



## **REGISTRATION PROCESS**

Sunshine is pleased to introduce **EZChildTrack “Parent Portal”**, a SECURE online interface for parents to:

- Register children for Before/After Care, Spring/Summer/Winter Camp and No School Days.
- Manage child and parents information
- Enroll in activities (such as super field trips, kickball, etc.)
- Make payments and enroll in autopay
- View/Print account transactions, statements, invoices and Receipts
- Print year-end tax statements

### **For families who DO NOT have an EZ Child Track Parent Portal:**

1. Go to <https://www.ezchildtrack.com/sunshineasc/parent/>
  2. Click the “Register” button under the “OPEN ACCOUNT – NEW PARENTS” section.
  3. Under the registration section, choose the program you are registering for (school locations are listed below the program type).
  4. Follow the prompts and complete your online registration.
  5. You must register via a desktop computer, laptop or desktop version on a mobile device.
- Please allow 1 – 3 business days for your registration to be reviewed and approved.
  - Once approved, you will receive an email with your log in information to access your parent portal. If further information is needed, you will be contacted.
  - Once your account information is active, you can review your current balance, make payments and enroll in autopay, as well as many other features.
  - Going forward, log in to your secure “Parent Portal” at <https://www.ezchildtrack.com/sunshineasc/parent/> by using the primary account holder’s email address and password under the “Sign In” section.

### **For families who HAVE an EZ Child Track Parent Portal:**

1. Go to <https://www.ezchildtrack.com/sunshineasc/parent/>
  2. Type in the primary account holder’s email address along with your password under the “SIGN IN” section. If you forgot your password, click “forgot password”.
  3. Under the registration section, choose the program you are registering for (school locations are listed below the program type).
  4. Follow the prompts and complete your online registration.
  5. You must register via a desktop computer, laptop or desktop version on a mobile device.
- Please allow 1 – 3 business days for your registration to be reviewed and approved.
  - Once approved, you will receive an approval email. If further information is needed, you will be contacted.
  - You can review your current balance, make payments and enroll in autopay, as well as many other features by accessing your secure “Parent Portal at <https://www.ezchildtrack.com/sunshineasc/parent/>.

### **If you are unable to log into your parent portal, please see below on some helpful tips:**

1. **INVALID EMAIL ADDRESS?** The email to log in to your parent portal is the primary email address.
2. **NO EMAIL FOUND?** If email is not found, make sure that the primary email address was used or your account is not activated. If you have not activated your parent portal, activate your portal by going to the “Sign Up” section on the portal. You will then receive an email with further instructions for account activation.
3. **INVALID PASSWORD?** If you have forgotten your password, click on “Forgot Password”. An email will be sent to you to reset.
4. **NOT RECEIVING EMAILS?** Please check your spam/junk email folder.