

# How to use the Web Portal to choose Direct Deposit or Payment Card

**Note:** If you need assistance using this Portal call@ ACS ECE Call Center at 212 -835-7610, press #.

**New Users - start with Step #1.**

**Registered Users (Returning) - start with Step # 2.**

**1) New User - Create your password** - Enter your Provider Number – (six digit number), or Program Number (seven-digit number)

- a) Enter last 4 digits of your TIN (SSN or EIN)
- b) Enter your phone number. (nnn-xxx-xxxx) (to contact you if we have any questions)
- c) Enter your email address.
- d) Click '**Register**' button
- e) Verify your information on the Register Screen. If correct, click '**Confirm Registration**'; If not correct, click the '**Back**' button to correct your information, then click the '**Register**' button.
- f) Check your email for your temporary password.
- g) Click on the link in your email to login and create your password.
- h) Enter your User Name – which is your Provider/Program Number & last 4 digits of SSN or EIN – (a ten or eleven digit number).
- i) Enter the temporary password received from your email. ( you can also copy and paste it to the field)
- j) Change the '**temporary password**' received in your email to **your personal password**.
- k) Update temporary Password -on the '**Update Password**' screen
  - a) Enter new password in '**Set New Password**' field.
  - b) Re-enter the same password in '**Confirm New Password**' field.
- l) Setting your Security Question.
  - a) Click on the down arrow field to '**Select a Security Question**'.  
Click on the question you like to be your security question.
  - b) Enter in 'Set Answer' field your answer to your selected Security Question.

**Note:** If you get the question on the bottom of the screen:

**Would you like to store your password for childcarepaymentportal.com?**

Respond if this is a **private single use computer** – with answer '**Yes**', Or

Respond If this is a **public or shared computer by other users** – with answer '**Not for this site**'.

- m) Save new personal password and security question by clicking '**Update Password**' button.
- n) **Keep record of your new saved password, security question and store in a safe, secure place. Do not lend or share your personal password.**
- o) Upon successful completion, you will get a message on screen, '**Your Password has been updated successfully.**' This is also the "Welcome screen" with your name, provider information and payment type displayed.

## 2) Registered User (Returning) - Review your Payment Method

- Enter your User Name – your Provider/Program Number & last 4 digits of SSN or EIN – (a ten or eleven digit number).
- Enter your saved ‘password’.
- Click ‘Login’ button.
- The Welcome screen is displayed with your name, provider information and payment method (listed as payment type). **Verify the information.**

## 3) Changing your Payment Method

On your **Welcome** screen below, the **provider information section** listed under ‘Payment Type’ is your **current payment** method.

To **change** your current payment method, select **a** or **b** below;

See example below:

The screenshot shows the homepage of childcarepaymentportal.com. A red arrow points to the 'Welcome, I' dropdown menu. Below it, the 'Provider Information' section is highlighted in yellow. A table displays the following information:

Provider Information		Review Taxpayer Information Below
Taxpayer Name:		
Vendor type:	I	
Vendor #:		
Address:		1FL
Address2:		
City:	BROOKLYN	
State:	NY	
Zip:	11208	
Country:	US	
Phone Number:		
Payment Type:	DDA	<a href="#">Click here if you want to change the payment method</a>
Account Number:	XXXXX	
Routing Number:	XXXXX	

A blue callout box points to the 'DDA' text in the Payment Type row, containing the text 'DDA = Direct Deposit Account'. Another red arrow points to the 'Payment Type' label. At the bottom, a light blue bar contains the text: 'Still having trouble? Call the ECE Call Center @ 212 835-7610 Press #'. The footer reads '©2017 Childcare Provider Portal.'

Click on text ‘Click here if you want to change the payment method’.

Select Enrollment Payment Method

The screenshot shows the 'Payment Method' selection screen. It features two radio button options:

Payment Method

- Direct Deposit
- Payment card

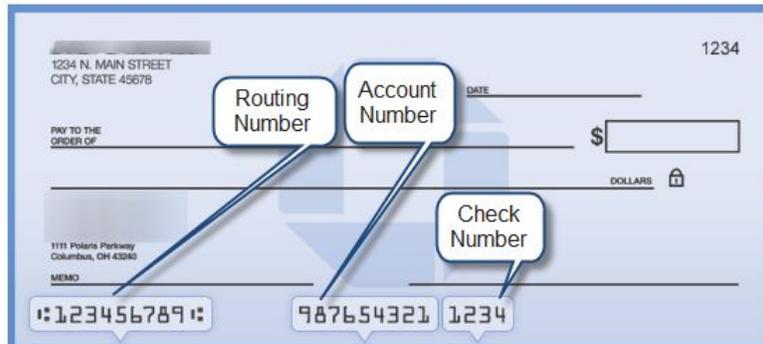
A blue callout box points to the radio buttons, containing the text: 'Click button and choose between Direct Deposit or Payment Card.'

**Note:** If you need assistance - call ACS ECE Call Center at 212 -835-7610, press #.

a) **Direct Deposit (must have a bank account) provide the following:**

Your checking account routing number.

Your checking account number.



b) **Payment Card (if eligible)** - A child care provider who operates under an individual Taxpayer name (not a business name) may use the payment card.

**4) To submit, select one of the following to update your Payment Method in this Portal Application.**

- a) Download authorization form, complete authorization form & sign, scan & upload authorization form back to YMS; **OR**
- b) Download authorization form, complete authorization form and sign & mail back authorization form to YMS; **OR**
- c) Call ECE Call Center for a mailed copy of authorization form, complete & sign authorization form then mail authorization form back to YMS.

**YMS mailing address:**

YMS Management Associates Inc.  
PO Box 968, Peck Slip Station  
New York, NY 10272-0968

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