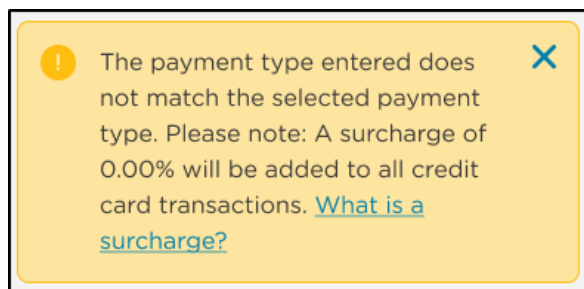


Add, Change, or Remove your Online Payment Method

📅 Updated on 03 Jun 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.

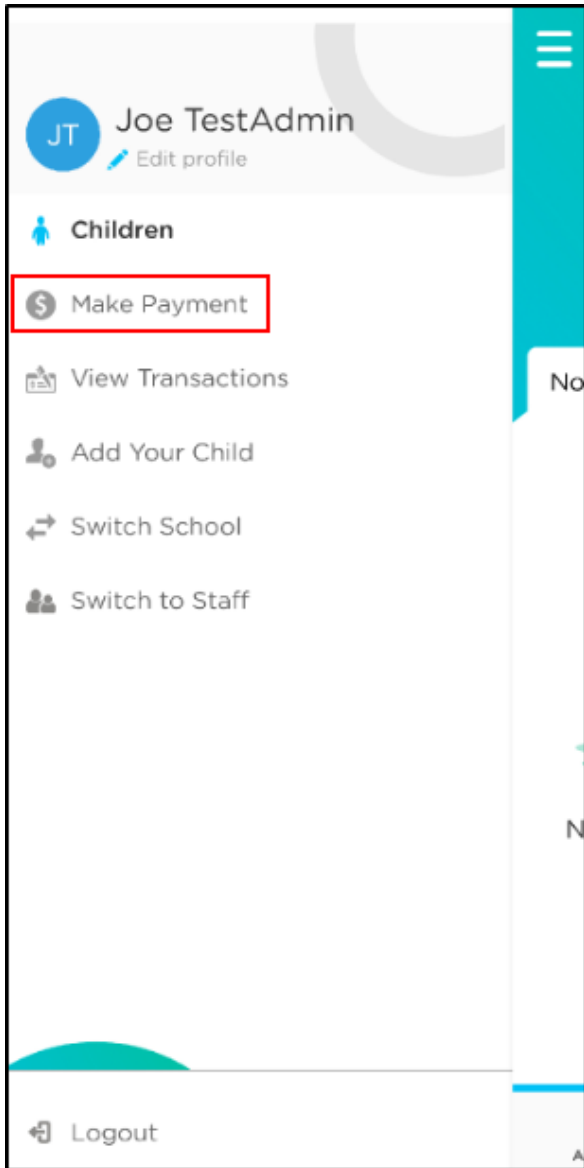


Adding a Payment Method

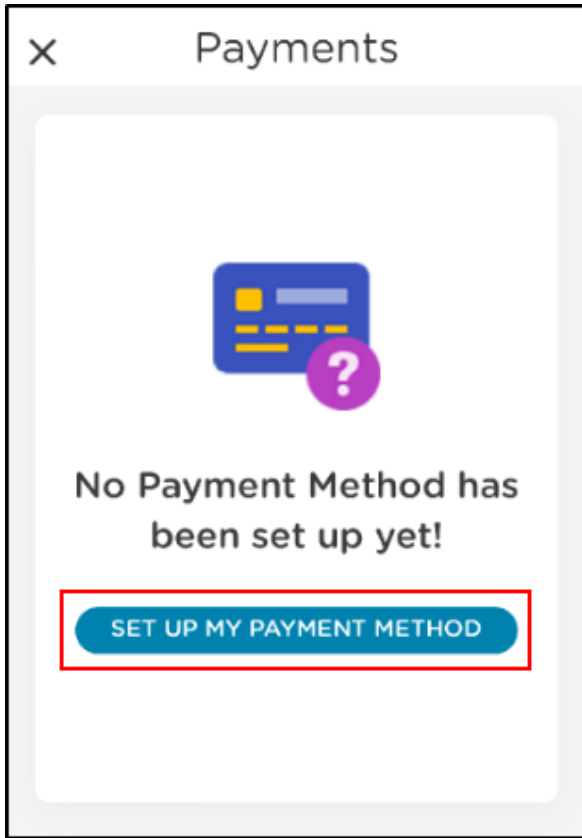
Follow the steps below to set up your initial payment method:

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 to add a debit, credit or ACH account. **Please Note:** Schools can decide which payment method(s) to accept, not all options below could be available.

The screenshot shows a mobile application interface for adding payment methods. At the top, there is a close button (X) and the title 'Payments'. Below this is a header bar with a back arrow and the text 'Choose Payment'. The main content area features three large, light blue buttons with rounded corners, each with a double-line border. The first button is labeled 'ADD DEBIT CARD'. Below it is a separator line with the word 'OR' in the center. The second button is labeled 'ADD CREDIT CARD' and includes the text 'Transaction fee is 2.70% + \$0.30' below the main label. Below this button is another separator line with 'OR' in the center. The third button is labeled 'ADD ACH ACCOUNT'. At the bottom of the screen, there is a green checkmark icon followed by the text: 'Procure has the highest levels of PCI compliance for online payments.'

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 button labeled 'SAVE'.

Via the Procure Parent Website

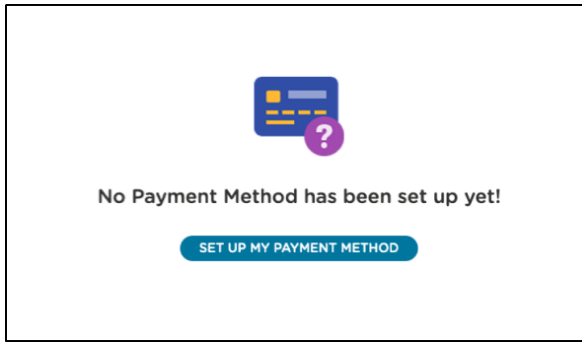
1. Navigate to **Payments** from the left menu options.
2. Select **Make Payment**.

The screenshot shows the Procure Parent Website interface. The top left features the Procure logo and a navigation menu with options: Dashboard, Payments (highlighted), Family List, and Documents. The top right shows the user's location: 'Internal - Munchkins Center (TE)'. 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 summary table:

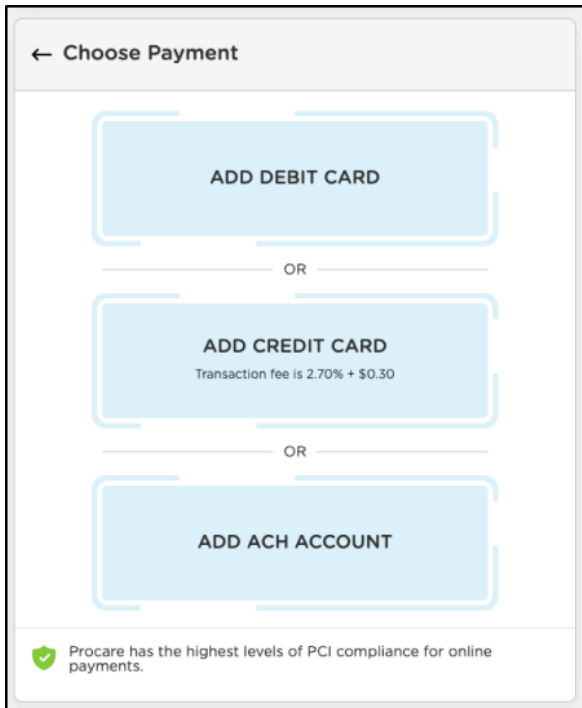
Current Balance	\$0	MAKE PAYMENT
Amount In Process	\$0	

The 'MAKE PAYMENT' button is highlighted with a red rectangular box.

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



4. Choose to add a debit, credit or ACH account. **Please Note:** Schools can decide which payment method(s) to accept, not all options below could be available.



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

← Set Up Debit Card

Name on Card
Card holder's name

Card Number
Card number, no dashes or spaces

CVV
ex. 311

Card Expiration
MM YYYY

Postal Code
Zip

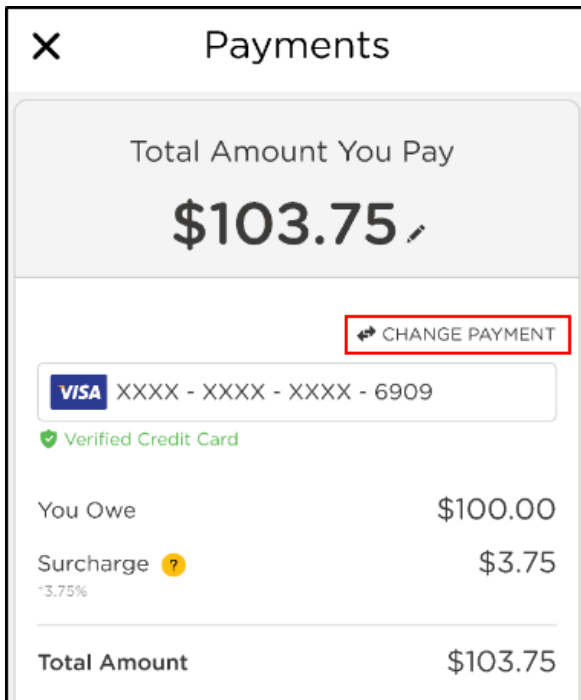
SAVE

Change or Remove Your Payment Method

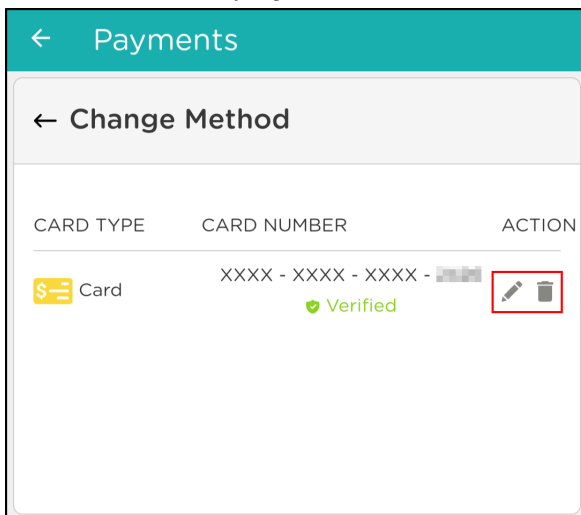
Your payment method(s) on file can be changed or removed via the Procare Child Care Mobile app or our Procare Parent Website.

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.

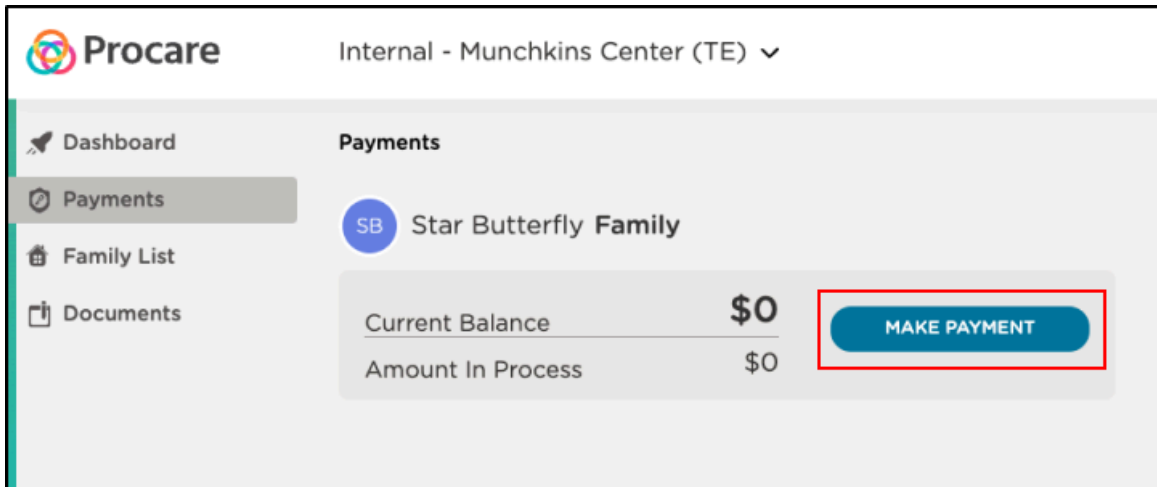


- a. When adding a new payment method, select the payment type, then enter the payment details.

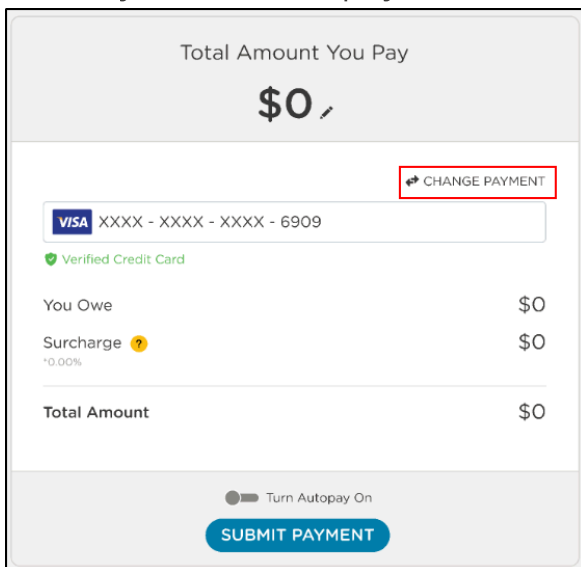
- b. If deleting the current payment method, click **Yes** on the Delete Payment Method popup.

Via the Procure Parent Website

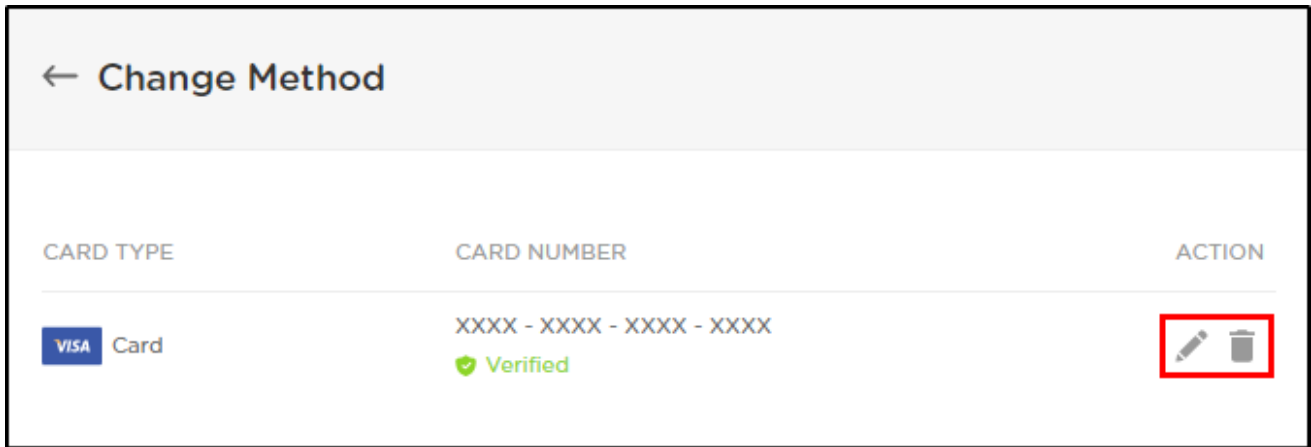
1. Navigate to **Payments** from the left menu options.
2. Select **Make Payment**.



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.

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