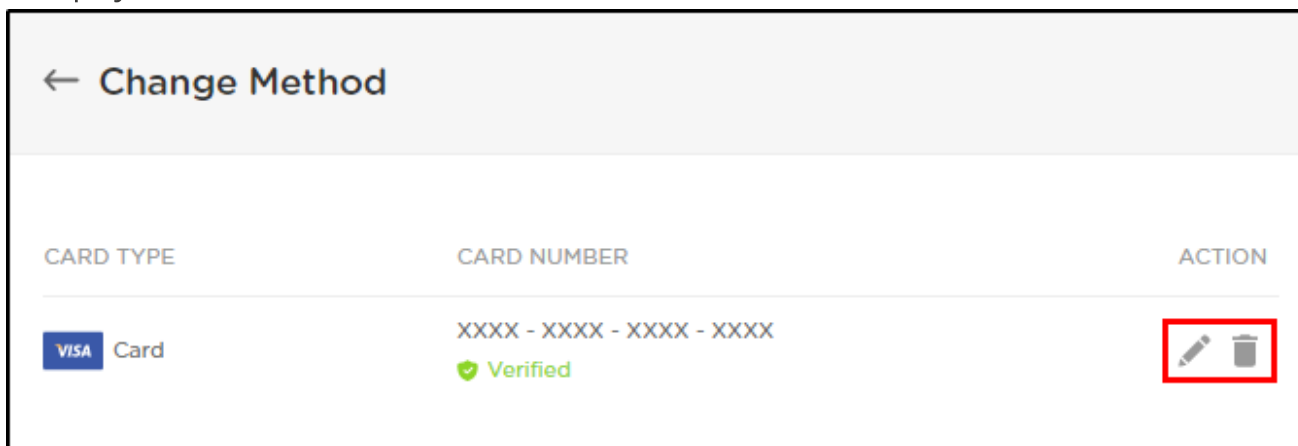
2. Select **Make Payment**.



3. Above your current payment method on file, click **Change Payment**.



4. Click the pencil icon to add a new payment method or click the trash can icon to delete the payment method.



a. When adding a new payment method, select the payment type, then enter the payment details.

b. If deleting the current payment method, click **Yes** on the Delete Payment Method popup.

← Previous
Make a Payment

Next
Printing Statements for Year-End Taxes ... →