



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## Online Childcare Payment Instructions

### Requirements To Use Online Registration

- 1) You must be current YMCA program participant or active member.
- 2) You must have a valid email address entered on your YMCA registration or membership information.
- 3) Your balance is updated by midnight Thursday and is available for payment by Friday morning.

## Instructions

### Step #1

Go to the YMCA of Greenville website at <http://www.ymcagreenville.org>

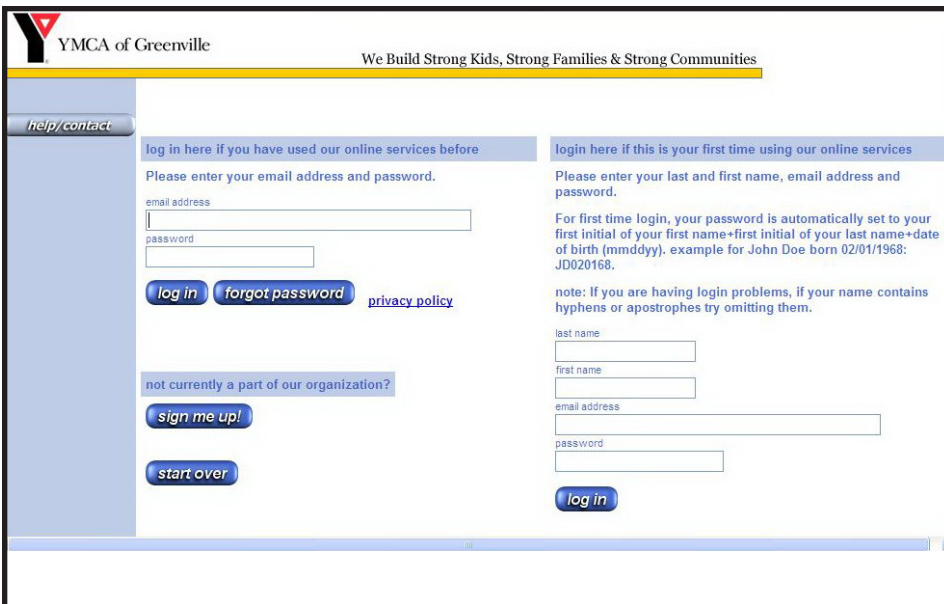
Roll over the LOCATIONS button on the top menu to see a drop down list of branches and choose the branch where your child attends Day Camp.

On the respective branch page, look for the Day Camp Payment link under the Online Payment section (near the bottom of the page) and select this link to be taken to the online payment system.



### Step #2

Clicking on the "Online Day Camp Payment" link on the branch where your camper attends day camp will take you to a login page as displayed on the left.

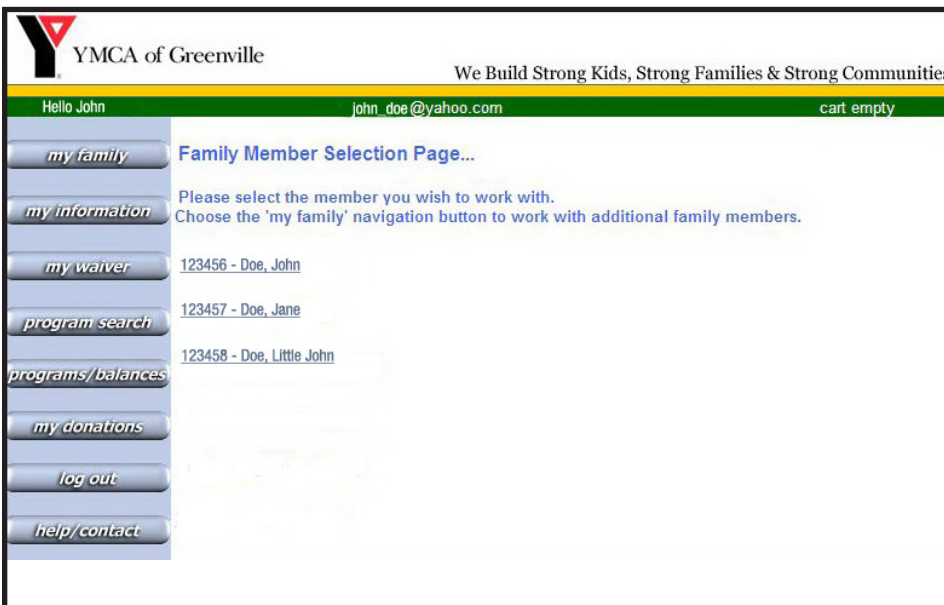


### Step #3

Follow login instructions on the screen.

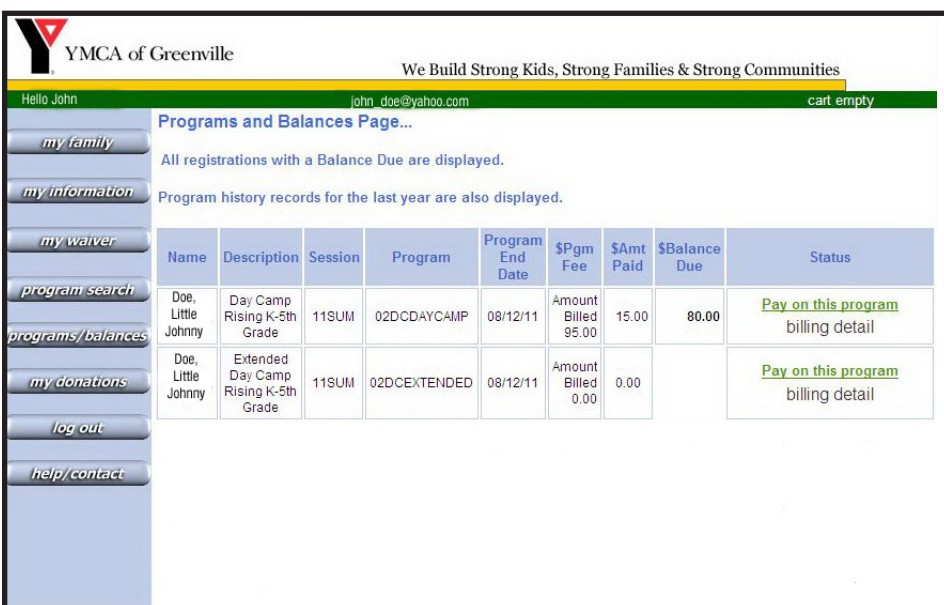
**Note:** Password default is first initial + last initial + birthday  
**Example:** John Doe, birthdate of January 1, 1975 = jd010175

Once logged in, you may change your password at any time by choosing "My Information" on the left tool bar (screen below)



### Step #4

Choose the "Programs/Balances" button on the left tool bar.



Name	Description	Session	Program	Program End Date	\$Pgm Fee	\$Amt Paid	\$Balance Due	Status
Doe, Little Johnny	Day Camp Rising K-5th Grade	11SUM	02DCDAYCAMP	08/12/11	Amount Billed 95.00	15.00	80.00	<a href="#">Pay on this program billing detail</a>
Doe, Little Johnny	Extended Day Camp Rising K-5th Grade	11SUM	02DCEXTENDED	08/12/11	Amount Billed 0.00	0.00		<a href="#">Pay on this program billing detail</a>

### Step #5

Choose the green "Pay on this program" link associated with the program to choose the program you want to select.

**Note:** You will have to pay the full due on the program at check out time; no partial payments.

Please contact the Chidcare Director at the branch for questions regarding balances due.

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Hello John john\_doe@yahoo.com cart empty

**Pay Balance Due Page...**

Name	Description	Session	Program	Program End Date	\$Pgm Fee	\$Amt Paid	\$Balance Due
Doe, Little Johnny	Day Camp Rising K-5th Grade	11SUM	02DCDAYCAMP	08/12/11	Amount Billed 95.00	15.00	80.00

Full Amount to Pay.. \$80.00

**add to cart**

Navigation menu: my family, my information, my waiver, program search, programs/balances, my donations, log out, help/contact

## Step #6

Choose the the green "Add to Cart" button to add it to your cart.

If making payments for multiple family members, choose "program/balances" on the left menu and repeat as necessary for each family member.

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Hello John john\_doe@yahoo.com shopping cart \$80.00 1 item(s)

**Shopping Cart Contents Page...**

Help our community by giving to the Open Doors Campaign!  
**yes, I want to help!**

Your shopping cart total is: \$80.00

Location	ID	Name	Session	Program	Begins Ends	Reg Fee	Reg Late	Reg Aid	Reg Disc	Due Now
Balance Payment	123458	Doe, Little Johnny	11SUM	02DCDAYCAMP						\$80.00

**delete**

-Click the 'proceed to check out' button if you are finished adding transactions to your shopping cart.  
-To add program registrations to your shopping cart, click the 'program search' navigation button.  
-To add program balance due payments, click the 'programs/balances' navigation button.  
-To access donations, click the 'my donations' navigation button.

**Proceed to check out**

Navigation menu: my family, my information, my waiver, program search, programs/balances, my donations, log out, help/contact

## Step #7

Choose "Proceed to checkout" buton at the bottom of the page to make payment on the programs you have added to your cart.

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Hello John john\_doe@yahoo.com shopping cart \$80.00 1 item(s)

**Check Out Page...**

Billing First Name: John  
Billing Last Name: Doe  
Billing Address: 111 Anywhere Street  
Billing City: Greenville  
Billing State: SC  
Billing Zip: 29605   
Card Type: Select Card  
Acct Number (numbers only):  
Card ID: ?  
Expire Month: ---Select---  
Expire Year: Select  
EMAIL: john\_doe@yahoo.com  
Total Sale: \$80.00

**check out!** **edit cart**

Navigation menu: my family, my information, my waiver, program search, programs/balances, my donations, log out, help/contact

Authorize.Net a CyberSource solution

## Step #8

Complete payment information and choose the green "check out!" button to process your payment.

- my family
- my information
- my waiver
- program search
- programs/balances
- my donations
- log out
- help/contact

Thank You! Your transaction has been processed.  
 Please print the following receipt(s) for your records.  
 An email of this receipt has been sent to [john\\_doe@yahoo.com](mailto:john_doe@yahoo.com)

```

28750 0
01000171 06/13/11 Time: 11:23:55
YMCA of Greenville
601 E. McBee Avenue
Greenville, SC 29601
864-242-1111

WebTIME.: WEB-(255) 10.06(900)
Total for all transactions:$80.00
Credit Card Approval #: 00608
Credit Card FNREF #: 368142689
=====
For: Little Johnny Doe ID#257710

Responsible Party.:
John Doe
-----
1 ( 13) 02DCDAYCAMP $80.00 -
Day Camp Rising K-5th Grade
CC Site.....: CSI
40 ( 40) Payment $80.00
VISA
    
```

## Step #9

Complete payment information and choose the green "check out!" button to process your payment.

Always PRINT and bring a copy of your payment record to the YMCA with you; this will be your proof that you did pay online.

