

# VHFLC Prepay Instructions

1. Please login and go directly to your "Account"



- 2.) Account Page
  - a. Use the drop down screen under "calendar".
  - b. Select the month you want to work on.
  - c. Press GO

**Registered Children:**

Name	Site	Schedule	Calendar	School Year
[Redacted]	Butternut Creek	Prepay	September <input type="button" value="Go"/>	2009-2010
[Redacted]	Lee	Tuition	N/A	2009-2010
[Redacted]	Raleigh Hills	Prepay	September <input type="button" value="Go"/>	2009-2010

- 3.) Calendar
  - a. Choose the hours your child will attend.
  - b. To unselect a PM slot, use the unselect button.
  - c. Push the submit button to make changes.
  - d. You must hit the submit button to correct any and all changes.

<b>21</b> ● 2:20-3:20 PM ● 2:20-4:20 PM ● 2:20-5:20 PM ● 2:20-6:00 PM ● Unselect PM	<b>22</b> ● 2:20-3:20 PM ● 2:20-4:20 PM ● 2:20-5:20 PM ● 2:20-6:00 PM ● Unselect PM	<b>23</b> ● 2:20-3:20 PM ● 2:20-4:20 PM ● 2:20-5:20 PM ● 2:20-6:00 PM ● Unselect PM	<b>24</b> ■ 1:50-2:20 PM ● 2:20-3:20 PM ● 2:20-4:20 PM ● 2:20-5:20 PM ● 2:20-6:00 PM ● Unselect PM	<b>25</b> ● 2:20-3:20 PM ● 2:20-4:20 PM ● 2:20-5:20 PM ● 2:20-6:00 PM ● Unselect PM
<b>28</b> ● 2:20-3:20 PM ● 2:20-4:20 PM	<b>29</b> ● 2:20-3:20 PM ● 2:20-4:20 PM	<b>30</b> ● 2:20-3:20 PM ● 2:20-4:20 PM		

PM Code	PM 2:20-6:00	24	AV	20	September 20th INCLUDE \$50 LATE FEE.
POSTMARKED AFTER September 20th	+			\$0	
<b>Total</b>	=			\$0	

4.) Done Button

- a. Takes you back to your account page.

PM Care	PM 2:20-3:20	\$6	x 1	\$6	VHFLC 9115 SW Oleson Rd. #202 Portland, OR 97223 POSTMARKED AFTER September 20th INCLUDE \$50 LATE FEE.
PM Care	PM 2:20-4:20	\$12	x 1	\$12	
PM Care	PM 2:20-5:20	\$18	x 0	\$0	
PM Care	PM 2:20-6:00	\$21	x 1	\$21	
POSTMARKED AFTER September 20th			+	\$0	
<b>Total</b>			=	\$39	

5.) Changes

- a. You may edit your calendar through midnight of the due date.
- b. After the due date; you must call the office for changes.

6.) FORGOT? (The due date has passed.)

- a. Access the calendar and the month you want to work on.
- b. Choose the hours your child will attend.
- c. Push the submit button.
- d. You may access this calendar at any time to make additional corrections for this one day only.
- e. You will be assessed a \$50 late fee.
- f. If you are brand new and have just registered no fee will be assessed.

7.) Still Having Trouble?

- a. Call the main office for assistance @ 503-452-8633.