

# 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-nnn-nnnn) (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

- a) Enter your User Name – your Provider/Program Number & last 4 digits of SSN or EIN – (a ten or eleven digit number).
- b) Enter your saved 'password'.
- c) Click **'Login'** button.
- d) 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:

childcarepaymentportal.com

Welcome, I

Provider Information

Review Taxpayer Information Below

Taxpayer Name: [REDACTED]

Vendor type	I
Vendor #:	[REDACTED]
Address:	[REDACTED] 1FL
Address2:	
City:	BROOKLYN
State:	NY
Zip:	11208
Country:	US
Phone Number:	[REDACTED]
Payment Type:	DDA <a href="#">Click here if you want to change the payment method</a>
Account Number:	X000X [REDACTED]
Routing Number:	X000X [REDACTED]

DDA = Direct Deposit Account

Still having trouble? Call the ECE Call Center @ 212 835-7610 Press #

©2017 Childcare Provider Portal.

**Click on text 'Click here if you want to change the payment method'.**

## Select Enrollment Payment Method

Payment Method  Direct Deposit  Payment card

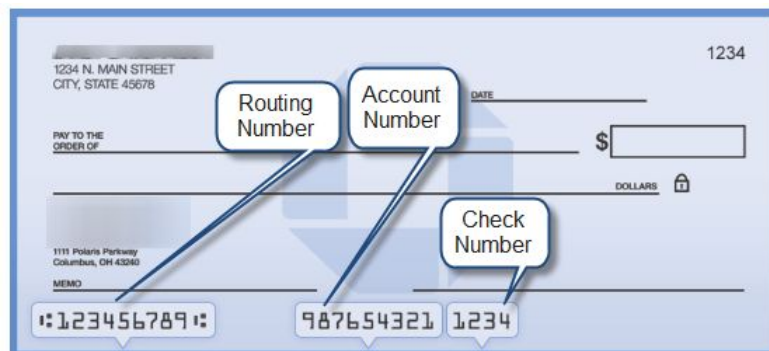
Click button and choose between Direct Deposit or Payment Card.

**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.

- Download authorization form, complete authorization form & sign, scan & upload authorization form back to YMS; **OR**
- Download authorization form, complete authorization form and sign & mail back authorization form to YMS; **OR**
- 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

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