EZChildTrack Parent Portal – New Parent Quick Start
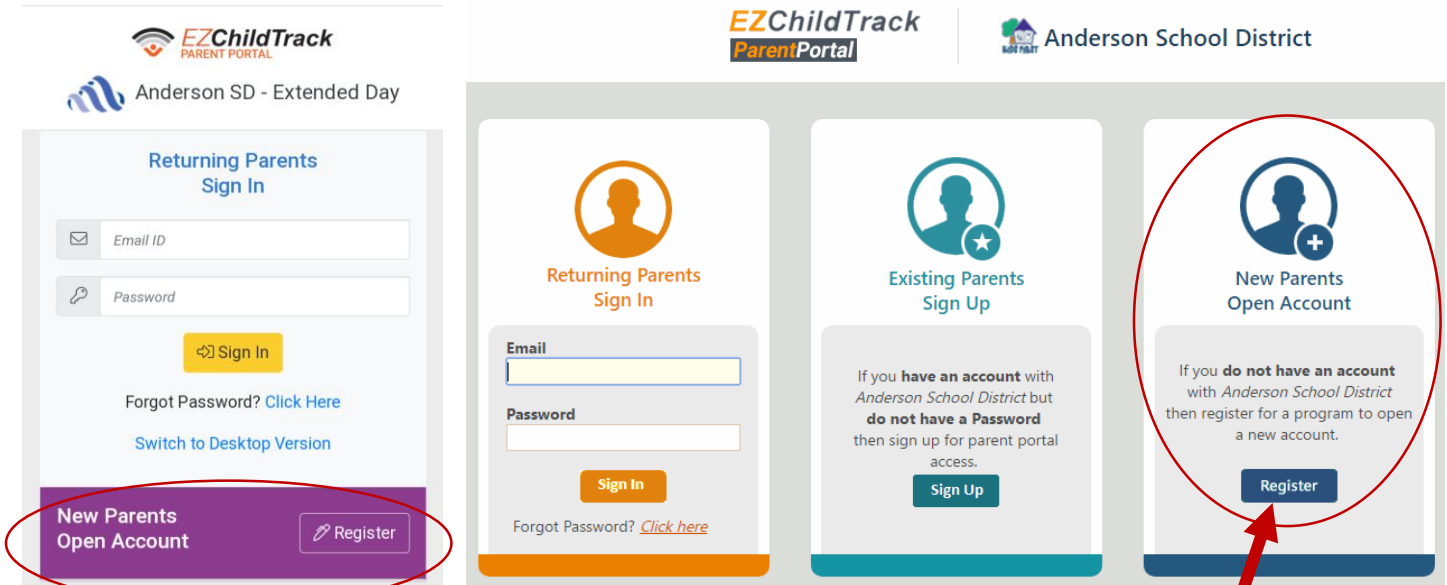
1. Register as a New Parent in the Parent Portal

Go to the following web address and click the [Register] button on the right side:

https://www.ezchildtrack.com/wcsesp/parent

Cell Phone: *Larger Devices (Desktop Version)*:

Returning Parents Sign In:	Existing Parents Sign Up:	New Parents Open Account:
Returning parents who already are registered AND have a password will use this box to login to the Parent Portal from then on.	If you are registered but do not yet have a password, select the [Sign Up] button to receive a login link by email. Next, follow the instructions on the next page to begin using the Parent Portal.	This box is for families who are new to the program. They must click the [Register] button to open a new account. *Note: Families with an account number should not click this link as it may create a duplicate account.*

2. The Desktop Parent Portal Home Page (Accessed after Approval)

Registration	Payments & Statements	Information	Toolbar Options
Click the **Register** button to register your child into a new program. View enrollment details by clicking the **View/Enroll** button.	Review your Account balance and payment due date. **Pay Now** with credit card or E-Check, or **Enroll in Autopay**. Click **View Statement** to view financials and tax statements.	View Calendar events and informational Bulletins. Download blank Forms or handbooks/documents. Finally, view the Account's **Email History**.	**My Account** – View/edit Contacts or Children. **Help** – View the Parent Portal User Guide. **Contact Us** – Email your program's main office.

3. Parent Portal Home Page on Cell Phones (Accessed after Approval)