

# STEPPING STONES PRESCHOOL



## Online Pay Bill Instructions – Tuition Example

1. Go to: <https://www.myprocare.com/>
2. Sign in with email address and password --or-- Use email address provided at registration and create password (confirmation number will be sent to your email). This will complete your online profile.
3. On the home screen, the right-hand side displays the Account Balance and a green “Pay” button
4. Select the green “Pay” button
5. Enter Credit/Debit Card information and save card to account, if desired. Note that the Card Processing Fees are listed separately.
6. Select “Pay Now”
7. If you need a Printable Customer Statement, Go to “Reports”
8. Select “Run Report” for a “Customer Statement”
9. Select the Date Range and “Run Report”
10. Customer Statement opens in a new window that can be printed or saved off

The screenshot shows the myprocare.com website interface. At the top, there is a navigation bar with icons for REPORTS, SCHEDULE, ACTIVITY, CONTACTS, and CENTER. Below the navigation bar, there is a user profile section on the left with a placeholder for a profile picture and the name "Boy Test". On the right, there is a "Recent Transactions" table and an "Account Balance" section.

Date	Description	Comment	Amount	Balance
6/3/2022	Tuition M-F Half day		\$570.00	\$570.00

Account Balance

View Account Ledger      \$570.00      **PAY**

myprocare®



**Account**  
[TEST] Mama Test

**Name on Card**

**Card Number**



Save this card for future payments

**CVV**

**Card Expiration**

 

**Postal Code**

**Amount**

**Card Processing Fee**

**Total Amount**

PAY NOW

**Account**  
 TEST

**Reports**  
 Customer Statement RUN REPORT

Date	Description	Comment	Amount	Balance
06/03/2022	Tuition M-F Half day		\$570.00	\$570.00

**Stepping Stones Preschool**  
 3951 W. Happy Valley Rd  
 Glendale, AZ 85310



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 TaxID: 94-2437102

**Mama Test**  
 3951 w happy valley rd  
 Glendale, AZ 85310

Test, Boy 04/04/2018

<b>TEST</b>	
<b>From:</b>	6/3/2022
<b>To:</b>	6/4/2022

**Beginning Statement Balance: 0.00**

User	Post Date	Description	Comment	Charge	Credit	Balance
chamm	6/3/2022	Tuition M-F Half day		570.00	0.00	570.00
Total				570.00	0.00	570.00

Report created: 6/3/2022